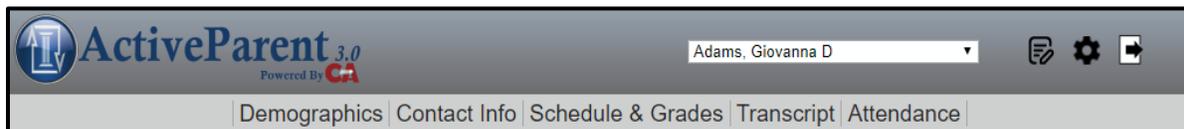




Online Student Registration - ActiveParent

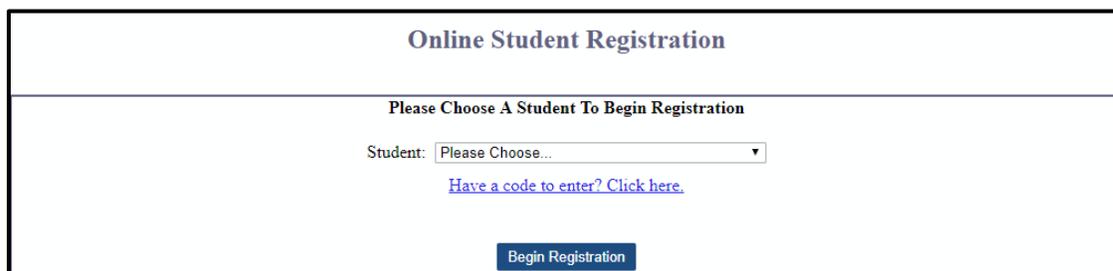
Registrations through Online Student Registration (OSR) are done entirely through ActiveParent using the parent’s existing account. This document will briefly cover the changes in ActiveParent and the registration process that a parent might go through. Please note that the fields a parent sees and is required to enter are entirely dependent on the school settings. The process may be slightly different from school to school based on settings. Any instructions and screenshots in this document are based on default settings.

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 screen below.



OSR Intro Screen in ActiveParent.

If the parent already has students attached for registration, the dropdown list will be populated with those students. Once the parent chooses a student, additional information will populate (including the **school note**). The parent will select a Registration Type and be allowed to begin registration. If the parent has already begun registration and is returning to complete it, the button will say “Update/Continue Registration”. The parent may return and continue to update the student’s registration even after submission until the school has processed the registration in SAM.

If the parent needs to use an ActiveCode given to them by the school to attach students to their account, they can click the **Have a code to enter? Click here** button. The code can be copy/pasted into the text boxes or manually typed. After redeeming the code, depending on the settings selected during code generation, the parent may be required to choose a school if the student is a new student (has never been in the district). Upon completing code redemption, the parent will be returned to the main screen. The newly attached student should now be visible in the list.

Online Student Registration

Please Enter Your 12-Digit ActiveCode Below

ActiveCode: - -

OSR Code Redemption

If the parent is forced to choose a school during code redemption, they can change their chosen school on this main screen by choosing the appropriate student in the dropdown and clicking the **Click here to change this new student's school** button. Users can also change their selected registration type by clicking the **Change Registration Type** button under the registration type dropdown list. Changing either the school or the registration type will force the user to re-enter any information they've entered for that student since they began registration.

Once the user has students attached to their account, they will select a Registration Type and then begin registration. The user will select the appropriate student in the dropdown and click the **Begin Registration** button. The user will be taken to the actual registration page.

Online Student Registration - Foster, Brittany Jeron

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

* - required field

Step 1 - Demographics

Most of this section will not be editable but please verify that the information is correct. If there is a need to make a correction please contact your school's office to let them know. You can proceed with registration even if there is an edit needed.

The Home Language Survey is required for the 2018-19 school year so that we have it on file. This would normally only be presented for students new to the district. Thank you for completing this survey.

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: *

OSR Registration – Demographics Step

All required fields as determined by the school will be marked with a red asterisk * so that the user immediately knows they are required. The user can save and come back later at any point by clicking the **Save Progress And Continue Later** button. All the user’s current progress will be saved, and they will be returned to the student selection page. The user can also cancel registration at any point by clicking the **Cancel Registration** button. This will revert any changes they have made during this session and return them to the student selection page. The user 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 files as determined by the school. For existing students, data will be prepopulated from SAM so that the user will not have to re-enter data that has not changed. Throughout the utility, parents will be able to enter information and upload documents as allowed by school settings. Uploading documents is done by clicking on one of the many Document Management buttons throughout the registration process. Any clarification needed for any step can be provided by the school via the multiple notes visible throughout the registration process.

Online Student Registration - Foster, Brittany Jeron

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Surveys

9. Finish

* - required field

Step 2 - Residency Info ?

Student Addresses *

[Add New Address](#) [Import Addresses](#) ?

Address	Type	
924 S Main St Central, MS 12345	Residence Address (Primary)	[Delete]

Student Phone Numbers *

[Add New Phone Number](#) [Import Phone Numbers](#) ?

Phone Number	Type	
(601) 555-8285	Cellular (Primary)	[Delete]

Student Email Addresses

[Add New Email Address](#)

Email Address	
test@test.com (Primary)	[Edit] [Delete]

Residency Proof Document Upload

[Import Documents](#) ?

Residency Documents

[Cancel Registration](#)

[Save Progress And Continue Later](#)

[Previous Step](#) [Next Step](#)

OSR Registration – Address, Phone, & Email Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics	<p style="text-align: center;">Step 3 - Birth & Early Childhood</p> <hr/> <p style="text-align: center;">Birth Certificate Info</p> Birth Certificate Number: <input type="text" value="55555555555555"/> Birth City: <input type="text" value="Some City"/> Birth State: <input type="text" value="Mississippi"/> Birth County: <input type="text" value="Madison"/> Birth Country: <input type="text" value="United States"/> <p style="text-align: center;">Birth Certificate Upload</p> <p style="text-align: center;">Birth Certificate Documents</p> <p style="text-align: center;">Early Childhood Program Information</p> Program Type: <input type="text" value="Head Start"/> * Program Name: <input type="text" value="Some Head Start"/> * Program Location: <input type="text" value="Somewhere, MS"/> * <p style="text-align: center;">Cancel Registration Save Progress And Continue Later Previous Step Next Step</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Surveys	
9. Finish	

* - required field

OSR Registration – Birth & Early Childhood Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics	<p style="text-align: center;">Step 4 - Immunization & Medical</p> <hr/> <p style="text-align: center;">Immunization Proof </p> <p style="text-align: center;">Immunization Documents</p> <p style="text-align: center;">Medical Document Upload </p> <p style="text-align: center;">Medical Documents</p> <p style="text-align: center;">Medical Conditions </p> <p style="text-align: center;">Add New Condition</p> <p style="text-align: center;">Cancel Registration Save Progress And Continue Later Previous Step Next Step</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Surveys	
9. Finish	

* - required field

OSR Registration – Immunization & Medical Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Surveys

9. Finish

Step 5 - Permissions

Permissions & Waivers

Student info can be published online: Yes No *

Student info can be published in the newspaper: Yes No *

Student is allowed internet use at school: Yes No *

Allow PII release: Yes No *

Student is allowed to participate in P.E.: Yes No *

Student is allowed to appear in the yearbook: Yes No *

Allow PII release to Armed Forces Recruiters and IHL: Yes No *

Student is allowed to receive corporal punishment: Yes No *

Would you prefer to receive paperless reports?: Yes No *

Permissions/Waivers File Upload *

[Permission & Waiver Documents](#)

* - required field

Cancel Registration
Save Progress And Continue Later
Previous Step
Next Step

OSR Registration – Permissions Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics

2. Address, Phone, & Email

3. Birth & Early Childhood

4. Immunization & Medical

5. Permissions

6. Parent & Guardian

7. Miscellaneous

8. Surveys

9. Finish

Step 6 - Parent & Guardian

[Add New Parent/Guardian/Contact](#)
[Import Parent/Guardian Info](#)

Foster, Parent (Father) [\[Down\]](#) [Edit](#) [Delete](#)

<p>First Name: <input style="width: 90%;" type="text" value="Parent"/> *</p> <p>Middle Name: <input style="width: 90%;" type="text"/></p> <p>Last Name: <input style="width: 90%;" type="text" value="Foster"/> *</p> <p>Suffix: <input style="width: 90%;" type="text"/></p> <p>DOB: <input type="text" value="Pick A Date (mm/dd/yyyy)"/></p> <p>Relationship: <input style="width: 90%;" type="text" value="Father"/> *</p> <p>AIM Sequence: <input style="width: 90%;" type="text" value="1"/></p>	<p>Parent/Guardian/Contact Attributes</p> <p><input checked="" type="checkbox"/> Resides With Student</p> <p><input checked="" type="checkbox"/> Emergency Contact</p> <p><input checked="" type="checkbox"/> Allowed To Check In/Out Student</p> <p><input checked="" type="checkbox"/> Receives Mail</p> <p><input type="checkbox"/> Not Allowed Contact With Student</p> <p>Military Affiliation: <input type="text" value="N/A"/></p> <p>Occupation: <input style="width: 90%;" type="text"/></p> <p>Employer: <input type="text" value="Somewhere"/></p> <p>Primary Language: <input type="text" value="English"/></p> <p>Education: <input type="text" value="No School Completed"/></p>
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Addresses

Address	Type
924 S Main St Central, MS 12345	Residence Address (Primary)

Phone Numbers *

Phone Number	Type
(601) 555-0093	Cellular (Primary) (AIM Call)

Email Addresses

* - required field

OSR Registration – Parent & Guardian Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics	<p>Step 7 - Miscellaneous</p> <hr/> <p>Please upload any misc files here requested by the School/District:</p> <p>Import Documents </p> <p>Upload Misc Files</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Surveys	
9. Finish	

* - required field

OSR Registration – Miscellaneous Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics	<p>Step 8 - Surveys</p> <p>Home Language Survey *</p> <p>Is a language other than English spoken at home? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is your child's first language a language other than English? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Did your child start school outside of the United States? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Migrant Survey *</p> <p>Is your student part of a migrant family? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>In the last 3 years have you or anyone in your family worked at any migrant jobs? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Please list all the children living with the child who are younger than 22 years.</p> <p>Add New Child</p>
2. Address, Phone, & Email	
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Surveys	
9. Finish	

* - required field

OSR Registration – Surveys Step

Online Student Registration - Foster, Brittany Jeron

1. Demographics	Step 9 - Finish
2. Address, Phone, & Email	<div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin-bottom: 10px;"> <p>Thank you for registering your student. Spectra School District will have on site registration Thursday, August 2, 2018 from 3:00 PM till 8:00 PM and again on Friday, August 3, 2018 from 8:00 AM till 12:00 PM. This will be the appropriate time to have your residency documents verified and to receive important information for the upcoming school year.</p> </div> <p>Registration Type: Other Spectra School District Student Registration - Student Registration for Spectra School District</p> <p><input type="checkbox"/> I confirm that all entered information is accurate and true to the best of my knowledge. *</p> <p>Please enter your full name: <input style="width: 150px;" type="text" value="Enter Full Name"/> *</p> <p style="text-align: center;"><input type="button" value="Print All"/></p>
3. Birth & Early Childhood	
4. Immunization & Medical	
5. Permissions	
6. Parent & Guardian	
7. Miscellaneous	
8. Surveys	
9. Finish	

* - required field

OSR Registration – Finish Step

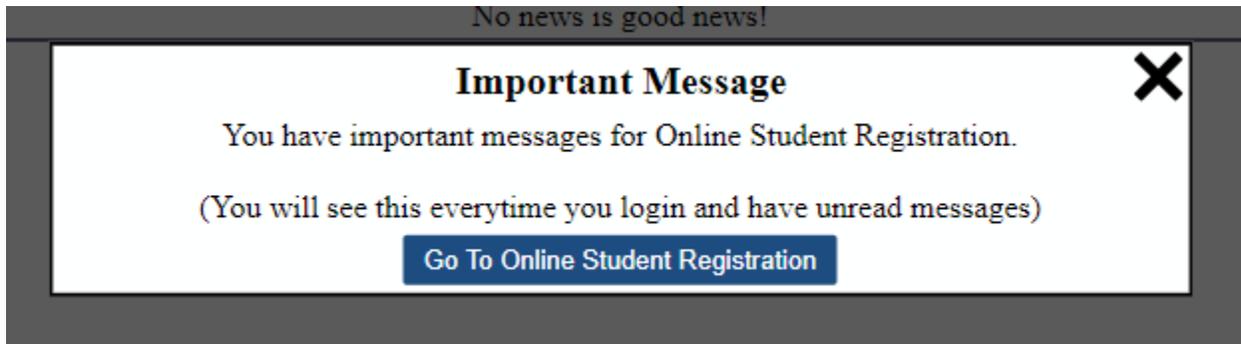
Once the parent has completed all steps of registration (or verified that the already entered data is correct), they must confirm the data’s accuracy, enter their full name, and click **Save And Finish**.

At this point, the entered data is submitted to the school for processing. The user can still edit the submitted data until the school processes it. If the school allows it, the user can use OSR at any point throughout the year to update any information about the student or any contact changes. An important thing to note is that no changes made through OSR in ActiveParent will be reflected in SAM until an administrator processes the registration via the Process Registrations utility in SAM. Please see the “OSR – Processing Registrations” documentation for more information.

- **Administration > Online Student Registration > Process Registrations**

Returning Registrations to Parent

If the school/district chooses to “return” the registration back to the parent with a custom message, the parent will see a message like the following when they log into ActiveParent:



A school/district may return a registration if the parent still needs to do some task or provide some information for a registration to be processed (maybe the residency document upload was not a valid proof). Upon returning to the Online Student Registration screen in ActiveParent, the parent may view the actual message sent by the school/district. They can then correct whatever mistake was made and resubmit the registration to the school for processing. The message will look like the following:

Online Student Registration

Hide Messages

All Messages

Name	Returned Date	Explanation	Resubmitted Date
Foster, Brittany Jeron	03/06/2019 02:44 PM	Please upload proper residency proof for this student.	

Please Choose A Student To Begin Registration

Student:

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

Begin Registration