



Jefferson City Schools - Student Registration Information

****For parent portal support email portal@jeffcityschools.org.**

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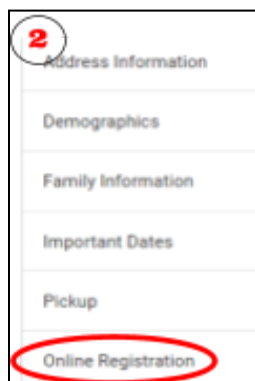
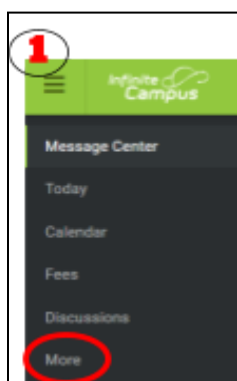
[Tuition Payment Directions](#)

[Bus Routes](#)

Free and Reduced Price Meal Application - Available July 1 through Parent Portal

Returning Student Registration Directions

Step 1: Complete an online registration application by logging into your [parent portal](#) account. Click More and then Online Registration.



Step 2: Click the registration link for Existing Student Registration and complete the registration form. ****If you need to add a child to your existing registration, click the third option to register a new student.**

[← More | Online Registration](#)

Existing Student Registration		
NAME	STATUS	ACTION
24-25 Returning Student Registration	REQUIRED	Start

New Student Registration		
NAME	STATUS	ACTION
24-25 PreK Registration Only		Start
24-25 New Kindergarten - 12th Grade		Start
24-25 New Out of District KK - 12th Grade		Start

****For parent portal support email portal@jeffcityschools.org.**



Jefferson City Schools - New Student Registration Instructions

This is for new students enrolling in Jefferson City Schools for 2025-2026.

Step 1: Complete an online registration application at:

<https://campus.jeffcityschools.org/campus/OLRLoginKiosk/jefferson> . If you have multiple children, please include all of them in one application. IF you currently have children in the system, please log on to your [parent portal](#) account and complete the application from your account.

*Note: This process requires an active email account. If you do not have one or do not have access to technology, you may go to one of the schools to complete the registration process.

Step 2: Provide the following documents to your student's school. You may also upload some of these in your online application and these are denoted below with an (*).

- Proof of Online Registration Completion - application #, printed email confirmation, or printed online registration summary
- Two Proofs of Residency * - ***See information below regarding acceptable documentation.***
- A Copy of Your Student's Birth Certificate * (for Prek - student must turn 4 by Sept. 1st)
- Social Security Card *
- Immunizations GA Form 3231 *
- Hearing/Vision/Dental Screening GA Form 3300 *
- A Copy of the Parent/Guardian's Proof of Authorized Person to Enroll Identification * - ***See information below regarding acceptable documentation.***
- Records Request - completed by school registrar
- Complete meal assistance application if applicable through the parent portal

New students and out-of-district applicants in Kindergarten, 1st grade, and 2nd grade, please click here to make a screening appointment. New students to JHS please scroll down [regarding appointment information](#).

Once the registrar confirms the completion of your online registration, receipt of your student's documents, and completion of any needed placement testing, your student will be enrolled and you will be given a start date.

Proof of Authorized Person to Enroll:

The following persons are authorized to enroll students:

- Parent (natural or adoptive)
- Legal Guardian
- Grandparent with a properly executed power of attorney for the care of a minor child or Non-Parental Affidavit (available at school)
- Foster parent appointed by a state agency
- Sponsor for approved International Exchange Program

*The person authorized to enroll should present **one** of the following:*

- Driver's license
- State identification card
- Passport
- Other official photo identification

Definition of Primary Residence

A person's **primary residence**, or main **residence** is the dwelling where they live, typically a house or an apartment. A person can only have one **primary residence** at any given time, though they may share the **residence** with other people.

To classify as a resident, a student shall be required to reside with his/her parent, legal custodian or legal guardian within the city limits of Jefferson. For purposes of this policy, a resident is defined as an individual who is legally domiciled within the city limits of Jefferson and who, on any given school day, is likely to be at their stated address when not at work or school. Where custody of a child is shared by two or more persons, that person who has the majority of time in physical custody shall be the parent or legal custodian whose residency shall be used for determining domicile and enrollment. A person who owns property in the city of Jefferson, but does not reside in the city, is not considered a resident for purposes of enrollment. Proof of residency is required when a student initially enrolls in a school and whenever a change of residence occurs.

Jefferson City Schools reserves the right to complete home visits for the purpose of verifying residency information provided during the registration process and any and all residency changes submitted to the schools. Home visits will be conducted by school personnel and/or licensed investigators.

Students who are illegally enrolled shall be withdrawn from school. The parent/guardian shall be charged tuition for the period of time that a student is illegally enrolled in Jefferson City Schools, together with all court and legal expenses incurred by the Board of Education in collecting school tuition. Also, charges shall be filed for providing false information on a legal document.

Proof of Residency

(Present one from Column A and one from Column B to show that a family lives in the attendance zone.)

Column A: Present one of the following:

AND

Column B: One of the following:

- Non-contingent sales contract
- Current lease/rental agreement (with start/end dates)
- Most recent income tax return
- Current residential property tax statement or bill
- Current warranty or quit-claim deed
- Current home purchase agreement
- Current homeowner's insurance policy
- Approved Homestead Exemption

- Current gas bill
- Current water bill
- Current electric bill
- * Current is defined as last 30 days
- * Service address must be clearly marked with homeowner's name listed

*Must include address

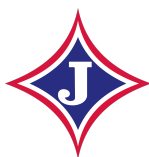
Important information about Proof of Residency documents

- *Documents presented for residency verification must include the same address as the accompanying utility bill.*
- *The bill must have the name and address of the enrolling parent/guardian.*
- *A telephone bill is not acceptable.*
- *A contingency sales contract is not acceptable.*
- *Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with the same address in the attendance zone.*

Multi-Family Residency Affidavit: If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

- 1. Notarized multi-family residency form (available at school) including:**
 - a. Signature of person with whom the family is living,
 - b. Signature of parent/legal guardian of student, and
 - c. Homeowner/Apartment manager's signature - must be notarized
- 2. Two forms of Proof of Residency from person with whom family is living**
(See Proof of Residency section. Present **one from each column.**)
- 3. One piece of business mail in the parent/legal guardian's name with the address of the home or apartment in which the student is residing** (This must be provided within 30 days of enrollment.)

**Note: The multi-family residency affidavit will be renewed annually.*



Jefferson Elementary New Student Registration Information

Bright from the Start Pre-K Program

Pre-K Registration for the 2025-2026 school year will begin on **January 21, 2025, at 8 am** and will conclude on **March 4, 2025, at 1:00 pm.**

Children four years of age by September 1st of the current school year who are Georgia residents are eligible to attend Georgia's Pre-K Program.

JES has 10 Pre-K classes. Children of Jefferson City School System staff will have first priority of enrollment. All other children will be enrolled through a lottery drawing. The lottery will be held in the following order:

1. 4-year-olds by September 1st who live within the city limits
2. 5-year-olds by September 1st who have not attended a Georgia Lottery Pre-K program who live within the city limits
3. 4-year-olds by September 1st who live outside of the city limits
4. 5-year-olds by September 1st who have not attended a Georgia Lottery Pre-K program who live outside the city limits

*Tuition rates apply to students who live outside the city limits. Tuition rates for the 25-26 school year are \$1,500.00 for the first child and \$1,100.00 for each additional child. Tuition rates are subject to change and will be in accordance with board policy.

You will need to complete [online registration](#) and turn in the following documents by submitting them one of three ways. You can upload them as you are completing the application, or you can email the documents to Robbin Mobley, Registrar, at robbin.mobley@jeffcityschools.org or to Donna Shope, Pre-K Registrar at donna.shope@jeffcityschools.org, or you can turn in paper copies to Robbin in the front office at Jefferson Elementary.

- [Pre-K Google Form](#)
- Two Proofs of Residency - [CLICK HERE](#) for acceptable documentation
- A Copy of Your Student's Birth Certificate (student must turn 4 by Sept. 1st)

- Social Security Card or waiver
- Immunizations GA Form 3231
- Hearing/Vision/Dental Screening GA Form 3300 (if you do not have the [GA Form 3300](#) form completed yet because your child has not had his/her 4-year check-up, include a note with your other documents stating this)
- Parent/Guardian Photo ID
- If you currently receive federal or state assistance, please bring a copy of one of the following: PeachCare, Medicaid, SSI, Food Stamps or TANF

The Registrar's office hours are listed below

- **January 21 - Mar 4, 2025**
 - 8:00 am - 1:00 pm
- **Late Hours will be on:**
 - Monday, January 27th: 10:00 am - 6:00 pm
 - Monday, February 24th: 10:00 am - 6:00 pm

Once you've completed online registration and all your documents have been turned in, your child will be eligible for the Pre-K lottery drawing. The acceptance results will be emailed to you at the email address you provided on the Google form by Monday, March 10th. Please be aware that applications and documents turned in after 1:00 pm on Tuesday, March 4th will be placed on a waitlist.

[Pre-K Frequently Asked Questions](#)

Kindergarten Registration

Registration for new in-district kindergarten students and new out-of-district kindergarten applicants will begin on **April 1, 2025 at 8 am**. Follow the instructions below:

1. Make a Screening Appointment.
 - These screenings will be held the week of April 21-25 at Jefferson Elementary School, located at 415 Hoschton Street, Jefferson, GA.
 - Schedule a screening appointment by scanning the QR code. More appointments will open up if needed.



2. Steps below to complete Online Registration
 - [Registration Link](#) (the "2025-2026" school year will be available beginning on April 1st)
 - [Required Documents List](#)
 - Email Robbin Mobley, Registrar, at robbin.mobley@jeffcityschools.org with any questions.
3. Day of Screening
 - Make sure to have completed the online registration process listed above.
 - We ask that only one adult accompany your child to the appointment. Due to limited space in our front office, please make other arrangements for siblings.
 - During the screening, your child will take a brief assessment that will help with classroom placement. The appointment should last approximately 30 minutes.

Current In-District Pre-K Students:

Pre-K students who are currently enrolled in Jefferson Elementary Center for Early Learning lottery funded Pre-K program will not need a screening appointment. Your student will be screened by your child's Pre-K teacher.

You will need to submit the following:

- Complete the yearly Online Registration update through the parent portal (returning student registration opens July 1st).
- Please check back in the summer for the date of Open House.

Current Out-of-District Pre-K Students:

Pre-K students who are currently enrolled and whose address is out of the city limits of Jefferson will not need a screening appointment. Your student will be screened by your child's Pre-K teacher; however, acceptance of your child is not guaranteed.

You will need to submit the following:

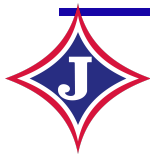
- Complete New Student Out-of-District Online Registration for the 2025-2026 school year [HERE](#) starting April 1st. You will not be able to go through the parent portal for this. Out-of-District decisions are made throughout the summer and sometimes as late as the first few weeks of school.

1st & 2nd Grade Registration (this is for new in-district students and new out-of-district applicants)

Registration for new in-district students and out-of-district applicants will begin on May 1, 2025. Follow the instructions below:

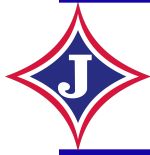
1. Schedule a summer screening appointment by scanning the QR code.
 - Summer screening dates and times are:
 - Tuesday, June 3, 2025, 8:00 am - 3:00 pm
 - Tuesday, July 8, 2025, 8:00 am - 3:00 pm
2. Steps below to complete Online Registration:
 - [Registration Link](#)
 - [Required Documents List](#)
 - Email Robbin Mobley, Registrar, at robbin.mobley@jeffcityschools.org with any questions
3. Day of Screening:
 - Please make sure that you've completed the online registration process before bringing your child to his/her screening appointment.
 - Summer screenings will be held at JES Media Center, located at 415 Hoschton Street, Jefferson, GA.
 - We ask that only one adult accompany your child to the appointment. Please make other arrangements for siblings.
 - Your child will take a brief assessment that will help with classroom placement. The appointment should last approximately 30 minutes.





Jefferson High New Student Registration Information

- **NEW STUDENT REGISTRATION IS BY APPOINTMENT ONLY**
- Contact Amber Sparks at 706-367-2881 (ext. 4111) or email amber.sparks@jeffcityschools.org for a registration appointment.



Jefferson City Schools - Out-of-District Information

Dear Parent/Guardian:

Thank you for your interest in Jefferson City Schools. We look forward to working with you throughout the out-of-district process. Please be aware that completing the application does not ensure admission. The steps for the application process are listed below to help guide you through this process.

1. Complete the online out-of-district application.
 2. Submit the following applicable documents with your application:
 - ☐ Copies of your student's grades (official transcript or report cards for two previous years and 1st semester of current school year)
 - ☐ Standardized test scores
 - ☐ Discipline records
 - ☐ Attendance records
 3. Turn in the supporting documents to the Jefferson City Board of Education Office.
- Please DO NOT withdraw your child from his/her current school at this point.

Thank you again for your interest in Jefferson City Schools, and please let us know if you have any questions. The principal will contact you when a decision has been made.

Sincerely,

Dr. Donna McMullan

Superintendent

STUDENTS ENTERING PRE-K:

Out-of-District students eligible for Pre-K will follow the same procedures as in-district students eligible for Pre-K.

STUDENTS ENTERING KINDERGARTEN THROUGH 12:

***** Supplemental documentation must be submitted. *****

Out-of-district applications will be available April 1, 2025. Complete the online application through the link provided, [Online Registration](#). When starting the application choose 24-25 PK/KK/OD/New Student Application.

[English](#) | [Spanish](#)

Please complete the information below to BEGIN the registration process.	
Parent/Guardian First Name	<input type="text"/>
Parent/Guardian Last Name	<input type="text"/>
Registration Year	19-20 Returning / New / and Out of District ▼
Parent/Guardian Email Address	<input type="text"/>
Verify Email Address	<input type="text"/>
Please check this box if any student being entered has attended a school in this district in the past. <input type="checkbox"/>	
Please check the box below.	



Jefferson City Schools - Out-of-District FAQs

Thank you for your interest in Jefferson City Schools. We believe our partnership with our out-of-district students and parents enriches our school environment. Below you will find the answers to questions often asked about our process. Please let us know if there is anything else we can do to assist you.

WHAT IS THE PROCESS ONCE THE APPLICATION IS SUBMITTED?

Kindergarten out-of-district students are screened during Kindergarten Round Up. Out-of-district kindergarten students who are unable to attend Kindergarten Round Up, along with out-of-district first and second-grade students, will be screened during the summer. You will need to contact the school to make a summer appointment for your child to be screened. During screening, your child will take a placement test in reading and math. This gives us information about the type of classroom that would best serve your child's instructional needs. We seek to provide mixed ability grouping in our classrooms, and this testing helps us create this environment. The process takes about thirty minutes. Once we have the application and screening results, your application is considered complete. We will review our current enrollment and your child's needs to determine if your child will be accepted. Upon acceptance, you will be notified of the next steps to complete the enrollment process.

WHAT ARE THE FACTORS IN DETERMINING ACCEPTANCE?

The major factors used to determine acceptance are space and program needs of the student. There are mandated class size limits for children requiring programs such as Early Intervention, Special Education, English as a Second Language, etc. We are also sensitive to families with siblings currently in the system; however, this does not guarantee an offer of acceptance.

HOW DO I PAY TUITION?

Jefferson City Schools has implemented a new online student registration process through the Infinite Campus Parent Portal, which will be available during the summer. Tuition for out-of-district students must be paid through the parent portal via e-check or VISA/Mastercard. Please note, tuition will be \$1,500.00 for the first student and \$1,100.00 for each additional student. Tuition rates are subject to change and will be in accordance with board policy. Please stay tuned for more information about the online student tuition payment process.

WHEN WILL WE KNOW IF WE ARE ACCEPTED OR NOT?

Once all in-district students are placed, we then analyze our space to determine how many out-of-district students can be accepted. We make decisions throughout the summer and sometimes as late as the first few weeks of school.

SHOULD WE ENROLL AT OUR HOME SCHOOL AS WELL?

While every decision concerning your child's education rests in your hands, we encourage parents to enroll their student in their school of residence until notified of acceptance in Jefferson City Schools. This ensures your child a smooth entry into school wherever it may be.