

## **New Student Enrollment Information (new to the district)**

1. Parents that are enrolling a new student to the district will start the registration process using the “Online Registration for New Students” link: [New to District Registration](#)
2. Once you’ve completed this online information (including all students in your household) you will receive a call from a guidance counselor or school registrar to set up a meeting to discuss a schedule for your high school student.
  - a. Please note that our guidance counselors are not in the office regularly during the summer hours so you may be contacted at a later date when they return.
3. Please also complete this online form: [MHS Student Information Online Form](#)
  - a. This is also located on our website under “Parents”
4. You will receive a packet via mail including the date of our Back to School Day in August and other important information. Please be sure to provide accurate address and phone information.

### **Documents Needed for Enrollment (for each student):**

- Birth Certificate (required by state law)
- Immunization Records (required by state law)
- Proof of Residence (piece of mail with current address such as bank statement, billing statement, etc.) used to prove you live within our school district
- Former School Information (need to provide when doing the online registration)
  - Name
  - Address
  - Fax Number
  - Contact Person

*If you already have a student currently enrolled in the Mitchell School District, please do not use this link. You will complete online information using your current parent portal.*

Please contact the school with any questions.

Mitchell High School  
920 North Capital Street  
Mitchell, SD 57301  
Phone: 605-995-3034  
Fax: 605-995-3047

**Website:** [www.mhs.themitchellkernels.com](http://www.mhs.themitchellkernels.com)