

Registration Gateway

Registration Gateway is Fitzgerald’s Student Registration Portal. You must complete the entire registration process for your student to be considered for preschool. 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**.

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. You must complete the entire registration process for your student to be enrolled.

- The first step of the process is to complete the online pre-registration.
- On the last page of this process, you will be asked to schedule a required appointment with the school your oldest child will be attending.

Fitzgerald High School (Grades 9-12) 586-757-7070
Fitzgerald Virtual Academy (Grades 9-12) 586-757-4620
Chatterton Middle School (Grades 6-8) 586-757-6650
Mound Park Upper Elementary (Grades 4-5) 586-757-7590
Westview Lower Elementary (Grades 1-3) 586-757-5520
Schofield Early Childhood Center (Grades Pre-K, K) 586-757-5150

- You will be given a list of documents to bring with you to your appointment. You must bring these with you or you may be asked to return later with them.

SCHOOL OF CHOICE: The School of Choice application window for the current school year has closed. If you are not a Fitzgerald resident, paper applications will be available in the spring for the 2019-20 school year. Only paper applications will be accepted. **Please do not pre-register your student through this portal.** Thank you for your understanding.

PRESCHOOL: 4 year olds - We invite you to apply for our Great Start Readiness Program (GSRP), a free, state-funded preschool program available to qualifying families of 4 year old children. Enrollment is based on income eligibility. Applications are now being accepted at Schofield Early Childhood Center. When asked which school your child will attend, please select *Early Programs Schofield Elementary (Preschool)*. Please contact Schofield Early Childhood Center directly at 586-757-5150 with any questions.

Check the "I'm ready to begin" box and then click "Save and Next". We look forward to welcoming your student to Fitzgerald Public Schools!

I'm ready to begin

Save and Next

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 Schofield Early Childhood Center. 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

* Year applying for?

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.

On the **Student** page, enter in the fields listed below as follows:

* Are you registering multiple students?

Yes No

* School you think your oldest student will attend (if you are only enrolling one student, please select the school you think they will attend)

Early Programs Schofield Elementary (Preschool):26672667 ▼

This is our preschool school. Please **do not** select *Schofield Elementary (Kindergarten):3156*.

* Is a custody agreement in place for this student?

Yes No

* Grade student will be entering

Early Programs (GSRP):-1 ▼

This is our grade level for preschool.

* School you think this student will attend

Early Programs Schofield Elementary (Preschool):26672667 ▼

This is our preschool school. Please **do not** select *Schofield Elementary (Kindergarten):3156*.

If you are looking to enroll multiple students, please enter the **School you think your oldest child** will attend as follows:

- Fitzgerald High School (Grades 9-12)
- Chatterton Middle School (Grades 6-8)
- Mound Park Elementary (Grades 4-5)
- Westview Elementary (Grades 1-3)
- Schofield Elementary (Grade K)

Oldest student:

Preschool student:

* Are you registering multiple students?

Yes No

* School you think your oldest student will attend the school you think they will attend)

Mound Park Elementary (Grades 4-5):2623

* Is a custody agreement in place for this student?

Yes No

* Grade student will be entering

Fourth:4 ▼

* School you think this student will attend

Mound Park Elementary (Grades 4-5):2623

* Are you registering multiple students?

Yes No

* School you think your oldest student will attend the school you think they will attend)

Mound Park Elementary (Grades 4-5):2623

* Is a custody agreement in place for this student?

Yes No

* Grade student will be entering

Early Programs (GSRP):-1 ▼

* School you think this student will attend

Early Programs Schofield Elementary (Preschool):

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**. **All appointments for preschool will be held at Schofield Early Childhood Center.** If you are enrolling multiple students your other appointment will be scheduled for the school your oldest student will attend.

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	Appointment Center	Appointment Time
Test	Student	Registration – Mound Park Elementary	Mound Park Elementary ▼	3/15/2019 ▼ 9:00 AM ▼
Test	Student	Registration – Schofield Early Childhood GSRP	Schofield Early Childhood GSRP ▼	3/15/2019 ▼ 10:00 AM ▼

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

You can also request an appointment reminder.

Done

Registration Checklist – GSRP

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. **Proof of Residency** in the Fitzgerald School District:
 - Parent/Guardian’s Rental or Lease Agreement **OR** Purchase Agreement, Mortgage Statement or Property Tax Statement
 - Two Recent Billing Statements (gas, electric, cable, cell phone, insurance, credit card, etc) in Parent/Guardian’s Name with CURRENT Address

- Notarized [Residential Affidavit Form](#) if living with district resident for a suitable home (***If Applicable*** – please see form for specific documentation requirements)

4. Parent/Guardian Information

- Parent/Guardian Photo ID (Driver's License, State ID or Passport)
- Other Legal Documentation – Guardianship Paperwork, 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 (***Required*** in order to enroll)
- Copy of current/most recent 504 Plan
- [Special Education Records Request Form](#)

8. **Other Documents** – You may choose to complete the required documents below ahead of time or Schofield Early Childhood Center staff can provide you with a copy at the time of your enrollment.

- [Student Census Information Form](#)
- [Statement of Varicella Disease Form](#) (complete ***only*** if your child **had** Chicken Pox)

9. **In order to enroll for Preschool (Early Childhood/Great Start Readiness Program) you must also bring the following to your enrollment appointment:**

- [Health Appraisal Form](#) signed by a physician

Proof of Income – Bring **one** of the following:

- 2023 Income Tax Return;
- W-2; or
- Three CURRENT paystubs for persons living in the household who are employed

Other income sources: Food Assistance, Unemployment, Foster Care Reimbursement, SSI, Child Support, Alimony, Pension, any other income.

Existing Accounts

Once you have created an account and pre-registered your 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!