

NEW Student Online Enrollment

For students who have never attended MCS



Enrollment:

1. Go to madison.k12.in.us
2. Click the **NEW STUDENT ENROLLMENT** quick link on the homepage
3. Upon completion of the information, you will receive a Skyward account username and password
4. This generates an application to the school for processing
5. Once processed, you will receive an email with login information to complete the remainder of the registration process

****Please note that clerks are out of the buildings until July 24, 2023, so your application may not be reviewed until after that date.**

Registration:

1. After you have been approved by the school
2. Log into Skyward Family Access - using your username and password
<https://skyward.madison.k12.in.us/scripts/wsisa.dll/WService=wsSky/seplogo1.w>
3. Select Returning Student Registration button on the left menu
4. Follow the prompts and enter the information on each page:
 - Please be sure to CONFIRM/EDIT/UPDATE all contact information
 - Click the Skylert button to personalize your delivery options
 - MCHS students will need their social security number
6. Upon completion of registration, you will need to visit your building location after July 24, 2023, to complete registration.

REMINDERS:

- Skyward Password reset - please contact your building clerk or email mmculley@madison.k12.in.us
- Each student requires a separate enrollment/registration.
- There is an acknowledgment/signature box at the bottom of most pages, you must 'sign' to proceed.
- We **HIGHLY RECOMMEND** you read the student and athletic handbooks before signing that you understand and have read them.
- Media Release Form - check yes or no as it pertains to the information on the form.
- At the end of the process, be sure to click on FINISH and COMPLETE in order to submit the registration.
- Registration is easier to complete from a desktop device or tablet.
- Principals and Clerks will be available after July 24, 2023.
- Back to School information will be sent out the week of July 17, 2023.