

REGISTRATION PROCEDURE

WHO IS ELIGIBLE TO ATTEND:

In accordance with the Middleton-Cross Plains Area School District's Admission Policy, any child who physically resides in the District for a purpose other than school attendance may be considered a resident student and may be eligible for tuition-free admission to the District's schools. Students will be assigned to the attendance school, based on address and the attendance boundaries defined by the district. However, the district reserves the right to assign students outside of the attendance boundary based on enrollment, class size or program needs if necessary.

WHAT IS NEEDED TO REGISTER:

A parent or guardian is asked to provide to the Registrar's office the following information:

- Proof of Residency (a copy of **one** of the following):
 - Current Lease Agreement - (name, address, effective date and all parties signatures)
 - Accepted Purchase Agreement - (name, address, occupancy or closing date and signatures)
 - Building Contract & Building permit - (including name, address, projected completion date and signatures)
 - Current Utility (Gas, Water or Electric) Statement - (name, date, service address)
- Proof of student's age (please be prepared to present one of the following for verification of legal name, date of birth and place of birth):
 - Birth Certificate
 - ❖ For information on how to request a Birth Certificate, please go to: <http://dhs.wisconsin.gov/vitalrecords/birth.htm> or call Wisconsin Department of Health Services at (608) 266-1371.
 - Passport
- Immunization Record

FORMS:

The family will be asked to complete and return the following forms:

- Student Enrollment Form
- Transfer of Records Request (previous school contact information needed to complete), *if applicable*.
- Free and Reduced Meal Application, *if applicable*.
- Resident Status Verification (If family has not established residency in their own name), *if applicable*.

Forms available to download from our Web site (www.mcpsd.k12.wi.us)

WHERE DO YOU REGISTER:

Registrar's Office
 Middleton-Cross Plains Area School District
 District Administrative Center
 7106 South Avenue
 Middleton, WI 53562
 Phone: (608) 829-9031
 Fax: (608) 836-1536

Registration hours: Monday – Thursday (7:30am – 4:00pm)
 Fridays by appointment

Non English Speaking families: By appointment only if an interpreter is necessary.

BUILDING ENROLLMENT:

ELM LAWN ELEMENTARY SCHOOL 6701 Woodgate Road Middleton, WI 53562 FAX: (608) 831-4470 Phone: (608) 829-9070	NORTHSIDE ELEMENTARY SCHOOL 3620 High Road Middleton, WI 53562 FAX: (608) 831-1355 Phone: (608) 829-9130	PARK ELEMENTARY SCHOOL 1209 Park Street Cross Plains, WI 53528 FAX: (608) 798-4943 Phone: (608) 829-9250
SAUK TRAIL ELEMENTARY SCHOOL 2205 Branch Street Middleton, WI 53562 FAX: (608) 828-1678 Phone: (608) 829-9190	SUNSET RIDGE ELEMENTARY SCHOOL 8686 Airport Road Middleton, WI 53562 FAX: (608) 827-1805 Phone: (608) 829-9300	WEST MIDDLETON ELEMENTARY 7627 W. Mineral Point Rd Verona, WI 53593 FAX: (608) 829-1147 Phone: (608) 829-9360
GLACIER CREEK MIDDLE SCHOOL Guidance Department 2800 Military Road Cross Plains, WI 53528 FAX: (608) 798-5425 Phone: (608) 829-9420 Ext 9428	KROMREY MIDDLE SCHOOL Guidance Department 7009 Donna Drive Middleton, WI 53562 FAX: (608) 831-8388 Phone: (608) 829-9530 Ext 9538	MIDDLETON HIGH SCHOOL Guidance Department 2100 Bristol Street Middleton, WI 53562 FAX: (608) 831-1995 Phone: (608) 829-9917
CLARK STREET COMMUNITY SCHOOL 2429 Clark St Middleton, WI 53562 FAX: (608) 831-5160 Phone: (608) 829-9659	21st CENTURY eSCHOOL 7106 South Avenue Middleton, WI 53562 FAX: (608) 836-1536 Phone: (608) 829-9027	MCPASD- 4K PROGRAM 7106 SOUTH AVENUE Middleton, WI 53562 FAX: (608) 836-1536 Phone: (608) 829-9067

After registration has been completed by the Parent/Legal Guardian, we ask families to call the building to set up an appointment to complete the building enrollment process.