

Aligning for Impact: Student Placement Updates for Coaches and Athletic Directors

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Director of Placement & Records

MALLARD CREEK HIGH SCHOOL
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EMPOWERING COACHES FOR EXCELLENCE



Presenter



Walter Hall
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Student Placement/Records

Session Objectives

As a result of this meeting participants will:

- Manage and understand the new CMS district platforms.
- Gain a deeper understanding of the roles and responsibilities of Student Placement, Registration, and Student Movement throughout the district.
- Review Transfer/ Reassignment, Residency Affidavits, and Change of address.

Agenda

Infinite Campus

Online Registration

Reassignment / Transfer

Change of Address

Residency Affidavit

Student Registration has transitioned for PowerSchool to Infinite Campus. To streamline processes and ensure accurate student placement, the Student Registration Department will now directly manage all new student enrollments, address changes, and residency affidavits for CMS.



Online Registration Enrollment Process

Current Role:

- CMS Student Placement is now the centralized department responsible for all student enrollment across the district.

Previous Structure:

- Enrollment responsibilities were distributed across multiple departments, depending on the type of student or program.

New Process:

- All initial student entries—regardless of grade level, program, or background—must now go through Student Placement.

Departmental Contributions (Previously):

- EC (Exceptional Children): Handled various specialized enrollments.
- MCV (McKinney-Vento Program): Managed enrollments for students experiencing a housing crisis.
- Independent Students.





English | [Español](#) | [Arabic](#)

Welcome to the district's Online Registration Kiosk! Please select whether you are starting a new application or if you are returning to finish an existing application. *

- ☐ Start New Registration
- ☐ Return to Saved Registration

Next

Infinite Campus Online Registration
English | [Español](#) | [Arabic](#)

* Indicates a required field

Application Number 3055
Application For 25-26 CMS Enrollment

Online Enrollment



Welcome to CMS



Online Registration
English | [Español](#) | [Arabic](#)

Please complete the information below to begin the registration process.

Registration Year
25-26 CMS Enrollment

Parent/Guardian First Name *

Parent/Guardian Last Name *

Date of Birth (MM/DD/YYYY) *

MM/DD/YYYY



Email Address

user@example.com

Previously Attended this District *

Please type the letters you see displayed in the image below *



Begin Registration

Reassignment / Transfer

August 4, 2025 the district will launch a new system for requests for Reassignment and Transfer with the Parchment Platform.

Facilitation of movement via Reassignment & Transfer will be more efficient and quicker. Families will use this to transfer to the home school, or other schools for various reasons.



Select To Get Started:



General Information:

Welcome to the Charlotte-Mecklenburg Schools Family Dashboard for School Choice Applications!

Create an account so you can fill out the online applications. All applications will be processed electronically. All applications will be checked for accuracy. Any falsification of information may result in your application not being processed and/or denied.

Important! This portal is for students who are currently enrolled in Charlotte-Mecklenburg Schools and would like to submit a request for Reassignment or Transfer. If you have questions about new enrollments, please visit the CMS Student Placement Homepage.

*Please also note that this website is optimized for IE 10.0 and higher, Safari, Chrome and Firefox.

[Back to district website](#)

Available for 2025-2026

[CMS Lottery Application](#) (September 16, 2024 - December 31, 2024)

[Reassignment/Transfer Form](#) (June 4, 2025 - July 11, 2025)

Change of Address

All address changes will now be processed directly by Student Placement.

This ensures that parents receive essential correspondence, school assignments are accurate, and transportation eligibility (if applicable) are updated correctly.

| CHARLOTTE-MECKLENBURG SCHOOLS | | | |
|-------------------------------|------|---------------|--------|
| ADDRESS CHANGE REQUEST FORM | | | |
| Student Name | | | |
| | Last | First | Middle |
| Student ID: | | Current Grade | |
| Previous Address | | | |
| New Address | | | |
| Current School Assignment: | | School Year: | |

Identify the following scenario that represents your situation and indicate which option you choose.

MOVING DURING THE SCHOOL YEAR

Non-Magnet Students attending their home school may:

- ☐ Attend their *new home school* immediately with transportation. (Transportation assigned after enrollment and registration at new home school)

OR

- ☐ Remain at the *currently assigned school* through the end of the school year without transportation.

You will be assigned to the new home school for the following school year. Rising seniors may remain at the currently assigned school without transportation.

Non-Magnet Students attending a school other than their home school may:

- ☐ Attend their *new home school* immediately with transportation. (Transportation assigned after enrollment and registration at new home school)

OR

- ☐ Remain at the *currently assigned school* through the end of the terminal grade without transportation.

Magnet Students who move *within* their current magnet transportation zone may:

- ☐ Continue in the program with transportation.

OR

- ☐ Attend their new home school immediately with transportation. (Transportation assigned after enrollment and registration at new home school)

Magnet Students who move *outside* their current magnet transportation zone may:

- ☐ Continue in the program without transportation.

OR

- ☐ Attend their new comparable program in their new transportation zone immediately with transportation.

OR

- ☐ Attend their new home school immediately with transportation. (Transportation assigned after enrollment and registration at new home school)

Residency Affidavits

For families unable to provide a property deed or lease as proof of residency, a notarized Residency Affidavit is required.

This must be accompanied by a copy of the homeowner's or leaseholder's mortgage statement, deed, or lease. The Student Placement Department will manage the acceptance and verification of all residency affidavits.

CHARLOTTE-MECKLENBURG SCHOOLS

RESIDENCY AFFIDAVIT - LANDLORD/SHARED TENANCIES

Instructions: Any applicant for the Charlotte-Mecklenburg Schools who cannot produce a property deed or lease must ask the owner or lessee of the property where the applicant lives to complete and sign this legal affidavit **AND** the owner or lessee must provide a copy of their mortgage statement, deed or lease.

It is the responsibility of the applicant (not the person who completes this affidavit) to attach a record of the most recent rent payment, unless this affidavit affirms in #3 below that the tenancy does not require payment of rent.

This affidavit must be renewed annually at the beginning of each school year.

AFFIDAVIT

My name is _____ and hereby depose and certify as

follows: (please complete all three items and sign below)

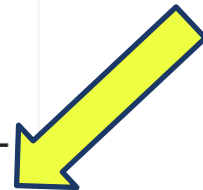
1. I am the owner/lessee of the property at _____ located in Mecklenburg County.

2. _____, who is the parent or legal guardian of _____, leases or subleases this property as their principal residence from me, without a written lease, in a tenancy at will, from month to month.

3. (CHECK ONE)

- ☐ I have received within the last thirty (30) days rental payment for the lease or sublease of these premises. OR
- ☐ Alternatively, I hereby state that the party named above resides at the above address with no payment of rent.

I understand that if the information contained in this affidavit is false, the student may be removed from school, and will be provided an opportunity to appeal the removal in accordance with district policy. I understand that if I have willfully and knowingly provided false information in this affidavit, I may be found guilty of a Class 1 Misdemeanor and shall pay the local board an amount equal to the cost of educating the student during the period of enrollment.



- **Calendly -**
<https://calendly.com/cms-student-placement-records/enrollment-consultation>
- **Email:** cmsenrollment@cms.k12.nc.us
- **Phone:** 980-343-5335
- **Address:** 1901 Herbert Spaugh Lane Charlotte, NC 28208
- **Courier:** 834

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Thank You