



# Student Registration Manual for Parents & Guardians

2020-2021

**Cleveland School District**

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## **Cleveland School District Registration Information for the 2020-2021 School Year**

Dear Parent/Guardian:

For the 2020-2021 school year, the Cleveland School District will use ONLINE REGISTRATION for all students. All students MUST be registered in their school zone based on their address before the beginning of the 2020-2021 school term to receive a schedule.

Online Registration is NOW OPEN and will remain open through July 24, 2020. **There will be NO REGISTRATION available after July 24, 2020 until after the beginning of school on August 6th.**

This parent registration guide provides instructions for new and returning student registration for the 2020-2021 school year. The following pages provide guidance on the following:

- Steps to take to register your child
- Documents needed for new registrations
- School contact information and specific instructions for new student registration
- Approved proofs of residence list
- Steps to navigate the online registration system

If you have any questions about registration, please contact your child's school.

Sincerely,

Dr. Otha Belcher, Jr.

Superintendent of Schools



**Cleveland School District Registration Information for the 2020-2021 School Year**

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## **Cleveland School District Registration Information for the 2020-2021 School Year**

### **If your child is a RETURNING student AND the address is the same**

You will not need a registration code or 2 proofs of residency if the student has not moved.

*Parents/Guardians of returning students will need to follow the steps below:*

1. Go to <https://www.cleveland.k12.ms.us/>
2. Click on Quick Links
3. Click on Active Parent
4. Login to your current active parent account. (If you do not remember your active parent username or password please contact the your student's school)
5. Click the paper/pencil icon located in the upper right hand corner of the screen
6. Select your student(s) name from the drop-down menu and complete the registration process. This step will be done for each student attached to you for registration.
7. Parents will receive an email when your student(s) registration has been processed.

### **If your child is a RETURNING student BUT there is a new address**

You will not need a registration code, and you will still be able to complete registration. You will need to provide two (2) new proofs of residency if there is a new address before your student can receive a schedule. **Please contact the school for more information.**

*Parents/Guardians of returning students will need to follow the steps below:*

1. Bring your TWO proofs of residence to the school to be approved.
  - a. Proofs need to be within the last 60 days of the date of registration.
    - i. Please see Appendix A for more information on proofs of residence
2. Go to <https://www.cleveland.k12.ms.us/>
3. Click on Quick Links
4. Click on Active Parent
5. Log-in to your Active Parent account.
6. Click the online registration link.



## Cleveland School District Registration Information for the 2020-2021 School Year

### If your child is a NEW student

You will need 2 proofs of residency in order to receive an online registration code.

1. Bring the following information to the school first
  - a. Two (2) proofs of residence
    - i. Proofs need to be within the last 60 days of the date of registration.
      - Please see Appendix A for more information on proofs of residence
  - b. Birth certificate copy
  - c. Form 121 -- Certificate of Compliance (shot records)
  - d. Withdrawal information from the previous school
  - e. Report card (elementary/middle) or transcript (high school)
2. Receive your Online Registration Code for your student once documents are approved by school staff.
3. Go to <https://www.cleveland.k12.ms.us/>
4. Click on Quick Links
5. Click on Active Parent
6. Create an Active Parent account
7. Log-in to your Active Parent account
8. Click the online registration link in the upper right-hand corner (pencil/paper icon)
9. Click the “Have a code to enter?” link
10. Follow the steps for registration



## Cleveland School District Registration Information for the 2020-2021 School Year

### New Student Registration Information by School

#### *Elementary Schools*

**School:** Bell Academy

Tiffany Russell, Principal | 662.843.4572 | [trussell@cleveland.k12.ms.us](mailto:trussell@cleveland.k12.ms.us)

**Registration Dates:** July 13 - 16

**Registration Times:** 8:00 am - 11:00 am & 12:00 pm - 3:00 pm

**Instructions:** Please park in the parking lot and enter the building using the front door of the building. Next, ring the doorbell to enter the building. Only accepted students with a parent or guardian will be allowed in the building. There will be tables at least 6 feet apart available for you to complete the registration process.

**School:** Hayes Cooper Center

Renee LaMastus, Principal | 662.748.2734 | [rlamastus@cleveland.k12.ms.us](mailto:rlamastus@cleveland.k12.ms.us)

**Registration Dates:** July 20 - 23

**Registration Times:** 8:00 am – 3:00 pm

**Instructions:** Please enter campus via Gate A and park in the left front lane. Next, ring the doorbell to enter the building. Only accepted students with a parent or guardian will be allowed in the building. There will be tables at least 6 feet apart available for you to complete the registration process.

**School:** H. M. Nailor

LeDonnis Norwood, Principal | 662.843.4528 | [lnorwood@cleveland.k12.ms.us](mailto:lnorwood@cleveland.k12.ms.us)

**Registration Dates:** July 6 – 9 and July 13 - 16

**Registration Times:** 8:00 am - 12:00 pm and 1:00 pm - 3:00 pm

**Instructions:** Ten parents will be allowed in the building at a time. Only three parents or guardians will be allowed in the office at any given time. Any remaining parents will be asked to wait in the hallway near the office (chairs will be provided- 6 feet apart). Office personnel will call for parents/ guardians to enter the office when appropriate. There will be desks with devices at least 6 feet apart available for parents or guardians to complete the registration process.



## Cleveland School District Registration Information for the 2020-2021 School Year

### New Student Registration Information by School

#### *Elementary Schools*

##### **School: Parks**

Anna Bennett, Principal | 662.843.3166 | abennett@cleveland.k12.ms.us

**Registration Dates:** July 13 - 17

**Registration Times:** 8:00 am - 12:00 pm and 1:00 pm - 4:00 pm

**Instructions:** Please come to the front entrance of the building and ring the doorbell. To protect you and our staff, we will only allow 3 parents inside to register at a time. Individuals who are not actively registering students will be asked to remain outside. There will be 3 tables 10 feet apart with devices for you to use to complete the registration process.

##### **School: Pearman**

Rufus Hill, Principal | 662.843.4484 | rhill@cleveland.k12.ms.us

**Registration Dates:** July 20 - 23

**Registration Times:** 8:00 am - 12:00 pm and 1:00 pm - 4:00 pm

**Instructions:** There will only be 5 people allowed in the building at one time. Please limit the number of people in your party to only the parent/guardian. Please enter through the labeled Entry door and proceed to the designated waiting area. Chairs will be spaced 6 feet apart. The secretary and counselor will see parties one at a time in the office. Once all documentation is complete and copied, please exit through the designated door. Chromebooks will be available for use and will be disinfected after each use. We will disinfect door knobs, chairs, and tables on an hourly basis. \*\*Masks are preferred for all parents/guardians entering the building.\*\*

##### **School: D. M. Smith**

Rasheda Barksdale, Principal | 662.843.4355 | rbarksdale@cleveland.k12.ms.us

**Registration Dates:** July 20 - 23

**Registration Times:** 8:00 am - 12:00 pm and 1:00 pm - 4:00 pm

**Instructions:** The secretary will receive and copy the two proofs of residence and the counselor will direct parents to the computer lab where 10 devices will be accessible for registration. Individuals who are not actively registering students will be asked to remain outside where seating will be provided and spaced according to CDC guidelines. All devices, seating, and knobs will be sanitized between sessions.



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## **Cleveland School District Registration Information for the 2020-2021 School Year**

# **New Student Registration Information by School**

### *Secondary Schools*

#### **School:** Cleveland Central Middle School

L’Kenna Whitehead, Principal | 662.843.2338 | lwhitehead@cleveland.k12.ms.us

**Registration Dates:** July 13 - 24

**Registration Times:** 9:00 am – 2:00 pm

**Instructions:** Enter through the east side of the school (front entrance). Only 3 parents/guardians will be allowed in the building at a time. All others will ask to remain outside. We are asking anyone who enters the building to wear a mask if possible.

#### **School:** Cleveland Central High School

Brian Foster, Principal | 662.843.2460 | bfoster@cleveland.k12.ms.us

**Registration Dates:** June 3 - 19

**Registration Times:** 8:30 am - 2:30 pm

**Instructions:** Please come to the main office. Only one (1) parent or guardian is allowed in at a time. We ask that all other visitors remain outside or in the hallway.





## Cleveland School District Registration Information for the 2020-2021 School Year

### Proofs of Residence

#### *Approved Proofs of Residence*

The following are approved proofs of residence as listed in our board policy (*JBC School Admission*). The parent(s) or legal guardian(s) of a student seeking to enroll must provide this school district with at least two of the items numbered 1 through 10 below as verification of their address, except that a document with a post office box as an address will not be accepted.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills
5. Driver's license
6. Voter precinct identification
7. Automobile registration
8. Affidavit and/or personal visit by a designated school district official
9. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the Cleveland School District
10. Certified copy of filed petition for guardianship if pending and final decree when granted

#### *Homeless Children*

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Section 11431 (1), 11432 (e) and 11302 (a), this school district shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

#### *Students Living With Adults Other Than Parents or Legal Guardians*

1. At least two of the items numbered 1 through 10 from the **Approved Proofs of Residence** list.
2. An affidavit that includes the following information:
  - a. your relationship to the student and that the student will be living at your abode full-time
  - b. documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement.

**Please note:** The superintendent or his designee will make the necessary factual determinations as required by policy. Examples of situations where "in loco parentis" authority of an adult will be recognized to establish residency of the minor include but are not limited to the following:

- Death or serious illness of the child's parent(s) or guardian(s);
- Abandonment of the child;
- Child abuse or neglect;
- Unstable family relationships or undesirable conditions in the home of the child's parents or guardians having a detrimental effect on the child;
- Students enrolled in recognized exchange programs residing with host families.



**Cleveland School District**

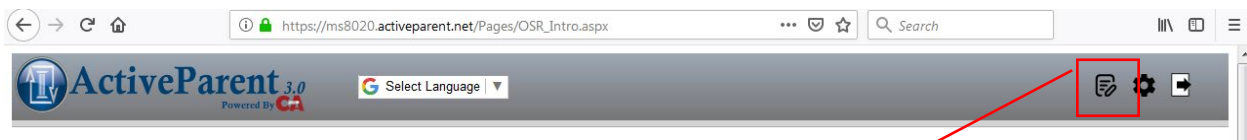
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## **Cleveland School District Registration Information for the 2020-2021 School Year**

### **Steps to Access Online Registration for Returning Students**

Log in to Active Parent using steps provided. If you do not remember your Active Parent account, you will need to contact your student's school. You will be required to use the same Active Parent account you used last year to register your

Once you have logged into your Active Parent account, the Online Registration button can be found at the top of the Active Parent page.



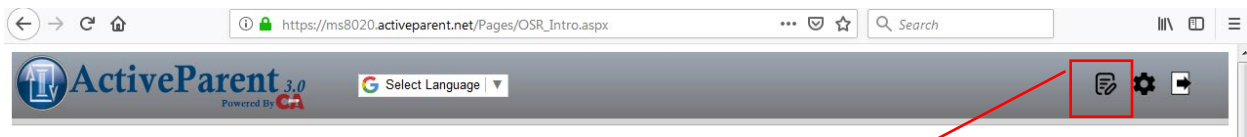
Online Registration Button



## Cleveland School District Registration Information for the 2020-2021 School Year

### Steps to Access Online Registration for New Students

1. Receive your Online Registration Code for your student once documents are approved by school staff.
2. Go to <https://www.cleveland.k12.ms.us/>
3. Click on Quick Links
4. Click on Active Parent
5. Create an Active Parent account
6. Log-in to your Active Parent account
7. Click the online registration link in the upper right-hand corner (pencil/paper icon)



Online Registration Button

8. Click the blue have a code to enter? Click here.

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**

**Please Choose A Student To Begin Registration**

Student:

[Have a code to enter? Click here.](#)



## Cleveland School District Registration Information for the 2020-2021 School Year

9. Enter the online registration code you receive from the school

**Please Enter Your 12-Digit ActiveCode Below**

ActiveCode:  -  -

10. You will select the student in the dropdown and click the Begin Registration button.

11. Enter your information in all fields and Follow the steps for registration

### Online Student Registration - Adams, Giovanna D

- 1. Demographics
- 2. Address, Phone, & Email
- 3. Birth & Early Childhood
- 4. Immunization & Medical
- 5. Permissions
- 6. Parent & Guardian
- 7. Miscellaneous
- 8. Finish

\* - required field

**Step 1 - Demographics**

**Test Demographics Note**

**Student Name**

First:	<input type="text" value="Giovanna"/>
Preferred Name:	<input type="text" value="Gia"/>
Middle:	<input type="text" value="D"/>
Last:	<input type="text" value="Adams"/>
Suffix:	<input type="text"/>

**Important Student Info**

State Code:	<input type="text" value="061725912"/>
SSN:	<input type="text" value="555-00-2576"/>
Date of Birth:	<input type="text" value="06/10/2001"/>
Grade Level:	<input type="text" value="11th"/>
Race:	<input type="text" value="Black"/>
Additional Races:	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander
Gender:	<input type="text" value="Female"/>
Language Background:	<input type="text" value="English"/>

12. You will receive an email once your registration is complete.