



August 2024

Dear Parent or Guardian:

Clawson Public Schools uses an online “Annual Registration” process to complete back-to-school registration forms. **Completing this process is required for ALL students entering TK-12th grades, including students new to the district.** Parents/Guardians will use MISTAR Parent Portal to complete the Annual Registration process. **The Annual Registration process will be available on MISTAR Parent Portal from Monday, August 12, 2024, through Sunday, September 8, 2024.**

****The Annual Registration can be completed on laptops and desktops. It can also be completed on your smartphone or tablet using the Q Parent Connection mobile applications. Please see attached instructions to download the free apps.****

If you cannot remember your MISTAR Parent Portal PIN and password, please do the following:

- Click the MISTAR Parent Portal link on our district web page, www.clawsonschools.org.
- **There will be a link under the PIN or Email Address and password that says Forgot Your PIN? Reset Your Password?**
Click one of these links and enter your email address. Your PIN or password will be emailed to you directly. If your email address is not recognized, please contact Jill LaPine at 248.655.4417 or jill.lapine@clawsonschools.org.

The Annual Registration process will take parents approximately fifteen minutes per child to complete online. While this process must be completed for each of your children individually, you can use a single-parent login to complete the process for all of your children. It will be helpful to have your emergency contact information readily available.

For families that need assistance, computers are available by appointment in the Enrollment Office at the Baker Administration Building. Please contact Jill LaPine, Enrollment Secretary, at 248.655.4417 to schedule an appointment.

Clawson Elementary School—Teacher assignments will be available for parents who have completed the annual registration process beginning on Friday, August 23, 2024.

Clawson Middle School and Clawson High School – Teacher assignments/student schedules will be available for parents who have completed the annual registration process beginning on Friday, August 30, 2024.

Please note that Parent/Student WILL NOT receive a class schedule or elementary teacher assignments unless the Annual Registration process is complete.