

JACKSON COUNTY

School District

Registration Checklist

1. Verify legal guardianship
 - a. Parents will show an original or certified copy of the Birth Certificate and a current Driver's License
 - b. Legal guardians will show an original or certified copy of the Birth Certificate, Driver's License, and custody paperwork with **judge signature, court date, and case number.**
2. Parents or legal guardians must provide two proofs of residency, which must reflect a street address or designated road address. All documents must current and from the approved list outlined in our JCSD student handbook.
 - Filed Homestead Exemption Application Form
 - Mortgage documents or property deed; No property tax documents
 - Apartment or home lease
 - Current utility bills; No cut-off or disconnect notices; No car/home insurance statements; no cell phone bills; no hunting licenses (within 30 days of the date of registration)
 - Driver's license or Mississippi State-Issued Identification Card (must show present address)
 - Automobile registration (Must be current year's registration, not expired.)
3. Parents or legal guardians must also provide proof of immunization, which must be up-to-date and in compliance. Either form 121 or form 122, according to MSDH.
4. A student should present withdrawal form from the school from which he/she is transferring from. *For Summer Transfers=Final Report cards will suffice*
5. Parents or legal guardians must complete our online registration: SAM7 Online Registration. School counselor or registrar will approve/deliver the student's information to SAM7.
6. The student must receive an enrollment code in SAM7. The school counselor/ will input the following:
 - a. Student schedule
 - b. Birth certificate number and verifier
 - c. MSIS number
 - d. Immunization Compliance date and verifier
7. First, the school counselor/registrar will search the student in MSIS for an MSIS number. If the student has a MSIS number, then the school counselor/registrar will complete and send a request for MSIS release and for student records to the school the student transferred from. If the student does not have an MSIS number, then the school counselor or registrar must complete a request in MSIS. After an MSIS number is obtained, the school counselor or registrar will proceed by sending a request for MSIS release and for student records to the school the student transferred from

School Counselor/ Registrar Signature: _____ Date: _____

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School Districts

8. Within 48 hours, the school counselor or registrar must complete the transfer in MSIS for the student whose record was released. ****Every day that the student is not picked up in MSIS, is a day in which your school loses ADA funding.****

School Counselor/ Registrar Signature: _____ Date: _____