

Jefferson County R-VII School District

1250 Dooling Hollow Road
Festus, MO 63028
Phone: (636) 937-7940
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Website: www.jr7.k12.mo.us



David Haug, Ed.D.
Superintendent of Schools
Email: haugd@jr7.k12.mo.us
Darren Schaffer
Executive Director of
Administrative Services
Email: schafferd@jr7.k12.mo.us

March 15, 2024

Dear Parents/Guardians:

As this school year draws to a close, the Administrative Team is already preparing for next school year. We want to remind you in advance of our annual registration process which requires all families to provide a current proof of residency when registering their student(s) for the upcoming school year. This procedure is pursuant to Board Policy JEC which states:

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA.

Families will be asked to complete their student's registration online and to provide a current Proof of Residency (POR). Included in this mailing are simple instructions for completing the online registration process as well as the acceptable forms of your POR. If you prefer to register your student(s) in person, we will have opportunities for you to do that this summer; a sheet detailing those dates is included in this mailing and will be communicated via our district email, texting, and website.

Thank you for your cooperation in this matter. Please do not hesitate to contact my office if you have any questions or concerns.

Sincerely,

David Haug, Ed.D.
Superintendent

Jefferson High

Principal: Alex Rougly
7 Blue Jay Way
Festus, MO 63028
(636) 933-6900
rouglya@jr7.k12.mo.us

Danby-Rush Tower Middle

Principal: Steve Horn
1250 Dooling Hollow Road
Festus, MO 63028
(636) 937-9188
hornst@jr7.k12.mo.us

Telegraph Intermediate

Principal: Dalaria Watson
1265 Dooling Hollow Road
Festus, MO 63028
(636) 937-6530
watsond@jr7.k12.mo.us

Plattin Primary

Principal: Tina Basler
2400 R-7 School Road
Festus, MO 63028
(636) 937-7170
baslert@jr7.k12.mo.us

Board of Education

Jimmy Jackson, President • Karen Koenig, Vice President • Mike Frisk • Chris Hastings • Beth McDaniel • James "Pete" McPeters • Justin Neel

Dear Jefferson R-VII School District Parents / Guardians:

Please ignore this message if you have already registered your child(ren) for the 2024-2025 school year.

The online registration window is now open for the 2024-2025 school year. All returning students may be enrolled at your convenience. To do so, please log into your Infinite Campus Parent Portal account and click on the Online Registration link on the bottom left corner of the page. You are required to upload a copy of a utility bill during this process to verify your residency. Please contact the school support personnel if you have any questions or concerns. If you do not remember your account information, please email r7technology@jr7.k12.mo.us for an account reset.

The schools may be contacted at the following:

Plattin Primary	636-937-7170
Telegraph Intermediate	636-937-6530
Danby Middle	636-937-9188
Jefferson High	636-933-6900

Browser Recommendations:

Google Chrome is the preferred browser
Firefox MS Edge and Apple Safari browsers will work

OLR General Tips:

Parents / guardians of existing student(s) who also have a new student entering the district should follow the steps found on the district website for New Student Enrollment Process.

Contact Information

Make sure you have an email account before you start an application. Online Registration is a web form, it will time out. Do not leave unsaved sections, click the "Next" button to continue. To save data, be sure to click the "Save / Continue" button. Data field entry error messages (red pop-up messages) can be removed by clicking on them. Be careful when using the "Backspace" button, it will act as a back navigation and delete any previously entered data on that page. Make sure you enter your address accurately, as you type the address, an autofill list will appear and you may select your address there.

Enrollment Process for Existing Students (K-12)

Online Registration for all returning students will open on March 18, 2024. **Please complete and submit online registration forms by July 31, 2024, to avoid potential delays in your child's ability to attend school on the first day of class.**

Jefferson R-VII parents must have an Infinite Campus Parent Portal account to verify/update their child(ren)'s information for the 2024-2025 school year. If you do not have an Infinite Campus Parent Portal account or need assistance with username and password, please contact the district registrar at kirnbr@jr7.k12.mo.us or hammocka@jr7.k12.mo.us.

Existing families enrolling new students will need to follow the New Enrollment Process

Step 1:

Gather the documentation that is needed for the online registration process.

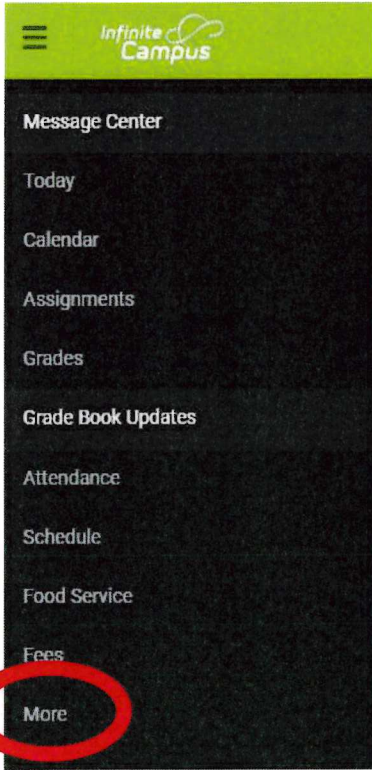
The Jefferson R-VII School District requires all families to provide proof of residency annually, showing they live within the district's attendance area. Each family must submit one proof of residency.

Proof of Residency:

- Mortgage payment dated within 30 days of the date of submission
- Unexpired lease/rental agreement signed by landlord and tenant and including the address, apartment number, and date of rental
- Real estate tax receipt dated within 1 year of the date of submission
- Electric bill, Water bill, Gas bill, Sewer bill, Trash bill (One utility bill dated within 30 days of the date of submission for verification. Bill should include customer name, service address, and billing date.)
- Official mail from federal and state agencies
- Personal property tax receipt dated within 1 year of the date of submission

Step 2:

Begin the online registration process by logging into your Infinite Campus Parent Portal account and selecting "More" → "Online Registration" → "Start 24-25 Existing Student Registration"



More

- Address Information
- Assessments
- Behavior
- Demographics
- Family Information
- Health
- Important Dates
- Transportation
- Online Registration

22-23 Existing Student Registration

NOT STARTED

Start

Proceed through each screen verifying all information is correct or making changes as needed. Click "next" to proceed to the next screen. Once all screens within a tab have been verified or corrected, click "Save/Continue" to save your data/changes and proceed to the next tab.

Once all tabs have been verified / corrected, click "Submit." A warning pop-up box will appear to confirm that you wish to truly submit. If you have verified and completed all areas, click "Confirm."

You have now submitted your child(ren)'s registration for staff review and approval. Email notifications will be sent during the review process updating you of the status of your application. Should any additional information be needed from you, please be sure to act promptly to avoid any registration delays with your child(ren).