

Welcome to St Joseph Public Schools

In order to ensure a smooth registration process, please read this page carefully.

To begin registration, click the link below after reading these instructions. You will fill out a short pre-registration page to start, with basic information about your student.

After district personnel reviews your application you will receive a series of emails with instructions on how to create a parent portal account and complete the registration forms for your student.

**Note: While this short pre-registration form can be completed from a mobile device, we recommend you complete the balance of your registration forms on a desktop or laptop computer.*

The SJPS Central Office building is available Monday & Wednesday 10am-11am and Friday 12pm-1pm if you need assistance with a computer to use to finish your enrollment forms.

You will also have the ability to upload required documentation in your enrollment forms (see below for list of required documentation). If you cannot upload/attach documents to your enrollment forms, you may drop off copies at the SJPS Central Office building on Monday & Wednesday 10am- 11am or Fridays 12pm – 1pm. You may also place the documents in a sealed envelope with the student's name and grade level, and mail or place in the mail slot at SJPS Central Office, 3275 Lincoln Avenue, St Joseph, MI 49085.

Documents Required for Registration

1. Child's birth certificate or passport
2. Proof of address (lease agreement, buy/sell agreement, most recent property tax statement, voter registration card)
3. Proof of immunizations or exemption forms
4. Y5 and Kindergarten: Health, dental, vision and hearing screenings

As well as any other documentation that may pertain to your child's enrollment

- If you reside with a friend or family member who lives in the SJPS district and is the homeowner, you must fill out a residency affidavit and have it notarized. The home owner along with the parent must be present and the homeowner must supply proof of residency. You may obtain the form and have it notarized at the SJPS Central Office building on Monday & Wednesday 10am-11am or Fridays 12pm-1pm.
- Legal documentation such as guardianship, binding legal documents, restraining orders, loss of parental rights, etc.

New Student Registration

First Step

When filling out the pre-registration form you will need to select a school. Elementary schools are based on your residence location. Please select the building you live closest to or the building that siblings currently attend. We will notify you of final building placement prior to attending school.

Brown Elementary
EP Clarke Elementary
Lincoln Elementary
Upton Middle School 6-8
St Joseph High School 9-12

Check the Validate Identity Box and *Apply to School*. All fields with the red asterisk (*) are required.

Second Step

Communication: You will receive a series of emails after completing this pre-registration page.

Email 1: Pre-registration has been received.

Email 2: Will contain instructions and parent access account information to create a parent portal account where you will finish filling out all enrollment forms.

If you already have a parent portal account, you will NOT need to create a new account, simply add your child to your existing account. **(PLEASE NOTE: Most parents with an elementary student do not have a parent portal account - you will be getting information on how to add your elementary students to your account this fall)**

An Access ID and Access Password is provided toward the bottom of the email (case sensitive). This information is needed when you create your parent account or to add the student to your existing account.

Third Step

Once you have added your child to your parent portal account, click on the tab with student name at the top and then click the blue "forms" link left of the navigation bar. You will then click on the "Enrollment" tab, here you should see the required forms to fill out.

Once you click submit, it should automatically take you to the next form. Reminder: A red asterisk (*) indicates the field MUST be completed.

As you fill out the forms, you have the ability to upload documents as you go or you can also return to a form at a later time and upload the needed documentation.



Contact Information

School Year through June 16, 2020

- Brown Elementary – Sara Codde scodde@sjschools.org
- EP Clarke Elementary – Laura Leany lleany@sjschools.org
- Lincoln Elementary – Janet Trumbley jtrumbley@sjschools.org
- Upton Middle School – Laura Koetsier lkoetsier@sjschools.org
- St Joseph High School – Anne Essig aessig@sjschools.org

Summer June 17 – August 14

- Enrollment Information – enrollments@sjschools.org