Registration Forms for the 2025-2026 School Year

Required registration forms can be found in PowerSchool and will be **due for completion by Wednesday, August 13**. Access to PowerSchool with student schedules will then be given on the evening of Friday, August 15 to those families who have completed their required forms.

Step-by-step directions to completing the registration forms **on a desktop or laptop computer (not a phone)** are as follows (please try a different browser if encountering problems):

1. Log into the PowerSchool Parent Portal by going to https://ps.ucs.misd.net/public/home.html. If you are new to PowerSchool you can create an account by clicking here.

2. Now click on "Forms".

*Registration Forms for the 2025-2026 School Year - Continued

3. Next review which forms are needed for completion. Student Address, Student Contacts (Legal Guardians & Emergency Contacts), and Health Information are needed **ONLY** if there are changes. Complete these **if changes are needed**, and then click on "**REQUIRED TO COMPLETE EACH YEAR**".

General Forms	Enrollment	Class Forms	Student Support

Annual Update

1 Update Student Address
Submit ONLY if there are changes
Last Entry: 08/16/2021 7:49:04 AM

2 Update Student Contacts: Legal Guardians & Emergency Contacts
Submit ONLY if there are changes .

3 Update Health Information
Submit ONLY if there are changes
Last Entry: 08/16/2021 7:59:07 AM

REQUIRED TO COMPLETE EACH YEAR
Last Entry: 08/16/2021 8:00:00 AM

Media Release

Media Release
Last Entry: 08/16/2021 8:00:37 AM

4. The following screen will then appear.

- Parents complete the "Annual Emergency Data Verification" & the "Parent-Student Handbook Acknowledgement".

Annual Emergency Data Verification

I have reviewed the information provided on each annual update form: Student Address, Student Contacts and Health Information.

○ I have no changes.
○ I have changes and I have submitted the appropriate update form(s).
○ I have changes but they are NOT recorded on the forms.

Parent-Student Handbook Acknowledgement

The UCS Parent-Student Handbook outlines the procedures and policies of Utica Community Schools to ensure a positive learning environment. The handbook is an important communication piece that provides a clear understanding of the responsibilities of the school staff, students and parents in promoting a safe and nurturing school setting.

I have read and reviewed the UCS Parent-Student Handbook with I   I. I acknowledge that it is responsibility of parents/guardians and students to read the UCS Parent-Student Handbook and become familiar with its contents, including, but not limited to, sections on Discipline, Student Conduct, and Acceptable Use of Technology.

Parent-Student Handbook *
I have read and reviewed the Parent-Student Handbook with my student.

☐ Yes, I understand

- The next section to complete is the "Technology Device Use Agreement" (**parent agreement**).
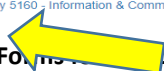
Technology Device Use Agreement

Parent Device Agreement and Release for Students under Age 18
1. I/We have read and understand the terms of the Procedures for the Acceptable Use of the District Technology Resources and the Student Device Agreement and have discussed them with my/our child.

2. I/We have read and understand the terms of the Parent Device Agreement and Release.

3. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Device and I/we assume the risks associated with my/our child's use of the Device.

4. I/We have discussed the Student Device Agreement with my child and, if my child will be taking the Device home, will support the School District in guiding my child in using the Device outside of school as an educational tool.

5. I/We understand that I am responsible for monitoring and guiding my child's activity outside of the school day to ensure appropriate access to the Internet and use of the Device.

6. I/We understand that I, and/or my student are financially responsible for damage to or the loss of the Device, as well as for any costs incurred due to my student's use of the Device.

7. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Procedures for the Acceptable Use of District Technology Resources and the Student Device Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.

Parent Device Agreement *
I have read Board Policy 5160 - Information & Communication Technology and Board Policy 6600 - Acceptable Use of Technology/Internet Safety. I understand these rules and have reviewed them with I
○ Yes, I understand

Registration Forms 025-2026 School Year - Continued

- The next section to complete is the "Technology Device Use Agreement" (**student agreement**).

Student Device Agreement for Students under Age 18

All Student users of a Device are required to sign this Student Device Agreement (the "Agreement") in order to receive authorization to use the Device. Utica Community Schools (the "School District") does not authorize any use of the Device which are not conducted in strict compliance with this Agreement and the School District's Procedures for the Acceptable Use of District Technology Resources. Your signature below indicates that you have read the terms and conditions of this Agreement and the School District's Procedures for the Acceptable Use of the District Technology Resources carefully and understand their significance.

1. I have reviewed and will abide by the Procedures for the Acceptable Use of District Technology Resources at all times.
2. I will take good care of my assigned Device and accessories.
3. I will keep my Device secure at all times.
4. I will not loan my Device to anyone.
5. If I will be taking the Device home, I will bring my Device to school fully charged and ready for use each day.
6. I will not disassemble, repair, damage, hack or subvert the security of the Device.
7. I will not have my Device out in bathrooms or locker rooms.
8. I agree to abide by all policies governing the use of my Device, both in school and outside of school.
9. I understand that my Device is subject to inspection by staff at any time and that it remains the property of the School District.
10. I understand that I am responsible for any damage to or loss of the Device.
11. I will file a report with the main office in the event of loss/theft/damage/equipment failure within one school day. I will file a police report in the event the Device is lost or stolen.
12. I will return the Device, case and cables in good working order as directed.
13. I consent to, and understand that, the School District may collect and examine the Device when a student is suspected of violating the School District's policies, rules and procedures.
14. I understand and agree that the School District assumes no responsibility for my use of the Device and I assume the risks associated with use of the Device including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable.
15. I understand that cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. The District reserves the right to discipline students' actions taken on or off school grounds if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student.
16. I understand that violating the School District's Procedures for the Acceptable Use of District Technology Resources may result in having my use privileges of the School District's Device suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct, or other legal action.

Student Device Agreement

I understand and will abide by Board Policy 5160 - Information & Communication Technology and Board Policy 6600 - Acceptable Use of Technology/Internet Safety. I agree to the terms set forth in the Student Device Agreement and will abide by the Utica Community Schools Procedures for the Acceptable Use of District Technology Resources, the Parent & Student Handbook, and all Board Policies.

☐ I agree

- The next section to complete is the "Technology Device Insurance Plan: Annual Optional Coverage"

Technology Device Insurance Plan: Annual Optional Coverage

Optional technology device insurance through the district is available for purchase at the start of each school year. After the deadline, you will not be allowed to opt-in to the insurance coverage and will be responsible for any charges related to damage of any technology device that is issued to your student. Details of the Technology Device Insurance Plan & PaySchools links for each school.

Would you like to enroll in the optional technology device insurance program? *

☐ Yes, I would like to enroll in the district technology device insurance program at the cost of $15.00 per device. I understand that I must pay $15.00 per device online using PaySchools, which can be found on my student's school webpage, no later than THURSDAY, SEPTEMBER 8, 2022. I also understand that unless the payment of $15.00 is received by the district by the deadline stated, any fees associated with damage to a device are fully my responsibility. I will reach out to my student's school office staff if I have any issues using PaySchools so that other payment arrangements can be made.

☐ No, I decline the district's technology device insurance. I understand that technology device insurance is available to my student(s) at the cost of $15.00 per device. I am responsible for all charges related to the damage of any technology device that is issued to my student, whether accidental or intentional.

- The final section to complete is the "Consent to the Use of Electronic Signatures" (parent and student). Click on 'Submit" when completed.

Parent/Guardian Signature

I consent to the use of electronic signatures *
☐ I consent

Student Signature

I consent to the use of electronic signatures *
☐ I consent

Parent and Student consent to use of electronic signatures here

[Save for Later]   [Submit ▲]

Please complete the above steps by Wednesday, August 13. Access to PowerSchool with student schedules will then be given on the evening of Monday, August 15 to those families who have completed their required forms.

7th Grade Technology Distribution

Utica Community Schools will provide a laptop to all secondary students. These devices that will be distributed to all seventh-grade students on Monday, August 18 are an essential tool that will be used daily. You will find Malow's plan to distribute laptops for all seventh-grade students below. In addition to being prepared to receive the laptop, we ask that students have all registration forms completed via PowerSchool. If you have not completed your online registration forms via PowerSchool, please bring the attached computer agreement document on August 18. If you have completed your online registration forms in PowerSchool, you do not need the hard copy. If you are unable to print the document, we will have printed copies in the front office or available on Monday, August 18. **Completion of this form in PowerSchool, or a signed hard copy, is needed to receive a laptop.** I am highly encouraging all parents

to consider device insurance for your child's laptop. Last year we had numerous damaged devices that cost hundreds of dollars for families. Click here for more information on the Technology Device Insurance program.

On August 18, our seventh-grade students will be asked to come to school to receive his/her laptop device and materials. This also includes students whose home school is Malow, but who have chosen to attend the UCS Virtual Academy this year. **PLEASE** be here at your allocated time (see below). Once at school, students will follow procedures that will allow them to receive the device and an information card, log in to their device, and make sure the devices are functioning properly and that they have access to all the UCS digital content including PowerSchool.

If you cannot make the August 18 date, please contact Rose Bertucci (rosemary.bertucci@uticak12.org or (586)797-3585).

Once you have dropped your child off at our main entrance (**door 2)** at Malow **(see map below)**, please proceed to the front parking lot where students will exit after they receive their materials.
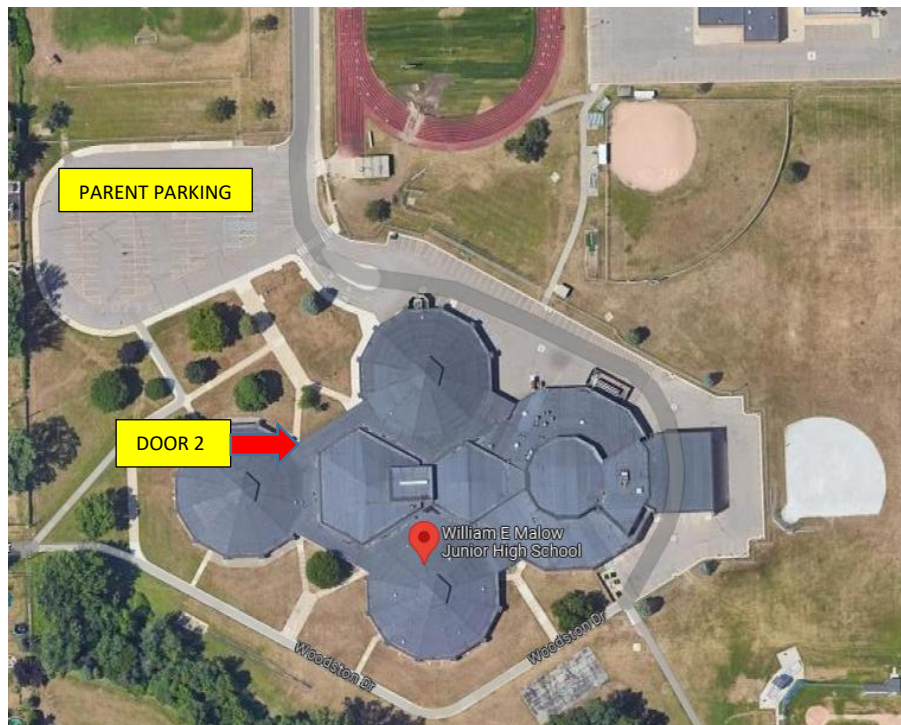
Distribution times are based on student last names. Since students are completely unfamiliar with the building, I will have staff directing them exactly where to go after entering Door #2.

Monday, August 18, 2025   8:30 am – 10:00 am
7th grade Malow students **including 7th grade Malow students attending the Virtual Academy**.

Last Name Alphabetical Listing	Distribution Time
A - G	8:30 am
H - O	9:15 am
P - Z	10:00 am

If you have any questions or concerns, please reach out to the Malow office at 586-797-3500.

2025-2026 Technology Device Insurance Program

Families may choose to enroll in this optional program by the deadline of 4:00pm on Friday, September 5, 2025, for a fee of $20.00 per device. Click here for more information.

Information for 7th Graders and New Students (2025-2026 School Year)

Please click on the following links for important information:

Locker Information   Layout of Malow

Locker Information

For a map of Malow with lockers, click here. For a list of lockers with location, click here.

Typical Supplies Used at Malow and Tips for Becoming a Super Organized Student

Please click here for a printable version of these items.

Vaccination Information for 7th Graders and Students New to Malow

The State of Michigan requires children to be age-appropriately vaccinated to enroll in school programs, unless a valid exemption applies. Vaccination information for children entering 7th grade and those new to Malow can be found by clicking here. Updated shot records, FERPA form, or Waiver can be uploaded to PowerSchool or dropped off to the office.

Laptop Information

For detailed instructions on how to sign on to your device please click here.

Assistive Technology Accessibility

Click here for a document that will help explain using technology supports to maximize the educational experience. The interactive slides and QR codes will help users explore accessibility features and tools to reduce learning challenges and what assistive technology supports are available.

Technology Responsibility

We are asking for everyone to review the 5160 Rules and Regulations Information and Communication. Please make sure that when laptops are transported back and forth to school that they are secured in a backpack. Please also remember, as stated in the linked document above, parents/students will be held financially responsible for damage to or loss of UCS the laptops.

Technical Support Contact Information for Students and Parents

The UCS Helpdesk will offer two ways for parents and students to contact them directly for technical support: Telephone: 586-797-1055 from 7:30 a.m. – 6:00 p.m. Email: techsupport@uticak12.org While the first resource for addressing issues is the school, this contact information will be useful if students have a technical support issue that we are not able to address, or students are encountering issues after school hours.