



Student Enrollment Procedures during the COVID-19 Pandemic (Per MDE)

Message from MDE on 3/25/2020

Student Enrollment

If parents contact a district attempting to enroll their child during the school closure, the district will need to enroll the student. The district will need to consider grading and credits awarded under district policy. For instance, if a student dropped out previously and wants to re-enroll to graduate now that an End-of-Course (EOC) test is not required, that may be a district concern. It is suggested that a Local Education (LEA) put enrollment procedures in place during this time. A LEA may consider providing an alternative method (phone) to temporarily enroll a student until further notice (the receipt of records once things are back to normal). A LEA does not have the authority to deny enrollment to a student unless there are federal provisions that would overrule our state law. As always, consult with your board attorney.

Instructions

1. Both School Counselors and Registrars will need to be available to enroll students.

- **Registrars** are needed to carry out all registration activities to include, but not limited to the following:
 - Verification of parent or legal guardian status using photo identification and student's birth certificate
 - Verification of two proofs of residence
 - Add parents to online registration system and distribute ActiveCodes
 - Ensure all required registration documentation is obtained and processed
 - Request of records should be sent to school of transfer.

******PER MDE: All MSIS Releases and Transfers should be sent to Shelly Barnett and K. Williams. The JCSD Student Services Department will contact the Primary and Secondary MSIS contact in each district to obtain releases and transfers.**

- **School Counselors** are needed to carry out all other registration activities to include, but not limited to the following:
 - Interview parents with special residency circumstances
 - Process registration of Foster care students
 - Process registration of Homeless students
 - Ensure students have been enrolled into SAM7 and provided a schedule of classes and tied to course(s).
 - Ensure the LSC/Sped department is notified if student has an IEP
 - Ensure the EL Coordinator is notified if parent has indicated that a language other than English is spoken in the home on the HLS. (Follow all Federal guidelines)
 - Ensure the school principal and the SET is notified if a student has a Section 504 plan
 - H/S School Counselors: Verification of credits and thorough review of school transcripts.



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2. Parents will need to contact the school principal during office hours (10-2) and schedule an appointment to bring in required documentation for the school counselor and the registrar to process.

- Required Documents:
 - Photo ID & Student Birth Certificate
 - 121 or 122 Shot Record
 - Custody Paperwork (if applicable)
 - IEP, LSP, or 504 documents
 - Two proofs of residence
 - FILED HOMESTEAD EXEMPTION FORMS;
 - B) MORTGAGE STATEMENT; PROPERTY DEED; (NO PROPERTY TAX DOCUMENTS)
 - C) APARTMENT OR HOME LEASE;
 - D) UTILITY BILLS; NO CUTOFF OR DISCONNECT NOTICES WILL BE ACCEPTED AS PER MDE MANDATES; (NO CELL PHONE BILLS; NO CAR/HOME INSURANCE STATEMENTS; NO HUNTING LICENSES; BILL MUST BE CURRENT, WITHIN 30 DAYS OF REGISTRATION)
 - E) DRIVERS LICENSE OR MISSISSIPPI STATE IDENTIFICATION CARD; (MUST SHOW CURRENT ADDRESS)
 - F) AUTOMOBILE REGISTRATION; MUST BE CURRENT YEAR'S REGISTRATION, NOT EXPIRED

Parents and employees may wear PPE during the enrollment meeting.

- Both personnel members (school counselor and registrar) should be present during the enrollment process and perform all enrollment procedures performed under normal circumstances.