**Moore Middle School Registration 2020-2021**

**STUDENTS NEW TO JEFFCO PUBLIC SCHOOLS**

If you are new to our district, start by going to [JeffcoConnect](https://jeffcoconnect.jeffco.k12.co.us/)(Detailed instructions for JeffcoConnect are available in this [Quick Reference Guide](https://jeffco.ss12.sharpschool.com/cms/One.aspx?portalId=627965&pageId=927315).) Once you get there, choose "New Parent/Guardian to Jeffco Schools" and begin the process of setting up a parent account.

Once you finish entering your parent information, enter student information for each student you need to enroll in Jeffco. After you have entered all of your student information, hit "Submit."

Once you complete the JeffcoConnect process, contact your school and arrange a time to provide them with the following required documents:

* Original birth certificate
* Immunization records
* Proof of residence\*

Check with the school, as well, to see if they require any additional documents such as a new student profile form.

**RETURNING STUDENT: NEW JEFFCO SCHOOL or not rolling from a neighborhood feeder elementary**

Since you are returning to Jeffco, you already have a [JeffcoConnect](https://jeffcoconnect.jeffco.k12.co.us/) account. **Do not create a new JeffcoConnect account.** If you are changing schools because you have moved, log in to JeffcoConnect to change your parent address. Then change the address of each student you have enrolled in a Jeffco school.

Once you update JeffcoConnect, contact your new school and arrange a time to provide them with the following required documents:

* Original birth certificate
* Immunization records
* Proof of residence\*

Check with the school, as well, to see if they require any additional documents such as a new student profile form.

**RETURNING STUDENT: SAME JEFFCO SCHOOL or rolling from a neighborhood Feeder elementary**

**All parents/guardians must update**[**JeffcoConnect**](https://jeffcoconnect.jeffco.k12.co.us/)**every year in order for their students to be considered registered.**

Log in to JeffcoConnect to be sure all your contact details and preferences are up-to-date and set as you want them to be. For more information, view our [Quick Reference Guide for Returning Students](http://jeffco.ss12.sharpschool.com/cms/One.aspx?portalId=627965&pageId=927318).

Pay special attention to the "Notification Preferences" tab within each contact associated with each student. Be sure to check and update the preferences for EACH student, as they are considered separate records. Additionally, parents cannot access each others' information, so each guardians' information should be updated.

\***Proof of residence** can be an official piece of mail like a utility bill or lease/mortgage agreement that shows the name of the parent/guardian on the student's registration and the same address as the student.

**CHECKLIST & REMINDERS**

* **Log in to**[**JeffcoConnect to update your information**](https://jeffcoconnect.jeffco.k12.co.us/)**.** (If you have forgotten your username, contact your child's school. If you have forgotten your password, click[here](https://jeffcoconnect.jeffco.k12.co.us/) and click on the “forgot password” link.) **All parents/guardians must complete this step to be considered "registered" each year.**

- Be sure all contact details and preferences are up-to-date and set as you want them to be. Pay special attention to the Notification Preferences tab within each contact associated with each student. These check boxes determine what messages you receive from the school and district, and how you receive them. Note: Weather-related school closures are NOT issued as emergency messages; they fall under the "General" category.

- Be sure to check all information and preferences for EACH student; they are considered separate records. Additionally, parents cannot access each others' information, so be sure all guardians update their information.

- Acknowledge you and your student have reviewed the [Student and Family Handbook](http://jeffco.ss12.sharpschool.com/cms/One.aspx?portalId=627965&pageId=927222) and [Internet Use Agreement](http://www.boarddocs.com/co/jeffco/Board.nsf/goto?open&id=87CUDX5E5796)(Acceptable Use). You do not have to sign a paper copy, if you complete this review in JeffcoConnect.

* **Complete the**[**Free and Reduced Lunch Program application**](http://www.jeffcoschoolfood.org/), if applicable. Participants MUST REAPPLY every school year. If your child is already in the program, the status will carry over 30 days into the new school year. This application can also be used to apply for waivers for school fees, transportation fees, and Outdoor Lab fees if the appropriate selections are made on the form
* **Review and**[**update immunizations**](http://jeffco.ss12.sharpschool.com/cms/One.aspx?portalId=627965&pageId=926967). If your child had any required immunization updates over the summer, be sure to provide the school with an updated copy of the immunization record on the first day of school. [View a list of required immunizations](http://jeffco.ss12.sharpschool.com/cms/One.aspx?portalId=627965&pageId=926967) or [exemption forms and procedures](https://www.colorado.gov/pacific/cdphe/vaccine-exemptions). If your child has medical requirements during the school day, please contact us at 303-982-0400 or email Kathy.Davis@jeffco.k12.co.us , so we can get all forms and plans in place prior to the first day of school.
* **Review the**[**Student and Family Handbook**](https://jeffco.ss12.sharpschool.com/cms/One.aspx?portalId=627965&pageId=927222) (formerly the Code of Conduct) so that you and your student are familiar with all district policies including student conduct, accountability, discipline, safety, health, etc.
* **Review and** print [Bell Schedule](https://drive.google.com/file/d/1iqdx28vpnoI0WAOAdL7MnDdrtUfs3TwG/view?usp=sharing).
* **Review and** print District [Family Calendar](https://drive.google.com/file/d/1aR1Ae2Yl0VR5552EUZR0bI4yBfA4RrOP/view).
* **Review and** print [Supply List](https://drive.google.com/file/d/1KTvgNc9iJRaVtXg40P1-3sia5B0iygZC/view?usp=sharing).
* **Review and** print [Bus Routes](http://www.infofinderi.com/ifi/?cid=JPS2F2M211EY).
* **Review** [Moore Middle Family Handbook](https://drive.google.com/file/d/1TL1ruBBjFqKD0i2s5_Ef1x-NyOTlf_bU/view?ths=true)
* **Review** [Food & Nutrition Services Overview](https://docs.google.com/document/d/1yYRGNvJaY1IePL03WftmhasdCVGo7uxcQdn6Pw2bFXg/edit?usp=sharing)

**Once schedules have been built and fees generated**

* **Pay fees**. While you are logged in to <https://jeffcoconnect.jeffco.k12.co.us> click on "Jeffco Student Fee Payment" in the bottom of the "User Information" section. Schools can provide you with specific information about what your fees cover.

**Once students have returned to school**

* **Add lunch money** to your child’s account or set up a new account through [School Cafe.](http://www.jeffcoschoolfood.org)