

2023-2024 Registration for Tupelo Public School District – Using ActiveParent

The 2023-2024 school year student **registration must be completed for every student online through ActiveParent.** **One ActiveParent account is required per family for Online Registration.** Multiple students can be attached to one ActiveParent account.

Online Registration timeline for the 2023-2024 school year: School is scheduled to start on August 3, 2023

- **NEW students:** who have never been enrolled any Tupelo Public School will be able to **register starting June 1, 2023**
- **RETURNING students:** who are currently enrolled (2022-2023) or may have been previously enrolled in any Tupelo Public School will be able to **register starting July 6, 2023**

Call your student's school for assistance with any of the following:

- **IF you do not have an ActiveParent account for registration**
 - you will need an ActiveCode to create your ActiveParent account
- **IF you already have an ActiveParent account and**
 - you do not remember your login and/or password
 - you need to register a new to TPSD student
 - you will need an ActiveCode for each student NOT on your account
 - you need to register a returning student that is not currently attached to or active for your account

To Create an ActiveParent Account, if you do not already have one.

- ❖ **After obtaining an ActiveCode, access the ActiveParent website as noted below:**
 - Enter the ActiveCode provided to you and click Redeem Code
 - Complete all required (*) fields on the Create Account screen & Create User
 - Username MUST be a minimum of 8 characters
 - Password MUST be a minimum of 8 characters with 1 number
 - Log into the ActiveParent account to continue the registration process or to add additional students to your ActiveParent account.
 - Every student not already attached to an ActiveParent account must have a unique ActiveCode to use for Online Registration

To Access the ActiveParent Website: <https://activeparent.tupeloschools.com/Login.aspx?ReturnUrl=%2f>

OR

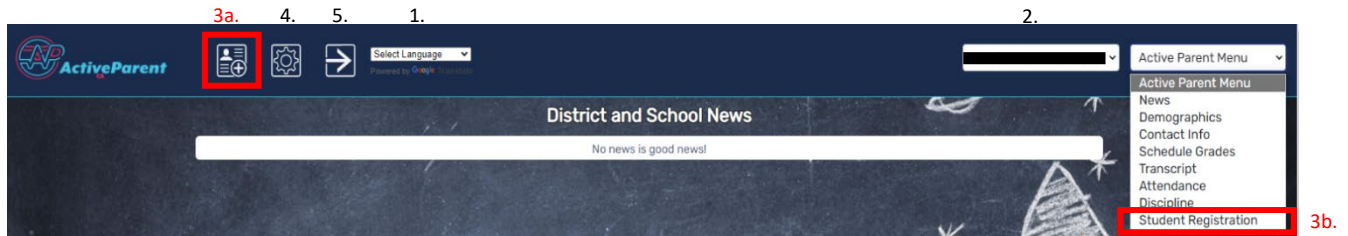
<http://www.tupeloschools.com>

- Click on Teaching and Learning, then click on Resources
 - Under Parent Weblinks – click on Active Parent
- OR
- Click on the I WANT TO... link
 - Select Register or Re-Enroll My Child
 - Select Instructions for 2023-2024 Registration Using ActiveParent
 - Select Student Registration
 - **New Students – starting June 1, 2023**
 - **Returning Students – starting July 6, 2023**

Online Registration Process:

Upon logging into ActiveParent the parent/guardian will see the action icons in the ActiveParent Header:

1. Select Language Dropdown
 - a. Parents have the ability to view the ActiveParent screens in languages other than English, if needed.
2. Attached Student list
 - a. Students already attached to the ActiveParent account will appear in this dropdown list
3. Online Registration links
 - a. Click Online Registration icon
 - OR
 - b. Click Student Registration from the ActiveParent Menu dropdown
4. Settings Icon
 - a. Click on this icon to change profile information such as password, email and phone number
5. Logout Icon
 - b. Click on this icon to log out of ActiveParent



Upon clicking the Online Registration (Icon #3a or Menu Item #3b) the parent/guardian will be taken to the screen below to select an attached student or to enter an ActiveCode.

Online Student Registration

Please Choose A Student To Begin Registration

Student:

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

1. Select an attached student from the Dropdown and click Begin Registration for student already attached to the ActiveParent account.
- OR
2. Click the blue [Have a code to enter? Click here](#) to enter the code received from the school.
3. The screen below will appear for parent/guardian to enter the ActiveCode obtained from the school and click Redeem Code.

Online Student Registration

Please Enter Your 12-Digit ActiveCode Below

ActiveCode: - -

4. Begin the registration process. Read all the directions on each page. Fill in the blanks, answer the Additional Fields questions and then click Next Step to move to the next step.

Online Student Registration - Test, Jane

Step 1: Demographics

PLEASE ENTER THE STUDENT'S FULL LEGAL NAME, AS IT APPEARS ON THE BIRTH CERTIFICATE

* Full Name: (First, Middle and Last is required to create student login for PK-12000000 and programs.)

* If Student does not have a middle name or the Birth Certificate, leave the Middle field empty.

DO NOT use special characters (, -) in any field.

Grade Level:

Student Name

First: Last:

Preferred Name:

Middle:

Initial:

Important Student Info

State Code:

DOB:

Day or Birth:

Class Level:

Race:

Additional Fields

Hispanic: Black: Hispanic:

Language Background:

Additional Fields

Demographics

Does the student have a middle name? If Yes, please add it to the middle name in missing

Please provide the information for the most recent school the student attended

Most recent school provided: Enter School Name, Grade level, City and State

City: State:

Do the student currently (enrolling or has the student ever received Special Education services?)

All required fields will be marked with a red asterisk *. The parent/guardian can save and come back later at any point by clicking the **Save for Later** button. The parent/guardian can also cancel registration at any point by clicking the **Cancel Registration** button. This will revert any changes that have made during this session and return them to the student selection page. Parents/guardians 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.

Once the parent/guardian has completed all eleven (11) steps of registration (or updated or verified that the data showing is correct), the parent/guardian must confirm the data, enter their full name, and click **Save and Finish**.