

SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT

Online Student Registration Guide



2017-2018

**SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT
2017-2018
ONLINE Student Registration Information**

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*Sunflower County Consolidated School District
196 Martin Luther King Drive
Indianola, MS 38751*

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ONLINE Student Registration Information

IMPORTANT FOR ALL PARENTS/GUARDIANS: We are excited to announce Online Student Registration for the upcoming school year. This process replaces the paper forms that are completed at the beginning of each school year. In order to start the registration process, both New and Returning Students must register online through the [NEW ONLINE Student Registration link at www.sunflower.k12.ms.us](http://www.sunflower.k12.ms.us).

To obtain your log-in information (returning students), the school staff will provide you with letter and/or email with the instructions and a secure snapcode. Please contact your child's school to get this information.

SECTION I: General Information

A. Returning Students

Your child is not registered for the upcoming school year until **STEP 1** and **STEP 2** are completed.

Step 1: Returning students will receive a parent letter/email with a snapcode or snapcode link. A snapcode is like a key to your child's registration information for the upcoming school year. You should receive a different snapcode for each child. Locate a computer with internet access, login at www.sunflower.k12.ms.us and go to the **"Parent" flag at the top of the webpage and "Click" then scroll down to the "Returning Student" link and "Click."** If you do not have access to a computer, tablet or smart phone with internet access, you will be allowed to use a computer at your child's school during scheduled times or your local public library. The following link to the Sunflower County Library System provides dates and time of availability:
<http://www.sunflower.lib.ms.us/sunflower/directory.asp>.

Step 2: After the online student registration forms are complete, report to the school for which you are zoned for the 2017-2018 school year and take the following documents to the registration administrator for verification:

- **Two proofs of residency – see SECTION II-Proof of Residency (page 5)**
- **If you completed registration for the 2016-2017 school term as a Shared Resident affidavit, please bring two proofs of residency for the primary resident and 1 proof of residency for yourself.**
- **Updated Certificate of Immunization issued by the state of Mississippi on Form 121 for rising 7th graders**
- **State Issued Picture I.D. or Driver's license**

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B. Returning Students Transitioning from Elementary to Middle School (continued)

Your child is not registered for the upcoming school year until STEP 1, STEP 2, and STEP 3 are completed.

If your child is transitioning from Elementary to Middle School, please adhere to the steps below:

- **Step 1:** Contact the school your child last attended for the 2016-2017 school year in order to identify their middle school for the 2017-2018 school year. If this information is known, proceed to Step 2.
- **Step 2:** Returning students will receive a parent letter/email with a snapcode or snapcode link. A snapcode is like a key to your child's registration information for the upcoming school year. You should receive a different snapcode for each child. Locate a computer with internet access, login at www.sunflower.k12.ms.us and go to "PARENT" flag at the top of the webpage **and "Click" then scroll down to the "Returning Student" link and "Click."**
If you do not have access to a computer, tablet or smart phone with internet, you will be allowed to use a computer at your child's school at scheduled times or your local public library. The following link to the Sunflower County Library System provides dates and time of availability:
<http://www.sunflower.lib.ms.us/sunflower/directory.asp>.
- **Step 3:** After the online student registration forms are complete, report to the school for which you are zoned for the 2017-2018 school year and take the following documents to the registration administrator for verification:
 - ✓ **Two proofs of residency – see SECTION II-Proof of Residency (page 6)**
 - ✓ **Updated Certificate of Immunization issued by the state of Mississippi on Form 121 for rising 7th graders**
 - ✓ **State Issued Picture I. D. or Driver's license**

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New Students:

Your child is not registered for the upcoming school year until **STEP 1** and **STEP 2** are completed.

STEP 1: Locate a computer with internet access, go to www.sunflower.k12.ms.us and go to the **“PARENT”** Flag at the top of the webpage. **and “Click” then scroll down to the “New Student” link and “Click.”** If you do not have access to a computer, tablet or smart phone with internet, you will be allowed use to a computer at a designated location at the school site or your local public library. The following link to the Sunflower County Library System provides dates and time of availability: <http://www.sunflower.lib.ms.us/sunflower/directory.asp>.

STEP 2: After the online student registration forms are complete, please provide the following documents to the registration administrator at your child’s school.

- **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**
- **Social Security Card**
- **Report Card from student’s previous school**
- **Transcripts for students entering grades 10th-12th**
- **Two (2) residency verification documents listed in SECTION II-Proof of Residency (page 6)**
- **The adult completing registration must present a current and valid state issued photo I.D. or driver’s license in order to register any student.**

If you are not the parent of the child you are registering, additional documentation will be required. Please see SECTION III-Guardianship for those additional requirements on page 7).

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SECTION II: PROOF OF RESIDENCY DOCUMENTS

The parent/guardian of a student seeking to enroll in a school shall provide the school district with at least **two of the items** below as verification of their address. The documents must be in the name of the adult enrolling the student. If an affidavit is being used, **two of the items below must be presented for verification in addition to the notarized affidavit.**

Group 1	Group 2	Group 3
<ul style="list-style-type: none"> ✓ Mortgage documents or property deed ✓ Apartment or home lease ✓ Filed homestead exemption application form 	<ul style="list-style-type: none"> ✓ Utility bill dated within the last two months or utility deposit receipt (no cellular phone bills unless it's for a home phone) 	<ul style="list-style-type: none"> ✓ Automobile registration or automobile insurance ✓ Driver's license (current) ✓ Voter registration card ✓ DHS documents of benefits ✓ IRS documents from the most recent tax year ✓ Any other documentation that will objectively and unequivocally establish that the parent or legal guardian resides within the school district ✓ Sworn affidavit of residency and/or personal visit by a designated school district official ✓ Certified copy of filed petition for guardianship if pending, and final decree when granted.

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SECTION III: GUARDIANSHIP

A. **Parent** - means the father or mother to whom a child has been born, or the father or mother by whom a child had been legally adopted.

B. **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 Letter of Guardianship; the school district will no longer accept Power of Attorney.

State law prohibits legal guardianship solely for educational purposes.

REF: Mississippi Code Section 37-13-91.

C. **Custodian** – means 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 an Affidavit of Residency for Custodial Parent in order to complete registration.

Shared Residency Verification: All parents/guardians who live with another person must complete an Affidavit of Residency for Shared Residency. It must be completed by the homeowner/primary resident and be notarized. In addition, the adult registering the child must submit at least 2 proofs of residency that displays the address of the homeowner/primary resident. See SECTION II for Proofs of residency (page 6).

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.

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);
- Student enrolled in recognized exchange programs residing with host families.

The custodian claiming district residency must complete an Affidavit of Residency for Custodial Adult Form and provide all other required documents for registration.

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SECTION IV: HOMELESS CHILDREN

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 V: TRANSFER REQUESTS

IN-DISTRICT TRANSFER: If an in-district transfer is desired, the student will be required to register at his/her home school and remain at the home school until the request is approved. The in-district transfer procedure is as follows:

1. The parent completes the transfer request form at the central office noting specific reasons for the request.
2. Once approved by the receiving principal, superintendent & the school board, the parent will be contacted.
3. If approval is not granted, the student will remain at the home school.

SECTION VI: IMMUNIZATION REQUIREMENTS

Mississippi School Immunization Laws

In order to enroll in any public or private kindergarten, elementary, or secondary school in Mississippi, a student must provide the school with a:

Signed Updated Certificate of Immunization Compliance (Form 121)

or

Certificate of Medical Exemption (Form 122) – not computer generated). This form **MUST** be signed by the District Health Officer (refer to the Medical Exemption section for specific information.) This list of immunizations required is specified by the State Health Officer and is promulgated at least annual as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below

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MS School Entry Immunizations Requirements^a

Vaccine/antigen	No. of doses
Diphtheria, Tetanus, Pertussis (DTaP) ^b	5 ^c
Polio (IPV)	4 ^d
Hepatitis B	3
Measles, Mumps, Rubella (MMR)	2 ^e
Varicella (chickenpox)	2 ^f
Tdap	1 ^g

a- All children entering a Mississippi school (any grade) for the First time will be required to have the above listed immunizations.

This includes Pre-K 4 year olds – 12th grade.

b- Children entering a Mississippi school after their 7th birthday, who do not meet the above DTaP requirements, will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as 1 of the 3 diphtheria/tetanus containing vaccines (preferably as the 1st of the 3 doses) for children age 10 years and older. Refer to the Advisory Committee on Immunizations Practices (ACIP) catch schedule at <http://www.cdc.gov/vaccines/pubs/pinkbook/default.htm>.

c- If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.

d- The final dose in the series should be administered at age ≥ 4 years of age, regardless of number of previous doses. A 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months following the previous dose.

e- MMR vaccine may only be waived if there is a documented physician's diagnosis of previous infection with measles, mumps and rubella disease or a serological confirmation of immunity to measles, mumps and rubella.

f- Varicella vaccine will be waived for evidence of past infection, including past history of chickenpox or a serological confirmation of immunity to chickenpox.

g- **All students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the new school requirement**