

## Cleveland School District

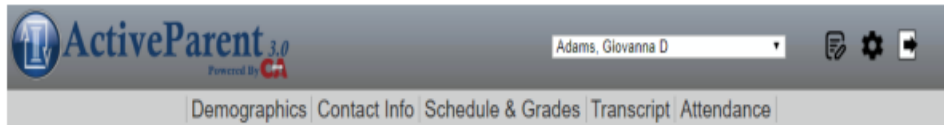
### 2018-2019 Registration for Existing Students

For the 2018-2019 school year, online registration will be completed through your Active Parent account. Online registration for existing students opens July 5<sup>th</sup>. On or after July 5<sup>th</sup> the parent or guardian of the student needs to stop by your child's school office he/she will be attending in the fall to pick up a registration code. You will receive one code per student if you have multiple students. Codes will not be given out over the phone.

Once you receive the registration code you will need to:

1. Log into your active parent account.

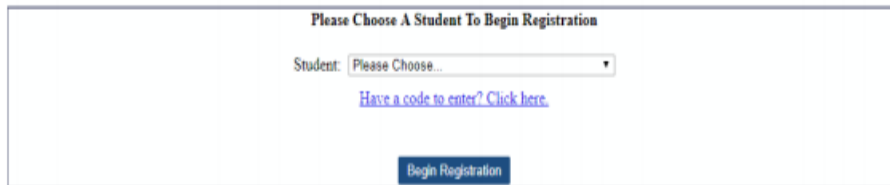
Upon logging into ActiveParent, the parent will see a new icon in the top right corner next to the **Settings** and **Logout** buttons. This new icon is the **Online Student Registration** icon.



*ActiveParent header with the new OSR icon.*

Upon clicking this icon, the parent will be taken to the below screen.

#### Online Student Registration

The screenshot shows a web form titled 'Please Choose A Student To Begin Registration'. It features a dropdown menu labeled 'Student:' with the text 'Please Choose...' inside. Below the dropdown is a blue hyperlink that reads 'Have a code to enter? Click here.' At the bottom of the form is a blue button labeled 'Begin Registration'.

2. Click the blue [Have a code to enter? Click here](#)
3. You will see the screen below, enter the code that was given to you for each student you are registering.

The screenshot shows a web form titled 'Please Enter Your 12-Digit ActiveCode Below'. It contains a label 'ActiveCode:' followed by three input boxes separated by hyphens. At the bottom of the form are two buttons: a blue button labeled 'Redeem Code' and a grey button labeled 'Cancel'.

- You will select the appropriate student in the dropdown and click the **Begin Registration** button. You will be taken to the actual registration page.

**Online Student Registration - Adams, Giovanna D**

**Step 1 - Demographics**

**Test Demographics Note**

---

**Student Name**

First:  \*

Preferred Name:

Middle:

Last:  \*

Suffix:

**Important Student Info**

State Code:

SSN:  \*

Date of Birth:  \*

Grade Level:

Race:  \*

Additional Races:  White  Black  Hispanic  
 American Indian  Asian  Pacific Islander

Gender:  \*

Language Background:  \*

\* - required field

All required fields as determined by the school will be marked with a red asterisk \* so you will immediately know they are required. You can save and come back later at any point by clicking the **Save Progress and Continue Later** button. Your current progress will be saved and they will be returned to the student selection page. You can also cancel registration at any point by clicking the **Cancel Registration** button. This will revert any changes you have made during this session and return them to the student selection page. You can advance through the steps by clicking the **Next Step** and **Previous Step** buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required by the school.

Once the parent has completed all steps of registration (or verified that the already entered data is correct), they must confirm the data's accuracy, enter their full name, and click **Save and Finish**.

**New student registration will be held July 25<sup>th</sup> and July 26<sup>th</sup> at:**

**Cleveland School District Central Office  
305 Merritt Drive  
Cleveland, MS 38732**