



JACKSON PUBLIC SCHOOL DISTRICT

Student Registration

Overview:

This document provides specific information on the processes for student enrollment for all Jackson Public School Sites. This procedural guide shall continue to evolve according to the identified needs of the school district.

To facilitate student enrollment, the Jackson Public School District, has implemented an online enrollment form using the **Online Student Registration (OSR)** platform supported by *Central Access (CA)*. The online form serves as the district's **OFFICIAL** registration enrollment document for acquiring entrance to the Jackson Public School District to confirm school attendance as stipulated by the Mississippi Compulsory Attendance Law 37-13-91 and School Board **Policy JB** on school admission.

SECTION I: General Information

A. Age of Entry Requirements

Policies: JBA – Age; JB – School Admission; & JBB – Birth Certificate

Law: 37-15-9 – No child shall be enrolled or admitted to any kindergarten which is a part of any public school unless they have reached their 5th birthday on or before September 1st of said school year. No child shall be enrolled or admitted to the 1st grade of any public school unless they have reached their 6th birthday on or before September 1st of said school year.

- School Enrollment shall be denied to any potential Kindergarten pupil who has not reached his or her 5th birthday on or before September 1st of said school year.
- School Enrollment shall also be denied to any potential 1st grade pupil who has not reached his or her 6th birthday on or before September 1st of said school year.
- Age of Entry shall be verified by the review of student's Birth Certificate that shall be presented at time of registration according to School **Board Policy JBB**.

B. Immunization

Policy: JBC – Immunization and Procedures

Policy JBC: All Jackson Public School District students must present to the school of enrollment a Certificate of Compliance regarding vaccinations.... Certificates of vaccinations shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. Enforcement of this law will require removal of children from classes if they are not adequately immunized. School principals are required to refuse admittance to any child whose parents or legal guardians do not present a birth certificate and a medical certification of proper immunizations within the allotted time.

Effective 2012-2013 and subsequent school entry, all students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping (pertussis) booster, Tdap vaccine, before entry into school. Tdap vaccine given on or after the 7th birthday meets the new school requirements.

C. Residence Requirements

Policy JBE – Bona Fide Residence

Statute 37-15-29: No minor child may enroll in or attend any school except in the school district of his residence, unless such child be lawfully transferred from the school district of his residence to a school in another school district in accord with the statutes of this state now in effect or which may be hereafter enacted.

For school attendance purposes according to **Policy JBE**, definition of residence is that the student physically resides full time, weekdays/nights, and weekends, at a place of abode located within the limits of the school district. All students shall register at the school they are assigned to attend. The parent or legal guardian shall provide evidence of the residence and the school district administration shall verify bona fide occupancy.

Parents/guardians of students seeking to enroll in a JPSD school shall provide the school district with at least two of the items below as verification of their current address. The documents must be in the name of the adult enrolling the student. **Only one document from each group will be accepted.**

Group 1	Group 2	Group 3
✓ Mortgage documents or property deed ✓ Apartment or home lease ✓ Filed homestead exemption application form	✓ Utility bill dated within the last 90 days or utility deposit receipt	✓ Automobile registration or automobile insurance ✓ Driver's license ✓ Voter registration card ✓ DHS documents of benefits ✓ IRS documents from the most recent tax year ✓ Certified copy of filed petition for guardianship if pending, and final decree when granted.

***no cellular phone bills**

SECTION II: Types of Enrollment

D. New Student Enrollment

- New Student Enrollment is defined as a student who is transferring in from another school district, private school and/or from another state and has not been enrolled within the Jackson Public School District. Therefore, the following shall be noted for new student enrollment:
 - The parent/guardian shall contact the Office of Enrollment Services (ESR) at 601-960-8852 and/or the Department of Transportation at 601-960-8919 to identify the enrolling school for his or her child. He or she shall provide the physical address along with the area zip code of residence.
 - When the school zone has been identified, parent/guardian shall report to the identified school with the following original documents:
 1. Valid Picture I.D. *(No photo copies will be accepted.)*
 2. Certified copy of the student's birth certificate (long form) –
 - Students who are enrolling and/or transferring from **out of state** who do not have their birth certificate at time of registration are allowed a 60-day period to provide to the school for permanent enrollment.
 3. Certificate of Immunization issued by the state of Mississippi on Form 121 or Medical Exemption Certificate
 - All **out of state** vaccination documents **MUST BE** transferred to a Mississippi 121 compliance form prior to enrollment; until such happens, enrollment **CANNOT** be granted.
 4. Report Card from student's previous school
 5. Transcripts for students entering grades 10th – 12th
 6. And/or an Official withdrawal form from previous school
 7. Two (2) current residence *(within the past 30 days)* as listed in SECTION I of this document
 8. Parents/legal guardians who do not meet the requirements for traditional registration, please see **SECTION IV** of this document for more information. Non-traditional registration may include but is not limited to – *living with another family member, group home, foster care, Child Protective Services, etc.*
 9. If parents/legal guardians have not obtained residence within the City of Jackson, schools shall contact the Office of Enrollment Services & Records (ESR) for assistance at (601) 960-8852 to determine is parents/legal guardian should make a visit to ESR at 1017 Robinson Street, Jackson, MS 39203.

E. Returning Student Enrollment

- Returning students shall report to their last school attended during the previous school year; however, new sixth and ninth grade returning students shall report to the middle and high schools of their zoned residence.

- If the parent/guardian's residential information **has not** changed and his/her child is returning to the same school, the following documents shall be provided to the registrant for enrollment verification:

1. Valid Picture I.D. (*No photo copies will be accepted.*)
2. Certified copy of the student's birth certificate (long form)
3. Certificate of Immunization issued by the state of Mississippi on Form 121 or Medical Exemption Certificate
4. Two (2) current residence (*within the past 30 days*) as listed in SECTION I of this document
5. If the parent/legal guardian's residential information **has** changed, he or she shall adhere to the following steps:

Step 1: Report to the school your child last attended for the previous school year and complete a withdrawal.

- **NOTE:** If the address change does not cause your zoned school to change, a withdrawal will not be required. However, the parent/legal guardian shall be required to update his/her information with the school. If the address change causes the zoned school to change, please proceed with Step 2.

Step 2: To complete the withdrawal process, parent/guardian shall be required to present two proofs of residence for the new residence – See SECTION I.

Step 3: Report to the zoned school for the upcoming school year and provide the following documents to the registrant for verification:

- Valid Picture I.D. (*No photo copies shall be accepted.*)
 - Withdrawal papers from previous school
 - The same two proofs of residence for new residence that were presented to the previous school
 - If proofs of residence do not meet traditional requirements for enrollment, please see SECTION IV of this document
6. Parents/legal guardians who do not meet the requirements for traditional registration, please see SECTION IV of this document for more information. Non-traditional registration may include but is not limited to – *living with another family member, group home, foster care, Child Protective Services, etc.*
- If a child is **transitioning** from elementary to middle school or from middle to high school, parent/legal guardian shall adhere to the following steps:

Step 1: Parent/legal guardian shall contact the school that his/her child's last attended for the previous school year in order to identify the child's zoned school for the upcoming school year.

- **NOTE:** All in-district transfers expire when a student transitions from one division to the next; therefore, the parent/guardian must register the child at his/her zoned school and submit a new in-district transfer request.

Step 2: Parent/guardian shall report to the school for which the child is zoned for the upcoming school year and provide the following documents to the registrant for verification:

- Valid Picture I.D. *(No photo copies will be accepted.)*
- Certified copy of the student's birth certificate (long form)
- Certificate of Immunization issued by the state of Mississippi on Form 121 or Medical Exemption Certificate
- Two (2) current residence *(within the past 30 days)* as listed in SECTION I of this document
- If proofs of residence do not meet traditional requirements for enrollment, please see SECTION IV of this document

F. Advanced Learning Enrollment (Magnet Programs)

- Any student who is **new** to Jackson Public Schools along with **returning** students who did not participate in an advanced learning program shall follow the provided guidelines for admittance to any Magnet program:

Step 1: Parent/guardian shall complete and submit an application to the Principal of the school where the program is located.

Step 2: The school shall contact the parent/guardian to schedule a time for screening.

Step 3: Screening results shall be reviewed by the Principal and the Executive Director of Advanced Learning.

Step 4: Upon acceptance, the Executive Director of Advanced Learning shall provide a letter of acceptance to the parent/guardian. However, if acceptance is not granted, the Executive Director of Advanced Learning shall notify the parent/guardian by telephone and/or in writing.

Step 5: The parent/guardian shall report to the school to complete registration. The following documents must be provided to the school along with the official acceptance letter:

1. Valid Picture I.D. *(No photo copies shall be accepted)*
2. Certified copy of the student's birth certificate (long form)
3. Certificate of Immunization issued by the state of Mississippi on Form 121 or Medical Exemption Certificate
4. Two (2) residency verification documents listed in SECTION I of this document.
5. If proofs of residence do not meet traditional requirements for enrollment, please see SECTION IV of this document

G. Returning Student Enrollment for Advanced Learning Programs (Magnet)

- Returning students under this heading are students who participated and ended the school year in an Advanced Learning Program within Jackson Public Schools and shall adhere to the following:

Step 1: The academic status of all returning students shall be reviewed by the school Principal and the Executive Director of Advanced Learning.

Step 2: Students who have retained eligibility status for Advanced Learning Program admittance shall be notified in writing and are required to complete registration. However, students who did not retain eligibility status for Advanced Learning Program admittance shall be required to report to their zoned school to complete registration.

H. Pre-Kindergarten Enrollment

- The pre-kindergarten screening and application process takes place annually. The child must be four years old by September 1st of the current year and completely potty-trained. The parent and child must reside in the city of Jackson.
- Parents should adhere to the following steps:
 - **Step 1:** Contact the school located within the limits of the parent/guardian's residence to inform them of your interest in your child being screened for pre-k. You will be told what documents to provide and a screening appointment will be made for you to bring your child for screening.
 - **Step 2:** At the screening appointment, the child must be present and all required documents must be provided. The child will be screened and the parent will complete a parent application.
 - **Step 3:** The applications will be reviewed by the pre-kindergarten specialist after the screening period ends.
 - **Step 4:** If the child is accepted into the program, the pre-kindergarten specialist will mail an acceptance letter to the parent. If the child is not accepted into the program, the pre-kindergarten specialist will mail a waiting list letter to the parent. Follow the steps provided in the letter.
 - **Step 5:** When registration opens, parents whose child was accepted will report to the school to complete registration unless an affidavit of shared residency was needed, in which case the parent will report to the Office of Enrollment Services & Records to complete registration.
- Students who meet eligibility requirements and are accepted into the program shall provide the following documents for student enrollment at the time of program screening:
 1. Valid Picture I.D. (*No photo copies shall be accepted*)
 2. Certified copy of the student's birth certificate (long form)
 3. Certificate of Immunization issued by the state of Mississippi on Form 121 or Medical Exemption Certificate
 4. Two (2) residence verification documents listed in SECTION I of this document.
 5. If proofs of residence do not meet traditional requirements for enrollment, please see SECTION IV of this document.
- Parent/Legal Guardians **DO NOT** have to provide this documentation again when registration opens.

- Current Pre-K School Sites: Baker, Barr, Clausell, Dawson, Galloway, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, North Jackson, Pecan Park, Raines, Smith, Timberlawn, Walton, Watkins, Wilkins

SECTION III: Guardianship

I. Guardianship Types

1. **Parent** is the father or mother to whom a child has been born, or the father or mother by whom a child has been legally adopted.
2. **Guardian** - means a guardian of the person of a child, other than a parent, who is legally appointed by a court of competent jurisdiction. Guardians must provide Letters of Guardianship; the school district will no longer accept Power of Attorney unless it is *Military Power of Attorney*. State law prohibits legal guardianship solely for educational purposes. REF: Mississippi Code section 37-13-91:
3. **Custodian** is any person having the present care or custody of a child, other than a parent or guardian of the child. Custodial parents will be required to submit a *Non-Parental Affidavit Form* in order to complete registration.
4. **Students Living with Adults other than Parent/Guardian. The non-parent/guardian** is understood to be the child's **Custodian**. The custodian claiming district residency must meet the same criteria as that of parents/guardians.

The non-parent/guardian is understood to be the child's **Custodian**. The custodian claiming district residency must meet the same criteria as that of parents/guardians.

If a child is living with a custodian, authority will be recognized to establish residency of the minor in situations that include, but are not limited to the following:

- Death or serious illness of the child's parent(s)/guardian(s)
- Abandonment of the child
- Child abuse or neglect
- Unstable family relationship or undesirable conditions in the home of the child's parent(s)/guardian(s); or
- Students enrolled in recognized exchange programs residing with host families

The custodian claiming district residency must complete a *Non-Parental Affidavit Form* and submit all other required documents for registration. (See SECTION IV of this document.)

SECTION IV: Affidavits

J. Affidavits

- Affidavits are made available when parents/legal guardians are not able to satisfy the requirements for traditional enrollment. However, circumstances surrounding the issuance of affidavits must be evaluated and approved by the Office of Enrollment Services and Records (ESR).
- Schools are not permitted to grant and/or sanction any affidavit but must refer the parent/legal guardian to ESR when it has been established that traditional enrollment cannot be acquired. The Jackson Public School District only recognizes the use of two (2) affidavit types for completing registration. Please adhere to the following information:

1. Affidavit of Shared Residency

- All parents/guardians who live with another person shall complete an Affidavit of Shared Residency. This affidavit type shall be completed by the homeowner/primary resident and be notarized.
- The primary homeowner shall provide two verified proofs of residency.
- The adult registering the child must submit at least **one** (1) proof of residency that displays the address of the homeowner/primary resident.
- Affidavit of Shared Residency is only valid for **one** school year; however, if the parent or legal guardian withdraws his or her child to attend another school within the district and can substantiate that he or she is residing at a *new* shared residence, a new affidavit of shared residency **MUST BE** completed and filed at the newly enrolled school.

2. Non-Parental Affidavit

The Non-Parental Affidavit shall only be used in the following cases.

- Parent/Legal guardian is incarcerated
- Parent/Legal guardian is deployed
- Parent/Legal guardian abandoned child
- Parent/Legal guardian is deceased, guardianship not yet established

SECTION V: Homeless Children

K. Homeless Children

Policy: JCR – Homeless Children and Youth

- When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Sections 1143(1), 11432(e)(4), and 11302(a), the school district shall consider and take the enrollment action that is in the best interest of the child pursuant to 42 USC 11432(e)(3).

SECTION VI: Transfer Requests

L. In-District Transfer (Non-Magnet School/Program)

- Completing an In-District transfer request is a part of the online registration process. All returning students with an existing transfer may return to the same school; however, the transfer will immediately expire if the student is withdrawn for any reason. At that point, the student shall be required to register at his/her home school and complete a NEW in-district transfer request, if desired. This also applies to JPSD employees who live within the district. The procedure is as follows:
 1. The parent/guardian completes an In-District Transfer Request Form.
 2. The school principal, at the discretion of the Assistant Superintendent, shall review transfer request for approval.
 3. If approved, the request shall be forwarded to Assistant Superintendent for review.
 4. Once approved by the Assistant Superintendent, the parent/guardian shall receive an approval letter from the Office of Enrollment Services. The parent/guardian shall be contacted by the Office of Enrollment Services requiring them to personally report to Enrollment Services to sign for the approval letter and other pertinent documents.
 5. If transfer request is denied, a response will be provided to the parent/legal guardian.

M. District-To-District Transfer

Policy: JBG – Transfers outside the District

- District-to-District transfers must be **renewed annually**. Therefore, all existing transfers for the current school year shall expire at the end of that year's term. This also applies to JPSD employees who live outside the district.
 1. **Returning Students**
 - For the renewal of existing District-to-District Transfers for **returning students**, the district shall follow the protocol described as follows:
 - The school district shall utilize a pre-approval process for **ALL** returning District-to-District Transfer students according to the district's active and most current District-to-District Transfer database.
 - School principals and Assistant Superintendents shall grant pre-approval status to transferees who have been deemed in good behavioral and academic standings at their school site and/or academic program.

2. New Students

- For a **new student** applying for a District-to District Transfer, the following procedures shall be applied:
 - Parents shall complete a District-to-District Student Transfer Request Form. This form may be downloaded from the district's website or maybe obtained at any school site. Once the form has been acquired, the parent/guardian must complete the student information section, select reason for request, and provide signature verifying the authenticity of given information.
 - Parent/guardian should submit form to the Principal of Requesting School for review and pre-approval status. Principal will acquire the signature of his/her Assistant Superintendent after reviewing for pre-approval status. Principal will contact parent/guardian within 24 to 72 hours with a response of pre-approval or denial.
 - If Pre-Approved, the parent will be required to retrieve form from the Requesting Principal and take form to the student's Home School District for approval. **THE FORM MUST BEAR THE HOME SCHOOL SUPERINTENDENT'S SIGNATURE.** However, if the home school district uses another method of communicating its approval or denial decision, JPSD will honor all official written communications that bears the authentic signature of home school Superintendent or his/her assigned designee. The home school district should forward the form and/or decision to the Office of Enrollment Services and Records (ESR) for verification.
 - If the Home School District selects to return the form to the parent/guardian displaying the authentic signature of the Superintendent or his/her designee, the form must be returned to the Office of Enrollment Services for verification.
 - After verification, the student's name will be submitted to the JPSD Board of Trustees for approval according to the requirements of officially scheduled board meetings.
 - Once approved by the Board of Trustees, parent/guardian shall receive notification of approval from the Office of Enrollment Services and Records.
 - Parent/Guardian shall be requested to report to the Office of Enrollment Services and Records located at **1017 Robinson Street 39203** to receive an **official approval letter along with other pertinent documents.**
 - Parent shall report to receiving school to present the **original approval letter along with other pertinent documents** and to complete registration. Please see **SECTIONS I** for required documents for registration.

N. Magnet School and Program Transfer

Magnet Schools are Bailey Middle (APAC), Northwest Middle (IB), Davis Magnet (IB), and Power Elementary (APAC). Murrah High (APAC), Jim Hill High (IB), McWillie Elementary (Montessori), and Casey Elementary (Arts) are categorized as schools with Special Programs.

1. RETURNING STUDENTS (*In-District Students*):

The performance of all students who attended a magnet school or program is reviewed at the conclusion of each year.

- If the student's academic status is in good standing, the student can remain in the magnet program and shall be expected to follow the procedures in SECTION II for Returning Students. The Principal shall determine the student's academic status and shall provide his/her recommendations to the Executive Director of Advanced Academics.
- The parent shall be formally notified to report to the school to complete registration, if parent selects to continue magnet school placement.
- Students who exhibit poor academic and/or behavioral performance in the magnet program shall be subject to an evaluative process to determine their status in program. Parent/Guardian shall be informed of decision via certified mail. The student shall be expected to complete registration as a Returning Student at his/her zoned school as outlined in SECTION II.
- A Magnet School student who withdraws from a magnet program for any reason **MUST** return to his/her zoned school.

2. RETURNING STUDENTS (*Out-of-District Students*):

- The performance of all students who attended a magnet school or program is reviewed at the conclusion of each year.
- If the student's academic status is in good standing, the student can remain in the magnet program. District-to-District Transfer students **MUST** apply for a District-to-District Transfer renewal as stipulated in the Out-of-District portion of this section. The Principal shall determine the student's academic status and shall provide his/her recommendations to the Director of Advanced Learning Programs.
- After the parent has completed the Out-of-District Transfer process and has gained approval from his/her home school district, the student's name shall be submitted to the JPSD Board of Trustees for approval. Once approved, the Office of Enrollment Services shall notify the parent to report to district office to receive transfer documentation and specific guidelines for registration completion. Please see *Section II* for verification information.
- Students who exhibit poor academic and/or behavioral performance in the magnet program shall be subject to an evaluative process to determine their status in program. Parent/Guardian shall

be informed of decision via certified mail. District-to-District transfer students **MUST** register at their home school district, if they have been dismissed from magnet program.

- A District-to-District transfer expires immediately for a student who withdraws from a Magnet School or Program for any reason. Therefore, the student shall not be eligible to attend school in the Jackson Public School District and must return to his/her home school district.

3. NEW STUDENTS

- Students who reside in the Jackson Public School District and meet all eligibility requirements shall be a part of the initial review phase for Magnet Program admittance according to space availability. Transportation shall be provided. All other requests for admittance will be reviewed as follows:
 - Children of JPSD full time employees who do not reside in the district but meet all eligibility requirements shall be a part of the second review phase for admittance according to space availability. **Transportation will not be provided.**
 - Children of parents with full time employment within the City of Jackson who meet all eligibility requirements but do not reside within the City of Jackson shall be a part of the third review phase according to space availability. **Transportation will not be provided.**
 - Children who reside outside of the Jackson Public School District and who meet all eligibility requirements shall be a part of the final review phase according to space availability. **Transportation will not be provided.**
 - Once the Magnet School or Program has reached its capacity for student enrollment, all remaining students shall be placed on a waiting list and shall be offered admission to the program if/when space becomes available.