

Registration Gateway

Registration Gateway is Fitzgerald's New Student Registration Portal. You must complete the entire registration process for your student to be enrolled. Go online to access our Registration Gateway:

<https://fitzgerald-registration.hosted.src-solutions.com/>

If you have not already created an account, click on **Start**.

New Student Registration

New to the site, please click "Start." Already have a login?

Username
[Input Field]

Password
[Input Field]

[Login Help](#)

Start **Login**

Login if you have already created an account. Go to page 5 to find out how to add additional students, edit student info, etc.

Read the information, check the box that says *I'm ready to begin* and click **Save and Next**.

Before you get started ...

Dear Parent / Guardian,

Welcome to Fitzgerald's New Student Registration Portal.

SCHOOL OF CHOICE: If you are not a Fitzgerald resident and are looking to apply for School of Choice, please visit our website at <http://fitz.k12.mi.us/register/school-of-choice> for more information. Only paper applications are being accepted at this time. Please do not pre-register your student through this portal. Thank you for your understanding.

SCHOOL OF CHOICE ACCEPTANCES (K-8): If you have received a School of Choice acceptance letter for the 2017-18 school year, and your student is entering grades K-8, please complete the online registration process as outlined in your letter. When asked if you are a resident of this district, please select Yes.

PRE-SCHOOL: If you are interested in learning about pre-school for the 2017-18 school year, please contact the Early Childhood Center directly at 586-757-3343.

VIRTUAL ACADEMY: If you are looking to enroll in the [Fitzgerald Virtual Academy](#), please contact them directly at 586-757-4620.

You must complete the entire registration process for your student to be enrolled. On the last page of the online registration process, you will be asked to schedule a required meeting with Central Enrollment. You will be given a list of documents to bring with you to your meeting. You must bring these or you may be asked to return later with them. If you have any questions, please contact Central Enrollment at 586-758-0980. We look forward to welcoming your student to Fitzgerald Public Schools!

I'm ready to begin

Save and Next

Registration Gateway
by SRC Solutions, Inc.

Enter the information requested to create your account and click **Save and Next**.

Create or Edit My Account

* = required field

Username*

Email address (needed if you forget your password)

Password*

Confirm Password*

Challenge Question (in case you forget password)*

Challenge Answer (ANSWER IS CASE SENSITIVE)*

Save and Next

Enter the Parent/Guardian information requested and click **Save and Next**. **IMPORTANT NOTE:** *If you do not have full or partial legal custody or are not a resident of the district, please log out and contact Central Enrollment at 586-758-0980. We will advise you on how to proceed.*



Let's Get Started

* Parent/Guardian first name

* Parent/Guardian last name

* Please use upper & lower case when completing the online information i.e.: Bob Smith. Please do not use just upper or just lower case.
 I acknowledge

* Do you have full or partial legal custody of the student you are registering?
 Yes No

* Are you a resident of this district?
 Yes No

Back **Save and Next**

Answer the question regarding Free and Reduced Lunch and click **Save and Next**. If you would like to apply, click the link for the application (which will open in a new browser window) or go to <http://lunchapp.com>.



Free and Reduced Price Lunch

[If you choose to apply for Free and Reduced Price Lunch, click here for the application.](#)

★ Would you like to apply for Free and Reduced Price Lunch?

Yes No

Back

Save and Next

Next, you will be asked to enter information regarding your child. Fill out all the information requested on each screen. Click **Save and Next** to go to the next page. You can return to the previous page by clicking the **Back** button.

Finally, you will be asked to schedule an appointment. **An appointment is required to complete the registration process.** A student will not be registered until all documentation has been submitted to the registrar. Select your appointment time from the dates / times available and click **Done**. You will be given the opportunity to review your scheduled appointment and registration checklist.

Schedule Appointment

Schedule only one appointment for your final registration. A parent/guardian who has scheduled an appointment will be seen as close to the scheduled appointment time as possible. You will be required to present all necessary documentation at your appointment or return with any missing information to complete your enrollment.

FName	LName	Appointment Type	Registration Center	Appointment Time
Test	Student	Registration - Central Enrollment	Central Enrollment ▼	6/6/2017 ▼ 9:30 AM ▼

* Required to be scheduled

Would you like to receive an email reminder?
(If your appointment is scheduled for today or tomorrow,
you will not receive a reminder.)

No ▼

You can also request an appointment reminder.

Done

Registration Checklist

Registration is not complete until all documentation listed below has been submitted.

1. **Proof of Age** – Original Birth Certificate (with raised seal)
2. **Immunization Status** – Up-to-Date Immunization Record
3. **Result of Hearing and Vision Screening** (*Kindergarten Only*)
4. **Proof of Residency** in the Fitzgerald School District:
 - Rental or Lease Agreement, Purchase Agreement, Mortgage Statement or Property Tax Statement
 - Copy of Two Utility Bills with CURRENT Address
 - Notarized [Residential Affidavit Form](#) if living with relatives for a suitable home (*If Applicable*)
5. **Parent / Guardian Information**
 - Parent / Guardian Photo ID with CURRENT Address (Driver's License or State ID)
 - Guardianship Documents – Custody Papers (copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the child), Foster Care Documents (*If Applicable*)
6. **Special Education Documents** (*If Applicable*)
 - Copy of current / most recent IEP
 - [Special Education Records Request Form](#)
7. **Most Recent Transcript for Grades 9-12** OR **Most Recent Report Card for Grades 1-8**
8. **Other Documents** – You may choose to complete the required documents below ahead of time or Central Enrollment staff can provide you with a copy at the time of your enrollment.
 - [Request for Student Records](#) (to authorize request for documents from former district)
 - [Affirmation of Prior Discipline Record](#)
 - [Student Medical Information Form](#) (doctor's signature required *only* if your child has a physical or medical condition that restricts or affects participation in school activities)
 - [Home Language Survey](#)
 - [Student Census Information Form](#)
 - [Concussion Information Form](#)
 - [Statement of Varicella Disease Form](#) (complete *only* if your child had Chicken Pox)
9. **If enrolling for Early Childhood Education (Great Start Readiness Program) you must also bring the following to your enrollment appointment:**

- 2016 Income Tax Return and W-2's for all in the household
- Two CURRENT paystubs for all persons living in the household who are employed

10. Non-Resident Student Enrollment

- Copy of an official WRITTEN complaint to law enforcement as to an assault either at the previous school or at a school related function.

Existing Accounts

Once you have created an account and pre-registered you child, logging back into your account will allow you to:

- ✓ Pre-register additional students
- ✓ Edit student information
- ✓ Review the Registration Checklist
- ✓ View / Change / Delete your Appointment

Your Students

This page displays information on all of the primary guardian's students.

First Name	Last Name	Status		
Test	Student	Complete	Edit	Delete Student

Add Student **Family Review** **Checklist/Appointment**

Select to pre-register another student.

Select to review all guardian / student info.

Select to view the Registration Checklist and/or view / change / delete your appointment.

Select to edit student information.

Select to delete the pre-registration for this student.

Changing Your Appointment

Log in to your existing Parent/Guardian account. Click on *Checklist/Appointment* (see above). This will bring you to the *Final Checklist / Download PDF* page. Scroll down and click **Continue**.

Select your appointment from the dates / times available in the drop downs and click **Done**. Next, review your scheduled appointment. Make sure to review the *Registration Checklist*, and then click **Complete**. That's it!