

# 2018-2019 Registration Information

## ATTENTION PARENTS:

Online registration for the 2018-2019 school year will open Monday, June 4 from 4:00-8:00 pm at the Holly Springs Intermediate School Library for student 4-8<sup>th</sup> grade. The regular hours for online registration for 4<sup>th</sup> -6<sup>th</sup> grade begins **June 5 - June 14, 2018 from 8:00-4:00 pm** and will resume **July 23, 2018**. Parents have the option to register online from home or a location with computer/internet access or parents may register at the school to receive support and assistance.

In order to access online registration:

- Go to the Holly Spring Schools District website at [www.hssd.k12.ms.us](http://www.hssd.k12.ms.us)
- Under More Information, click the link for online registration
- You will need a snapcode to begin the registration process (a 15 digit code, provide by school, see below)
- Click on create an account and complete the registration. Please remember your account information and password if you may have to save and finish on a later day
- Upload 2 proofs of residency (see acceptable proofs of residency below)

If you have a VALID email address on file, you will receive an email containing the Infosnap link and snapcode. If you DO NOT receive a code, please check your SPAM before calling/coming to the school.

If you **do not** have a VALID email address on file, you may come by the school to retrieve the code or call to give your email address and the code will be emailed to you. The code provided **WILL NOT** be given over the phone.

If you do not have an email address and need to set up an account, you may set one up from home or we will assist you at the school during registration time.

### **Please follow these steps:**

1. Complete registration online.
2. Provide **2 proofs of residency** listed below to school during registration times or by uploading the documents during the online registration process. **PARTIAL proofs are not accepted.**
  - a) A copy of an up-to-date lease/mortgage document with term dates, names, & signatures
  - b) Current utility bill with current date and service address. No bills in the month of MAY or delinquent status are accepted.
  - c) Current Vehicle registration (white card)
  - d) Current Driver's license
  - e) Current Voter Precinct Identification (must be within current school year)
  - f) Filed Homestead Exemption Application form

Your child **MUST** have a completed registration to include proper proofs of residency before returning to school in August.

\*All upcoming 7<sup>th</sup> graders MUST have a valid MS 121 Immunization form FROM a state of Mississippi facility. This is a state required document and will be needed in order to attend school. NOTE: All immunization MUST appear on the same 121 form.