

2023-24 Online Enrollment for Existing Families

updated 1/04/2023

Welcome back to Mahtomedi Public Schools! You will be using an online system to enroll your child(ren) for the 2023-24 school year. This will be done through the ParentVUE portal & the Online Enrollment system.

With the new system, you will:

- use your ParentVUE account to log in. If you need help remembering your ParentVUE account credentials, [click here](#).
- complete the online enrollment which includes family information, emergency contacts, and student information. [Click here](#) for step-by-step directions to get started.
- pause the enrollment process and restart when it is convenient for you.
- conveniently upload documents such as your child's birth certificate and immunization forms.

Please Note:

- **Proof of residency** is required for **resident students** who are enrolling even if the family currently has students enrolled in the school district. This includes a parent/guardian's current MN photo ID & a current utility bill/statement
- **Student academic records & transcripts** from the school the student previously attended are required for students who are enrolling. Mahtomedi will contact the previous school attended to request the transcripts & school records.

Collecting this information before you begin will make the process more efficient:

Please pay special attention below to the lists of **Required Documents** and **Forms**.

Parent/Guardian Information

- ☐ Home & mailing address
- ☐ Employer name
- ☐ Phone number(s)
- ☐ Email address(es)
- ☐ Military status & service dates

Emergency Contact Information

Two local emergency contacts are required.

- ☐ Home phone number
- ☐ Mobile number
- ☐ Work number

Student Information

- ☐ Legal first, middle, & last name
- ☐ Birth date & location
- ☐ Previous special services testing
- ☐ Previous special services

Health Information

- ☐ Physician's name
- ☐ Physician's phone number
- ☐ Medications
- ☐ Health conditions

Documents

Prior to beginning the online enrollment process, please collect copies of the following documents that are required to enroll your child. We prefer that you upload these documents during the online enrollment process but they can be dropped off at the school.

- ☐ [Immunization Form](#) (required)
- ☐ [Birth Verification Document](#)
- ☐ [Proof of Residency](#) (for resident students only)

- Current MN photo ID
- Current utility bill/statement

Forms *

It may be necessary to complete and upload additional forms to complete the online registration process. The forms can be uploaded during the online enrollment process. Click the link for more details.

- ☐ [Medication Authorization Form](#)
- ☐ [Non-Release of Directory Information](#)

If you have enrollment questions or would like assistance with the re-enrollment process, please contact Bonny Zimmerman at bonny.zimmerman@isd832.net or 651-407-2004.

If you have questions specific to the school, please contact:

Wildwood Elementary School
(Grades K-2)

Nanette Chow
nanette.chow@isd832.net
Phone: 651-407-2100
Fax: 651-407-2125

O.H. Anderson Elementary School
(Grades 3-5)

Beth Hennen
beth.hennen@isd832.net
Phone: 651-407-2300
Fax: 651-407-2325

Mahtomedi Middle School
(Grades 6-8)

Nancy Fenton
nancy.fenton@isd832.net
Phone: 651-407-2200
Fax: 651-407-2289

Mahtomedi High School
(Grades 9-12)

Melissa Burke
Melissa.burke@isd832.net
Phone: 651-762-5843
Fax: 651-762-5825

Required Documentation Explained

Birth Verification Requirements

A birth verification document is required to enroll a student. Besides a Birth Certificate, other documents are also acceptable, including, but not limited to: a passport, a baptismal or religious certificate, an adoption record, immigration records, etc.

The birth verification document can be uploaded during the online enrollment process or sent to the school's main office where your child will be enrolled. **Uploading documents is preferred and will expedite the enrollment process.**

Please contact the school district at 651-407-2000 with questions related to birth verification requirements.

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Residency Verification Requirements (not required for non-resident open-enrolled students)

The following two-step process is mandatory to verify residency in the Mahtomedi Public Schools.

1. **Photo ID** - Please provide the following for photo ID and address verification:
 - Current Minnesota drivers license, or receipt for one, showing the address within the school district boundaries **OR**
 - Current Minnesota identification card, or receipt for one, showing the address within the school district boundaries

/AND/

2. **Utility Bill/Statement** - Please provide one of the following billing statements dated within 30 days of requested enrollment. (The statements must show name and current address)

- Electric	- Sewer Service	- Cable/Dish TV	- Phone
- Gas	- Water	- Internet	- Solid waste

The residency verification documents can be uploaded during the online enrollment process or sent to the school's main office where your child will be enrolled. **Uploading documents is preferred and will expedite the enrollment process.**

Please contact the school district at 651-407-2000 with questions related to residency verification requirements.

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Forms Explained

Immunization Form (required)

An Immunization Form from your child's doctor/clinic is required to enroll a student. This form can be printed and brought to your doctor/clinic to be completed and signed, or your doctor/clinic may print and sign the immunization records from their medical system.

The completed Immunization Form can be uploaded during the online enrollment process or sent to the school's health office where your child will be enrolled. **Uploading documents is preferred and will expedite the enrollment process.**

[Click here](#) to download the Immunization Form.

Please contact Megan McMahon at 651-407-2169 or megan.mcmahon@isd832.net with questions related to the immunization form.

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Medication Authorization Form (optional)

If your child needs to take medications at school, the Medication Authorization Form must be completed and signed by a physician.

The completed Medication Authorization Form can be uploaded during the online enrollment process or sent to the school's health office where your child will be enrolled. **Uploading documents is preferred and will expedite the enrollment process.**

[Click here](#) to download the Medication Authorization Form.

Please contact Megan McMahon at 651-407-2169 or megan.mcmahon@isd832.net with questions related to the immunization form.

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Transportation

Mahtomedi school district transportation forms and information can be found on our website. Please use this link [Transportation](#) or go to <https://www.mahtomedi.k12.mn.us/page/2884> for more information.

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Non-Release of Directory Information Form

If you do not want your child's name or photo included in school publications, please read the following information.

If you choose to fill out this form, your child's name/photo will not appear in any school communications or publications (eNews, printed materials, programs, yearbooks, publicized honor roll lists, athletic or activity announcements, etc.)

About Directory Information: Organizations or any member of the public can request directory information about students attending Mahtomedi Public Schools. However, **at Mahtomedi Public Schools we only release information in matters pertaining to school district-related business, functions, or purposes as determined by the Superintendent or designee.**

Directory information includes the following information relating to a student and is subject to release as directory information:

- The student's name
- Date of birth
- Participation in officially organized teams
- Dates of enrollment and dates of graduation or withdrawal from District 832
- Grade levels completed, degrees and awards received
- Pictures of students for school-approved publications/newspapers, district-managed websites and district-managed social media, or for cablecasts, bulletins, programs, or similar school-produced information pieces
- Name(s), street and e-mail address(es) and telephone number(s) of the student's parent(s)

The district's policy complies with state and federal laws, which require us to release this information upon request. However; you have the right to deny the release of directory information, except to school officials or as provided under federal law. **Please know that, if you choose to keep directory information private, that information may not be released for any purpose. For example, students would not be listed in school publications, programs, yearbooks, publicized honor roll lists, and/or athletic or activity information.**

Instructions: To make directory information private, parents, legal guardians, and students of legal age should download this form, complete it, and forward it to the child's school office. **Please complete a form for each student.** When a child enters early childhood/preschool, elementary (Wildwood and O.H. Anderson), and secondary (Mahtomedi Middle School and Mahtomedi High School) the request will remain in effect while at that level or unless modified or rescinded via a written request submitted to the school office.

[Click here](#) to download the Non-Release of Directory Information Form.

Please contact Bonny Zimmerman at 651-407-2004 or bonny.zimmerman@isd832.net with questions related to the Non-Release of Directory Information Form.

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Getting Started with Online Enrollment

1. Signing Into the System

[Click here](#) to watch a short video explaining the sign-in process (05:22). The video example uses a Kindergarten student. When you go through the online enrollment process you will select the appropriate grade level for your child(ren).

If you currently have or formally had children enrolled in grades K-12 in Mahtomedi Public Schools and you already have a ParentVUE account

1. Click the link for the Online Enrollment system that was emailed to you or go to <https://bit.ly/832onlineenrollment>. If you cannot locate the email, please contact the school.
2. On the **Online Registration Account Access** page log in with your ParentVUE username and password. If you are unable to log in, please contact the school.

2. Complete the Online Enrollment form

- At the beginning of the Online Enrollment process you will be asked for an electronic signature. The name you enter must match the name you see in the top, right-hand corner of the window.
- Throughout the Online Enrollment process, you will be prompted with a variety of information to verify/update/enter. Required fields are marked by an asterisk(*). You must enter information into these fields before you will be allowed to continue. Likewise, the Status of several sections will appear as 'In Progress'. These required sections must be completed before moving forward in the Online Enrollment verification process.
- On the Work Address page and Immunization page, there are text boxes near the bottom that are grayed out. This is intentional and you are not expected to fill in that information.
- At the end of the Online Enrollment process, you will have the option to upload some or all of your documents. These files can be PDFs or image files. If you are not able to scan your documents, don't worry - you also have the option to drop them off at the school.

3. Review & Submit the Online Enrollment form

- On the review screen anything highlighted in yellow is information you changed or added. If any information is incorrect or you notice typos, please correct the information and review it again.
- When you submit the form you will receive an email verification.

Your enrollment will not be processed until the Online Enrollment form has been submitted and you have either uploaded or turned in to the school all of the necessary documents and forms. You can track the progress by logging into the Online Enrollment system and may be contacted by the school or school district if clarification or additional information is needed.