



# MEQUON-THIENSVILLE SCHOOL DISTRICT

CITY OF MEQUON AND VILLAGE OF THIENSVILLE

5000 W. MEQUON ROAD

MEQUON, WI 53092

PHONE (262) 238-8500 - FAX (262) 238-8520

WWW.MTSD.K12.WI.US

Demond A. Means, Ed.D., Superintendent

Eric J. Dimmitt, Ph.D., Director of Curriculum, Instruction & Assessment

Hughes B. George, Ph.D., Director of Pupil Services

Gail M. Grieger, Director of Business Services

## **Enroll your child online for the 2012-13 school year**

The District's Pupil Services team and Business Services Office have been working diligently behind the scenes to get MTSD's new online enrollment system ready for the August enrollment period. The online process will replace the traditional forms and paperwork, and will significantly streamline the enrollment process for both families and the district. Also new for 2012-13 is the option to pay school fees online via electronic funds transfer or credit card!

### **What to expect:**

Watch your mailbox during the last week in July. This is when your student's access code and detailed instructions on how to use the online system will arrive. In addition, we will email the access code information to families when possible. The MTSD website will have a link that will lead families to the online enrollment program. (Please visit [mtsd.k12.wi.us](http://mtsd.k12.wi.us) and look for the **Registration Information** link).

### **When to enroll:**

The online enrollment window will open on August 1. We hope that most families will sign on and take care of this part of the enrollment process prior to **Registration Day** at the buildings, which will take place on August 15.

### **Registration Day:**

Please mark your calendar and plan to attend the **2012-2013 school Registration Day on August 15, 2012**, from 8:00am-2:00pm and 4:00pm-8:00pm. **Student pictures will be taken at all buildings on Registration Day, August 15.** As in the past, all school buildings will be open and staff will be available to answer school related questions. A limited number of computer kiosks will be available on registration day for those who need to use them to submit their student's online enrollment. Representatives from MTSD's food service, transportation service, and parent/community groups will be on hand to provide important information. In addition, at the high school level, schedules are obtained on this day.

We are very excited about this move to online student enrollment. We believe this is a more efficient method of collecting our student data. We also hope that parents will find the system easy to use as they enroll their children for the 2012-13 school year.

Please contact the Pupil Services office at (262)238-8510 or (262)238-8514 for further information.