

Registration for Millville Public Schools

2022-2023 School Year

Incoming 9th Grade

*****Regardless of where the student is intending on enrolling in 9th grade, they MUST register with Millville Public Schools. Students are considered Millville students until a request for transfer has been submitted. Area schools cannot request transfers until final grades have been submitted for the school year, typically late June. Therefore, ALL current 8th grade students must register and select courses for 9th grade at Millville, even if they are not planning on attending Millville HS.***

A student is not considered fully registered to attend school until the steps listed below have been completed and the application has been submitted. Most documents can be uploaded through the online registration system. If you do not have a scanner available, the easiest way to digitize documents is to take a picture with a smartphone and email them to yourself. So please gather all documents and signatures (if necessary) before you begin the process. Save them all to a folder location on your computer for easy access.

INFORMATION

The following information is needed to complete the online registration process:

1. Proof of residency - If you are living with someone, please complete the Certificate of Residency form.
2. Birth Certificate
3. Custody Papers
4. Parent contact information
5. Emergency contact information

DIRECTIONS

Complete each of the steps listed below in order to register at MPS. Please email [MPS-Registration Email](#) if you have any questions or you may call 856-327-6166.

1. You must have an email address to complete online registration. If you do not have one, you can create one by going to <https://support.google.com/mail/answer/56256?hl=en> and following the instructions.
2. Online registration cannot be completed on a mobile phone and must be completed using a computer or tablet.
3. Access the online registration portal using the below link.
[MPS ONLINE REGISTRATION LINK](#)
4. Enable Pop-up Windows in your web browser: directions for [Chrome](#), and [Firefox](#).

5. Select “Start New Registration”, complete fields, and submit.
 1. *Be sure to select 22-23 school year from the dropdown*
6. A confirmation email will be sent to your email address. Follow all directions contained in the email.
7. Complete and submit the online registration.