



**May 13, 2024**

**Dear Parents/Guardians:**

We are excited about the upcoming 2024-2025 school year! Jackson County School District utilizes SAM7 Online registration powered by Central Access Corporation. This user-friendly module allows parents/legal guardians to register students by inputting all demographic, residency, emergency, and medical information for each student prior to the start of the new school year. This module can be accessed through the ActiveParent portal located at <https://jacksoncounty.activeparent.net/>. All online registrations will be completed entirely through ActiveParent using the parent's or guardian's existing account. If you have forgotten your ActiveParent log-in information, please contact the school your child currently attends.

**\*NEW OPTION FOR THE 2024-2025\* Beginning this year, parents/guardians will have the option of uploading their two proofs of residency, along with the Residency Checklist form, into the SAM7 online portal while completing the online registration. The Residency Checklist form will be linked within the portal, along with directions on how to complete the form in its entirety.**

Online registration will be available to all returning students beginning, **July 3, 2024**. Parents will receive an email with their student's unique ActiveCode. It is imperative that we have correct information to contact you via email; therefore, we ask that you update your information with school personnel prior to the release of the ActiveCodes.

Please remember, each code is specific to each individual student and aids in the security of student information. The ActiveCode should only be used by the parent or guardian to register his or her student. Students should not be responsible for registering themselves using SAM7 Online Registration. If you have more than one student to register, please see page 2 of this letter for specific instructions regarding this process. Since ActiveCodes are specific to each student, you will receive an ActiveCode email for each individual student. **Please do not delete the ActiveCode emails until the registration process is complete.**

If you do not have an email account, you will have to present a photo ID at the school to obtain your student's ActiveCode. For security reasons, **ActiveCodes cannot be given over the phone**. If you do not receive an email or inadvertently delete the email with the ActiveCode, you will have to make the request for that information, in person, at the school, with your proper ID.

Thank you in advance for your time and attention to this important process. We look forward to having a great year in 2024-2025!

Sincerely,

*Kimberly Williams*

**Dr. Kimberly Williams**

*Federal Programs/Student Services Director*

*JACKSON COUNTY SCHOOL DISTRICT*

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## Registration Instructions

**Step 1:** Parents will receive ActiveCodes via email beginning **July 3, 2024**. Parents should complete the online registration **prior to arriving** at the school for designated in-person registration dates. ***\*Please see the final in-person registration dates below:***

(Final) Phase of 24-25sy Registration: <b>In-person school registrations</b>	<b>July 18-19, 2024</b> ➤ <b>July 18</b> , 10 a.m. until 6 p.m. ➤ <b>July 19</b> , 7 a.m. until 3 p.m..
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**Step 2:** *If parents have not elected to upload their two proofs of residency into the SAM7 online portal*, they may bring two proofs of residency to their student's school located in their attendance center for the **2024-2025** school year during the designated in-person registration times, which are listed above.

**IMMUNIZATIONS:** KINDERGARTNERS AND 7<sup>TH</sup> GRADERS MUST PRESENT PROOF OF IMMUNIZATION PRIOR TO ATTENDING SCHOOL DURING THE **2024-2025** SCHOOL YEAR. ALTHOUGH 7<sup>TH</sup> GRADERS CAN COMPLETE THE ONLINE REGISTRATION PROCESS, PLEASE BE ADVISED THAT NO STUDENT WILL BE ALLOWED TO ATTEND SCHOOL UNLESS PROPER IMMUNIZATION IS ON FILE WITH THE SCHOOL.

**FOR PARENTS OF MULTIPLE STUDENTS ATTENDING JACKSON COUNTY SCHOOLS:** ALTHOUGH AN ACTIVECODE IS REQUIRED FOR EACH INDIVIDUAL STUDENT, FAMILIES WITH MORE THAN ONE STUDENT CAN REGISTER THEIR STUDENTS WITHOUT HAVING TO HAVE MULTIPLE ACTIVEPARENT ACCOUNTS. PARENTS MAY USE THE SAME ACTIVEPARENT ACCOUNT FOR MULTIPLE STUDENT ACTIVECODES.

### **\*NEW\* Proof of Residence Requirement**

#### **STUDENTS LIVING with PARENTS or GUARDIAN**

The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items listed below as verification of their address. No documents with a post office box as an address will be accepted.

**At least one (1) from the following list displaying proper name and address:**

1. Filed Homestead Exemption Application Form
2. Mortgage Statement or property deed; No property tax documents
3. Signed current apartment or home lease (all pages)
4. Current Utility bills; (Per MDE, NO cut-off or disconnect notices); No car/home insurance statements; no cell phone bills; no hunting licenses; Bill must be current, within 30 days of date of registration

AND

**One (1) document from the following list displaying proper name and address:**

1. Driver's license or Mississippi State-Issued Identification Card; (Must show current address)
2. Automobile registration; (Must be current year's registration, not expired)
3. Voter registration card
4. Government mailing (Federal, state, or county) within the last 30 days
5. Any other document that will objectively and unequivocally establish the Parent or Guardian resides within the school district-must be approved by an administrator.