



SCHEDULING AN APPOINTMENT FOR TRADITIONAL ENROLLMENT

Traditional Enrollment – This enrollment refers to parents/legal guardians who reside at their own residence from one day to the next and can provide authentic proof of their residence. This enrollment will occur at the school.

To make your appointment, you should follow these steps:

1. Go to the JPS website at www.jackson.k12.ms.us/.
2. Click on **Popular Links** at top of screen, and **select** online registration.
3. Under the Traditional Enrollment section on the registration page, **identify** and **select** your feeder pattern and its designated registration date as shown below. You may select...

Feeder Pattern	Scheduled Date
Forest Hill Feeder	July 12, 2018
Jim Hill Feeder	July 13, 2018
Provine Feeder	July 16, 2018
Murrah Feeder	July 17, 2018
Callaway Feeder	July 18, 2018
Lanier Feeder	July 19, 2018
Wingfield Feeder	July 20, 2018

4. When **clicking** on your selection, you will see the following options:
 - a. Sign In
 - b. Create Account
5. If you already have an account, you may sign in using your email address or cell phone number along with your password.
6. If you do not remember your username and password, you may contact PowerSchool Registration Support using the following information and then proceed with this step - §Support Hours: Monday- Friday from 8 a.m. – 7 p.m. Phone: 866-434-6276 – **Press 1** and then **4** for **Registration**
7. Once you have signed in, you may select an existing student, or you may complete the “Add Student” option to add a new student.
8. After selecting either an existing student or the “Add Student” option, the system will take you to the scheduling screen to confirm an appointment slot.
9. On the scheduling screen, you may **select** and **confirm** your appointment. Then, a screen will appear to provide your **Appointment Details**.
10. If you are satisfied with your appointment time, please read the information you will need to bring on the day of your appointment.
11. If you do not have an account, **select** “Create Account” and complete your “Profile & Security details,” acknowledge that you are 13 years or older, and then **select** “Create Account.”
12. Now, you must **PAUSE** and **Go back** to the JPS web page and under the traditional enrollment section **CLICK** on your selected feeder pattern scheduler again to fill in the “Add Student” information.
13. **Type** in your child’s first & last name and his/her date of birth.
14. When finished, **select** “add student” at bottom of screen.

15. You are now ready to **select** your appointment slot.
16. **Click** on your desired time slot to confirm your appointment, and a screen will appear to provide your **Appointment Details**.
17. If you are satisfied with your appointment time, please read the information you will need to bring on the day of your appointment.