GPSD On-Line Registration Procedure Manual

2020-2021

Greenville Public School District

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Introduction

The On-Line student registration process for the Greenville Public School District consists of a team from various departments. It is critical that procedures, along with state and board policies are followed as pertaining to the registration process for state reporting, funding, and accountability. This manual will provide specific information on the process of student enrollment and will continue to evolve to identify the needs of our school district.

To facilitate the student enrollment, the Greenville Public School District has implemented an online enrollment form using the Online-Student Registration (OSR) platform supported by Central Access. The online form serves as the district's OFFICIAL registration enrollment document for acquiring entrance to the Greenville Public School District.

Roles and Responsibilities

School Administrative Assistant	- Student registration - Attendance (Daily and Monthly) - Student Transfers &Truancy referrals - Processing registration in Sam Spectra. - Releasing and transferring students in SAM & MSIS - Generating new student state ids in MSIS. - Generate all registration codes for existing students,
Principal and or Designee	- Student registration - Accepts registration documents for student registration.

Enrollment Process

Setup of Online Registration in Sam Spectra by District Office personnel. This setup will meet board and state policies.

New and Returning students may register at each school they are Zoned for:
DATE:

A. Returning students:
Parents will arrive at the school students are assigned to based on zone. The parent and or legal guardian will be required to provide the school's designee with proper verification of residency; two proofs of residency that are listed within the board policy JBC:School Admission.
These proofs may include:

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills (Current Water, Gas, or Electric bills. All bills must include service address.)
    a. No Cell Phone Bills
5. Driver's license or Valid MS ID
6. Automobile registration(State of MS Tax & Registration Receipt)
7. Certified copy of filed petition for guardianship if pending and final decree when granted

The school will check and approve the two proofs of residency provided by the parent or legal guardian for each student enrolling.
Once the two proofs of residency have been approved, the school designee will give the parent or legal guardian an online registration code to be completed in Active Parent. Computer labs will be open at each school to allow the parent to complete the Sam Online Registration. The parent may also fill out any required paperwork the school may request at the time.

B. Transfers within the district

If a student ended the school year at one school and moved within the district to another school an in-school district transfer will need to take place. The School Administrative Assistant will contact the District Sam/MSIS Coordinator to make this transfer.

C. New students:

Parents will arrive at the school students are assigned to based on zone. The parent and or legal guardian will be required to provide the schools designee:

1. Verification of Residency: Two proofs of residency that will be verified by the school.
2. Certified Copy of the Birth Certificate (not hospital certificate)
3. A Mississippi Certificate of Immunization Compliance Form (Form 121)
4. Report cards and/or other records of grade placement
5. Social Security Card (Optional)

Once the above documentation has been approved, the school designee will give the parent or legal guardian an online registration code to be completed in Active Parent. Computer labs will be open at each school to allow the parent to complete the Sam Online Registration. The parent may also fill out any required paperwork the school may request at the time.

Parent Registration into Active Parent:

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For the 2020-2021 school year, online registration will be completed through your Active Parent account. A parent or guardian of a GPSD student must stop by your child's zoned 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. Codes will only be given out after all registration documentation has been approved.

Note: When creating Active Parent Accounts, please user the following guidelines:
- Usernames and passwords have a minimum length of 5 characters
- Passwords will need to have a number or special character.

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.
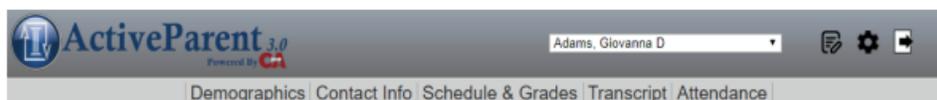
ActiveParent header with the new OSR icon.

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

Online Student Registration

Please Choose A Student To Begin Registration

Student: Please Choose...

Have a code to enter? Click here.

Begin Registration

2. Click the blue have a code to enter? Click here.
3. The screen below will appear, enter your registration code.

Please Enter Your 12-Digit ActiveCode Below

ActiveCode: [   ] - [   ] - [   ]

Redeem Code   Cancel

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

Online Student Registration - Adams, Giovanna D

1. Demographics	**Step 1 - Demographics**
2. Address, Phone, & Email	**Test Demographics Note**
3. Birth & Early Childhood	
4. Immunization & Medical	**Student Name**
5. Permissions	First: Giovanna *
6. Parent & Guardian	Preferred Name: Gia
7. Miscellaneous	Middle: D
8. Finish	Last: Adams *
* - required field	Suffix:

Important Student Info

State Code: 061725912
SSN: 555-00-2576 *
Date of Birth: 06/10/2001 *
Grade Level: 11th
Race: Black *
Additional Races: ☐ White ☐ Black ☐ Hispanic ☐ American Indian ☐ Asian ☐ Pacific Islander
Gender: Female *
Language Background: English *

Cancel Registration   Save Progress And Continue Later   Next Step

All required fields will be marked with a red asterisk *. 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 you 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. Once the parent has completed all steps of registration (or verified that the already entered data is correct), must confirm the data, enter their full name, and click Save and Finish.