

Mill Creek Community Schools

Online Registration via School Office Pro (SOP)

New Students

1. Go to: <https://millcreek.schoolofficepro.com/ParentPortal/Pages/LogIn.aspx>
2. Fill in the information under “Create Family Account”.
3. Click “Create Account”
4. Click “**NEW Student**”
5. Under “Add Student”, enter the **LEGAL** name, date of birth, school, grade and school year.
 - a. Click Add Student.
 - b. To add other children, repeat step 4.
6. When all students have been added and appear in your “Household List” on the right side of the screen, click “Go to Enrollment.”
7. Click “Next” at the bottom of the screen.
8. Complete all forms and sign all signature pages clicking “next” or “skip” to proceed through all forms.
9. After you have completed all the forms you will be directed back to the SOP “Packet List” screen.
10. **Click “SUBMIT” near the top of the page. You must click Submit to fully complete the registration process.**
11. Now that the forms have been submitted, you will need to bring in the following documentation to the School’s Main office **before your child will be fully registered and able to attend school**:
 - a. 2 Proof of Residency
 1. Utility Bills
 2. Mortgage/Lease Statement
 - b. Valid State ID
 - c. Students Birth Certificate
 - d. Immunization Records
 - e. Court Papers (If applicable)

***At any time during the online registration process, you can logout and return to the forms later. You can print any and all forms for your records if needed.

How to Get Help:

Technical Questions: Contact School Office Pro Support Line: 855-SOP-1411 (855-767-1411) (this is a toll-free number) or email support@schoolofficepro.com.

General Enrollment Questions: Contact your child's school's main office.