



# Seven Springs Middle School



## Virtual Registration

We would like to welcome you to the start of the 2022-2023 school year and invite you to participate in our “virtual” registration. The purpose for this registration is to help families get their student’s schedule for the new year, update family/parent contact information, pay school fees online, purchase school spirit items, and to familiarize students with our school in order to ensure our Jaguars transition into the next school year as smoothly as possible! Please plan to complete all steps prior to arriving on campus for Welcome to the Jungle (Incoming 6<sup>th</sup> Grade Students) on July 28, 2022 and Meet the Teacher (7<sup>th</sup> and 8<sup>th</sup> Grade Students) on August 5, 2022.

### Welcome to the Jungle 6<sup>th</sup> Grade Student & Parent Orientation July 28, 2022

- 6<sup>th</sup> Grade Students & Parents – 9:00 AM -11:00 AM
- For ease of parking and to reduce traffic congestion, we have arranged parking at the Bus Loop off Photonics Drive (next to the YMCA field and behind the JWMHS football field). Please enter the parking lot through Photonics Drive. A map of this location can be found by clicking on the following link: [SSMS Parking Map](#)

### Meet The Teacher Day 7<sup>th</sup> & 8<sup>th</sup> Grade Students & Parents August 5, 2022

- 7<sup>th</sup> Grade Students & Parents – 8:30 AM-10:00 AM
- 8<sup>th</sup> Grade Students & Parents – 10:30 AM-12:00 PM
  - Students will have the opportunity to walk their schedules at their own pace & meet the teachers listed on their schedule.
- For ease of parking and to reduce traffic congestion, we have arranged parking at the Bus Loop off of Photonics Drive (next to the YMCA field and behind the JWMHS football field). Please enter the parking lot through Photonics Drive. A map of this location can be found by clicking on the following link: [SSMS Parking Map](#)

### Step #1: Log-in to myStudent (Student Attendance/Grade Platform)

- 1) If you accessed myStudent last year, you need to activate your account for the 2022-2023 school year. To do so, please log-in to myStudent by using your log-in info from last year. **Once you have done so, please continue to Step #2**
- 2) **If you do not have a myStudent Parent Portal account**, please call (727) 774-6700 and ask for our data entry operator. They will be happy to provide you with assistance **AND** will be able to give you your **Parent PIN#** which is **REQUIRED** to create the account and is only available by contacting our school. **Once you have created your account, please log-in to myStudent and continue to Step #2**

- Step By Step Video on How To Create a myStudent Account:  
[https://livepasco.k12.fl.sharepoint.com/:v:/s/myStudent\\_University/Eeau3-WIIEJgmNvptIsZwBKu-hWeAp4szGcPHLmSLYg?e=ilamBZ](https://livepasco.k12.fl.sharepoint.com/:v:/s/myStudent_University/Eeau3-WIIEJgmNvptIsZwBKu-hWeAp4szGcPHLmSLYg?e=ilamBZ)
- If you need technological assistance with creating an account, please do not hesitate to email [myStudenthelp@pasco.k12.fl.us](mailto:myStudenthelp@pasco.k12.fl.us) as they are available to provide assistance.

### Step #2: Acknowledge the Legal Notices

- 1) Once you log-in to myStudent, the “**Parent and Legal Notices**” will appear on the screen. Each of the notices includes hyperlinked documents that can be opened by clicking on the links provided. Once you have reviewed the notices, please type your name in the “**Signature**” box and click on “**I Acknowledge**”. **Once you have done so, please continue to Step #3**

Parent and Legal Notices

PASCO COUNTY SCHOOLS  
GENERAL DESCRIPTION OF PARENT & LEGAL NOTICES

The legal notices, policies and procedures listed and described can be found in their entirety online at <https://www.pasco.k12.fl.us/parent-portal>. A hard copy may be obtained in English or Spanish by contacting your child's school.

It is vital that parents and students are aware of their rights, as well as the rules and procedures that are required of all Pasco County School District students and families. We ask that each student-parent/guardian acknowledge receipt of the notification. Failure to acknowledge will not relieve a student or the parent/guardian from the responsibility of obtaining the knowledge of all notices, policies and procedures of the Pasco County School District.

I understand that I can access all legal notices, policies and procedures, including the Student Code of Conduct, at <https://www.pasco.k12.fl.us/parent-portal>. I understand that I can request a copy of any piece of this information by contacting my child's school.

Signature

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**Step #3: Validate your Address/Emergency Contact Info in myStudent**

**Step-By-Step Video of this process:** <https://tinyurl.com/yy5m964y>

- 1) **After clicking on “I acknowledge”**, you will be taken to the myStudent portal screen. You will be asked to verify or update the emergency contact information for your student(s). This is the information that was gathered from you during our typical Orientation Day when you filled out the yellow “Emergency Contact Card”.
- 2) For each student that you have enrolled at Seven Springs Middle School in Pasco County Schools, you will see a box that allows you to review/update the contact information:
  - To begin the process, **please click on the green button entitled “Click Here to Begin”**

Form	Status
Emergency Information Card	Not yet started - Click to begin in English [EN]

- 3) You will be asked to verify:
  - a. the student ID#,
  - b. the date of birth,
  - c. information on other siblings in Pasco,
  - d. verify the home address,
  - e. verify custodial status for the student,
  - f. verify emergency contacts,
  - g. have an opportunity to load legal documents related to custody,
  - h. update medical information,
  - i. consent for emergency medical treatment,
  - j. finally submit these records for your child.

**Please note that you will be asked to do this for each student that you have enrolled in Pasco County Schools.**

- You will be able to update records as needed by typing the information into the provided fields. This information will be reviewed by school staff prior to updating the information in the system. Please note that some changes will require further documentation depending upon the specific change that is submitted to the student records.
- If the information is correct and does not need to be changed, then you will have an option to indicate that as well and the records will remain unchanged in myStudent.

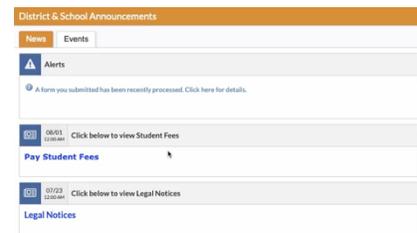
- 4) After clicking on the **“Submit and Finish”** button you will see a screen thanking you for completing this process and providing you with a link back to the Student Portal. Please click on the link to return to the portal and complete the same process for all of your other students. Once you have completed this process for all of your students, **please continue to Step #4**

Thank you.  
Your information has been submitted for review.  
[Click here to return to the Portal.](#)

**Step #4: Pay Fees & “Fundraiser for Jaguar Excellence”/Additional Items**

We appreciate any and all fees that are paid to help our teachers for supplies for hands-on learning activities.

- 1) Once you have returned to the student portal, please click on the option labeled **“Pay Student Fees”**
- 2) This will take you to the log-in page for the Student Quick Pay Portal. Parents who have previously paid fees using the Student Quick Pay Portal can go ahead and log-in using their credentials. If you have not used the Student Quick Pay Portal previously, please click on the **“Activate Parent Account”** option to create your log-in credentials and then log-in to the Student Quick Pay Portal.
- 3) Once you log-in, you will see the name(s) of your student(s) at the top of the screen. Please click on the name of each student to see the fees associated with their schedule.



- 4) Our school has other fees that can be purchased as well at this time. These items are located at the bottom of the screen in the area marked “**Other Items**”. Included among these items are our Yearbook, Athletics, and our Fundraiser for Jaguar Excellence fees.
- 5) Please click on whichever item(s) that you are interested in purchasing. When you click on an item, a pop-up window will appear with more information about that item. Some of the pop-up windows will ask for additional information (shirt sizes, sports, etc.) to be filled out and once the form is completed you can hit the “**Add to the Cart**” button to purchase the item.
- 6) Once you have reviewed the fees for your student(s) and have added the “**Other Items**” that you would like, please click on the shopping cart icon in the upper right-hand corner of the screen to access to fee payment screen.
  - Please note that the amount listed next to the shopping cart icon is the total fees selected for **ALL** of the students that you have enrolled in Pasco County Schools.

Please review the fee summary that is listed on the fee payment screen and then complete the fields on the screen with your payment information. Please click on “**Submit Payment**” to finish paying your fees. **Once you have done so, please continue to Step #5**

**Fundraiser for Jaguar Excellence Information:**

- Students do not participate in the Principal’s Fundraisers (Fall/Spring)
- Students have the opportunity to participate in the celebrations for these fundraisers
- Students receive a special SSMS Fundraiser for Jaguar Excellence t-shirt

**\*\*Proceeds from this fundraiser will be used to provide student and staff incentives**

**Step #5: Print Student Schedule**

- 1) After paying the fees, please return to the myStudent portal and find your student(s) name on the left-hand side of the screen. Please click on the name of your student to access the options menu for that student.

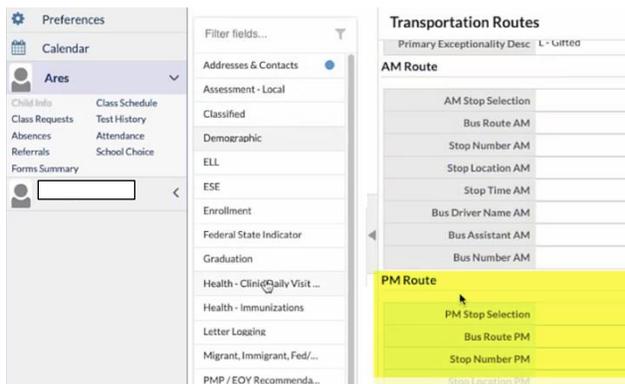


- Please click on the link labeled “**Class Schedule**” to view the class schedule for the student
- On the schedule page, you can click on the “**Print Schedule**” button to either print the schedule or download a copy to your computer. Students are encouraged to take a picture of the schedule on their phone in addition to printing a copy.

**Once you have done so, please continue to Step #6**

**Step #6: Review Transportation Info**

- 1) If your student will be utilizing a school bus, please click on the “**Child Info**” link located in the same menu as the class schedule link. Clicking on this link will open new screens with specific information for the student. **If your student will not be utilizing a school bus, please continue to Step # 7**
- 2) Please use the scroll bar to navigate through the different information screens available for your student. Click on the option labeled “**Transportation Routes**” to see the bus information for the student:



- Information will include the location of the AM & PM bus stops, the AM & PM Bus #, as well as the designated AM pick-up time.
- **Please encourage your student to take a picture of the bus information on their phone.**

**Note:** All transportation concerns or bus stop changes are handled through our district’s transportation department. If you need transportation, missing transportation information in myStudent, need bus changes, and/or have questions regarding transportation, please call immediately 727-774-0400. Transportation department needs a minimum of 48 business hours to process information.

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**Step #7: Visit the SSMS School Website for our Welcome Video, Team/Teacher Info, School Supplies & Bell Schedule**

- 1) Please visit our school website at: <https://ssms.pasco.k12.fl.us>
- 2) On our website, please hover over the following tabs for further information:
  - a. Hover over “Academic Information” and scroll down to click on our 2022-2023 school supply lists.
  - b. Under the “School Information” tab, click on Bell Schedule & Orientation Video.
  - c. If your student is a car rider, please watch our [Car Loop Video](#)

**Step #8: 7<sup>th</sup> Grade ONLY – TDAP Immunization Records**

TDAP immunization for all 7<sup>th</sup> grade students must be on file with SSMS prior to the first day of school, August 10<sup>th</sup>, 2022. Students are REQUIRED to have this immunization in order to start their 7<sup>th</sup> grade school year. Please send immunization records to our school nurse, Mrs. Cefalu [dcefulu@pasco.k12.fl.us](mailto:dcefulu@pasco.k12.fl.us)

**Other Links of Interest:**

**School Lunch Account:**

If you would like to pay online for your child’s school lunch and/or snacks, please visit [“My School Bucks”](#) to go the website and register for an account:

**Free/Reduced Lunch:**

We would appreciate it if you would complete [this application](#) as it is a means for us to support our students.

If you need help with this process or have questions, please contact Mrs. Ferriolo, our Cafeteria Manager [bferriol@pasco.k12.fl.us](mailto:bferriol@pasco.k12.fl.us)

**Athletics:** Please visit our SSMS website <https://ssms.pasco.k12.fl.us/ssmsathletics/> for additional information regarding our Athletics programs on campus. Athletics is open to eligible 6-8<sup>th</sup> grade students.

**Student Quick Pay:** If you are interested in purchasing Jaguar Spirit Wear (masks, t-shirts, hoodies, etc.), Student Quick Pay (Rycor) has Jaguar merchandise available. Please visit through the myPascoConnect portal.

**SAC** – Interested in joining the SSMS SAC? Please complete the link <https://forms.office.com/r/8kapGz9ByG> and complete the nomination form. Also, please feel free to visit our SAC table in the cafeteria on August 5<sup>th</sup> if you would like more information from one of our wonderful support SSMS staff!

**PTO** – Interested in joining the SSMS PTO? Please complete the link <https://forms.gle/kFckGP18qzN57fRJ9> or visit our PTO table in the cafeteria on August 5<sup>th</sup> if you would like to become a member of this wonderful team who support SSMS staff and students!