



SCHEDULING AN APPOINTMENT FOR FALL REGISTRATION

First, review the type of enrollment that applies to you and where you should go to complete registration.

1. **Traditional Enrollment** – This enrollment refers to parents/legal guardians who reside at their own residence from one day to the next and can provide authentic proof of their residence. This enrollment will occur at the school.
2. **Shared Residency Enrollment** – This enrollment refers to parents/legal guardians who consistently reside with someone else from one day to the next. This enrollment will occur at the Office of Enrollment Services & Records (ESR) located at 1017 Robinson Street, Jackson, MS 39203.
3. **Non-Parental Enrollment** – This enrollment refers to custodians who are the present care givers of a child, other than a parent or legal guardian of the child. This enrollment type is reviewed and approved by district personnel taking into account the unique circumstances that would require this kind of enrollment type. This enrollment will also occur at the Office of Enrollment Services & Records (ESR) located at 1017 Robinson Street, Jackson, MS 39203.

Now, to make your appointment, you should follow these steps:

1. Go to the JPS website at www.jackson.k12.ms.us/.
2. Click on **Popular Links** at the top of screen, and **select** Online Registration.
3. On the right side of Online Registration Page, **select** from the following options under Enrollment Links based on your type of enrollment. You may select...
 - a. Appointment Scheduler Affidavit
 - b. Appointment Scheduler Elementary
 - c. Appointment Scheduler Middle School
 - d. Appointment Scheduler High School
4. After **clicking** on your selection, you will see the following options:
 - a. Sign In
 - b. Create Account
5. If you already have an account, you may sign in using your email address or cell phone number along with your password.
6. If you do not remember your username and password, you may contact PowerSchool Registration Support using the following information and then proceed with this step - §Support Hours: Monday-Friday from 8 a.m. – 7 p.m. §Phone: 866-434-6276 – **Press 1** and then **4** for **Registration**.
7. Once you have signed in, you may select an existing student, or you may complete the “Add Student” option to add a new student.
8. After selecting either an existing student or the “Add Student” option, the system will take you to the scheduling screen to confirm an appointment slot.
9. On the scheduling screen, you may **select** and **confirm** your appointment. Then, a screen will appear to provide your **Appointment Details**.
10. If you are satisfied with your appointment time, please read the information you will need to bring on the day of your appointment.
11. If you do not have an account, **select** “Create Account” and complete your “Profile & Security details,”

acknowledge that you are 13 years or older, and then **select** “Create Account.”

12. Now, you must **PAUSE** and **Go back** to the JPS website and **CLICK** on your selected scheduler again to fill in the “Add Student” information.
13. Type in your child’s first and last name and his/her date of birth.
14. When finished **select** “add student” at bottom of screen.
15. You are now ready to **select** your appointment slot.
16. **Click** on your desired time slot to confirm your appointment, and a screen will appear to provide your **Appointment Details**.
17. If you are satisfied with your appointment time, please read the information you will need to bring on the day of your appointment.