

2021-2022 Registration for Tupelo Public School District – Using ActiveParent

The 2021-2022 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 2021-2022 school year: School is scheduled to start on August 4, 2021

- **NEW students:** who have never been enrolled any Tupelo Public School will be able to **register starting June 1, 2021**
- **RETURNING students:** who are currently enrolled or may have been previously enrolled in any Tupelo Public School will be able to **register starting July 6, 2021**

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 the each new student
 - you need to register a returning student that is not currently attached to 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 Enroll or Re-Enroll My Child
 - Select Instructions for 2021-2022 Registration Using ActiveParent
 - Select Student Registration
 - **New Students – starting June 1, 2021**
 - **Returning Students – starting July 6, 2021**

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 list
3. Online Registration Icon
 - a. Click this icon to enter an ActiveCode to begin the registration process or to attach additional students for registration
4. Settings Icon
 - a. Click on this icon to change profile information such as password, email and phone number
5. Logout Icon
 - a. Click on this icon to log out of ActiveParent



Upon clicking the **Online Registration (Icon 3)** 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 students 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. Fill in the blanks and click Next Step to move to the next step.

Online Student Registration - Test, John Doe

Step 1 - Demographics

Please use student's **FULL LEGAL NAME**, as it appears on the Birth Certificate. First Middle Last (if no middle name, leave the Middle field blank.)

Please do NOT use special characters (such as ~, -) in any field.

For students returning to Tigard Public School District: Please verify all pre-acquired information is correct and make any necessary corrections before moving on to the next step. Some fields in this section will not be editable (gray in color). If there is a need to make a correction in a non-editable field (gray in color), please contact your child's school office to let them know there is a non-editable correction needed. You are able to proceed with the registration process even if there is an edit needed in this section.

First: Student Name

Preferred Name: One: Last: Suffix:

State Code: ZIP: Date of Birth: Grade Level: Race: Additional Races: ☐ Black ☐ Hispanic ☐ Asian ☐ Pacific Islander Gender: Language Background:

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 Progress and Continue 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 nine steps of registration (or verified that the already entered data is correct), the parent/guardian must confirm the data, enter their full name, and click **Save and Finish**.