



**May 15, 2023**

**Dear Parents/Guardians:**

We are excited about the upcoming 2023-2024 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 attends.

Online registration will be available to all returning students beginning, **July 5, 2023**. 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.

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 request that information, in person, at the school with proper ID.

Thank you in advance for your time and attention to this important process. We look forward to having a great year in 2023-2024!

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 5, 2023**. Parents should complete the online registration **prior to** providing two proofs of residency during the designated registration dates. *\*Please see the final in-person registration dates below:*

<b>(Final) Phase of 23-24sy Registration:</b> <b>In-person school registrations (completion of proof of residency verification form &amp; other registration documents)</b>	<b>July 18-20, 2023</b> <ul style="list-style-type: none"><li>➤ <b>July 18</b>, 8 a.m. until 4 p.m.</li><li>➤ <b>July 19</b>, 7 a.m. until 3 p.m.</li><li>➤ <b>July 20</b>, 10 a.m. until 6 p.m.</li></ul>
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**Step 2:** Parents should bring two proofs of residency to their student's school located in their attendance center for the **2023-2024** school year registration during the designated 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 **2023-2024** 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.

**PROOF OF RESIDENCY:** TWO PROOFS OF RESIDENCY WILL BE REQUIRED FOR THE **2023-2024** SCHOOL YEAR. LISTED BELOW ARE THE APPROPRIATE FORMS OF RESIDENCY AS DETERMINED BY THE MISSISSIPPI DEPARTMENT OF EDUCATION.

- A) FILED HOMESTEAD EXEMPTION FORMS;
- B) MORTGAGE DOCUMENTS OR PROPERTY DEED;
- C) APARTMENT OR HOME LEASE;
- D) UTILITY BILLS; NO CUTOFF OR DISCONNECT NOTICES WILL BE ACCEPTED AS PER MDE MANDATES;

- E) DRIVERS LICENSE (current, not expired);
- F) AUTOMOBILE REGISTRATION (current, not expired);

THESE PROOFS OF RESIDENCY ARE REQUIRED FOR EACH STUDENT TO BEGIN SCHOOL. STUDENTS WHO ARRIVE TO SCHOOL WITHOUT HAVING PROPER RESIDENCY WILL BE SENT HOME AND WITHDRAWN FROM SCHOOL.