

Online New Student Enrollment





New student enrollment is an online process for parents/guardians of students that are new to Menasha schools. If you are a new family to Menasha, please call the district registrar for the link to begin online enrollment or use the New Student Enrollment link. Annual registration, which takes place in August for all returning and existing students, is done through the Infinite Campus Portal. Contact your building secretary if you need to set up a portal account.

Please note the following:

- A valid email address is needed to begin online enrollment. If you do not have an email address, you can create a free one through Google Gmail or Yahoo.
- Use a desktop or laptop computer. Mobile devices, such as cell phones and tablets, are not recommended.
- Recommended internet browsers are Google Chrome and Firefox, although you can use Internet Explorer, it is not recommended. Allow pop-ups.
- Menasha Public Library has computers available for public use.
- The Enrollment Services office at 100 Main Street has 2 computers set up for registration/enrollment.
- Follow instructions as you move through the online registration process.

To get started, go the Menasha Joint School District website www.mjsd.k12.wi.us and click on **Infinite Campus** under **Quick Links**.

Quick Links

-  **District Calendars**
Links to all district calendars and events.
-  **Food Service**
Food service menus and information from Chartwells Dining Services [Menus](#)
-  **Infinite Campus**
Parents and Students get access to all information regarding Infinite Campus
-  **Student and Staff Email**

Click on the Infinite Campus New Student Enrollment Icon. This link is for new families enrolling new students into the Menasha Joint School District. If you are a family with returning or existing students in the Menasha Joint School District and you wish to enroll a new student, as well as update your returning students, use the Campus Portal Login link.



Select the preferred language option (English or Spanish).

Please choose your preferred language.

Por favor indique el idioma que prefiere.

The **Welcome** screen opens. Click the **Start New Enrollment/Annual Registration** button. You will need an email address to complete this step. Enter the required information, check the box **I'm not a robot** and click the **Begin Enrollment/Annual Registration** button. Write down your confirmation number when the **Note** window appears.

Please complete the information below:

Parent/Guardian First Name

Parent/Guardian Last Name

Date of Birth (MM/DD/YY)

Enrollment/Annual Registration

Email Address

Previously Attended this School

Confirmation Number

Please check that you are not a robot.

I'm not a robot

reCAPTCHA
Privacy - Terms

Begin Enrollment/Annual Registration

Read and follow the instructions and move through the screens entering requested information. If at any time a name appears in **Yellow**, that person is missing required information. Select **Edit/Review** to review and make changes. At the bottom of each screen click **Next or Save/Continue** to move on. Skipping or moving ahead is not allowed if required information is missing.

- Primary Household information - phone numbers, home and mailing address.
- Parent/Guardian information – demographics, contact information.
- Emergency Contact information – one contact is required; name, phone numbers, optional address.
- Other household members – name, date of birth. **DO NOT ENTER STUDENTS HERE.** List family members that are not yet in school or adult members that are not listed as emergency contacts.
- Student - demographics, race/ethnicity, housing, student/special services, previous school, relationships, health services, release agreements and transportation.
- Complete this portion of registration by reviewing the Application Summary PDF. Once you are satisfied that everything is correct and complete, click the red **Submit** button.

When you have completed the online portion of new student enrollment, please contact the district registrar at 920-967-1409 to set up an appointment. You will be asked to provide proof of address/residency, your child's birth certificate and immunization record, and complete a few additional forms, as well as receive school assignment and helpful information. Meeting with the registrar and providing the required documentation will complete the enrollment process.