

REGISTRATION GUIDANCE FOR PARENTS

MyChildAtSchool (MCAS) Login Information

Your school will send an email with a link to the **Parent Login screen**.

The email message will include a click 'here' to **create your password**.

Once your account has been set up you can **download the app** on your smartphone or tablet by searching "MyChildAtSchool" in the app store.

If you would like further information on the MCAS App, please use the following link to find some helpful guides. [MCAS Parent Guide](#)

Completing the Admission Form – Student Details and Personal Details

From the left-hand menu click on **Admission Form**.

Please acknowledge you have **read and understood the documents**.

- 1. Student Details** – some details are already prefilled.

Complete all editable fields, some are 'required' and marked with an asterisk.

Once you are happy with the Student Information click **Submit Details** in the top left corner.

- 2. Personal Details and Adding Contacts** – top right corner.

Follow the same process as you have for the Student details. Please also add additional contacts.

Once you are happy with the contact details, please click **Submit Changes**

Completing the Parental Consents

- 3. Top right corner** click on **View Parental Consent**.

Select the options and then click **save** top left-hand side.