Do I have to answer all the questions?

Questions marked with an asterisk (*) are required.

How can I get help?

You may contact techservices@millisschools.org to ask any general questions about the form.

If your child is a returning student and you did not receive a snapcode, you may contact your child’s school to verify that we have your correct email address.

If you are having difficulty getting online (Internet access), website access, difficulty understanding the application, answering questions, you need computer access or you do not understand how to use the registration portal, you may contact your child’s school for assistance.

I do not have an email account, how do I set one up?

Don’t worry, email accounts are free and easy to set up.

Click here to set up a Gmail account.
What if I make a mistake?
If you would like to make a change prior to submitting the form, you can navigate back to the page using the ‘Previous’ and ‘Next’ buttons. If you are on the Review & Submit page, click on the ‘Edit’ link next to the field you’d like to change.

If you have already submitted the form, you will need to contact your child’s school, so they can make the change for you.

What if some of the pre-populated information was wrong when I logged into my online registration?
If the information pre-populated in the online application is incorrect, we can make corrections in our student information system for misspelled names, incorrect birthdays, incorrect addresses, misspelled parent names, custody alerts, legal name changes, etc., but we must have legal documentation from a parent/legal guardian before we can make certain changes to the child’s official school record.

I’ve completed the form, now what?
Once you have finished entering your information, click “Submit.” This will send all of the information you’ve entered to the school office staff. If you cannot click on this button, you will need to make sure that you have answered all required questions.

What if I have more than one student in the district?
You will need to provide the information specific to each child. We recommend that you complete and submit one form and then start another – this will allow you to copy family information, which saves you time.

Do I need more than one account if I have more than one child?
No. If you are registering more than one child, you can utilize the same account, but you will have to enter each child’s unique snapcode. If the additional child is new to the District, he/she WILL NOT have a snapcode and must be registered as a new student.

New Student Registration

What information is needed to register a new student using the online registration process?
Families registering Kindergarten or new students must complete the New Student registration forms online. As well, the following documents are required:

• Proof of Residency: utility bill OR lease OR notarized letter from landlord
• Birth Certificate
• Current Physical Exam (within the last 12 months)
• Immunization Record (may be on the physical exam)
• Medication Administration Permission Form from Physician if applicable
• School Health Records

Documents may be uploaded and submitted during the online registration process, or they may be delivered to the appropriate school:

<table>
<thead>
<tr>
<th>PreK – Grade 5:</th>
<th>Grades 6 - 8</th>
<th>Grades 9 – 12:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clyde F. Brown Elementary School</strong></td>
<td><strong>Millis Middle School</strong></td>
<td><strong>Millis High School</strong></td>
</tr>
<tr>
<td>Main Office</td>
<td>Main Office</td>
<td>Guidance Office</td>
</tr>
<tr>
<td>7 Park Road</td>
<td>245 Plain Street</td>
<td>245 Plain Street</td>
</tr>
<tr>
<td>Millis, MA 02054</td>
<td>Millis, MA 02054</td>
<td>Millis, MA 02054</td>
</tr>
<tr>
<td>PH: (508) 376-7003</td>
<td>PH: (508) 376-7014</td>
<td>PH: (508) 376-7023</td>
</tr>
<tr>
<td>F: (508) 376-7038</td>
<td>F: (508) 376-7020</td>
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