



GPSD Parent Guide Online-Registration

Parent Registration into Active Parent:

Greenville Public School District 2020-2021 Registration

For the 2020-2021 school year, online registration will be completed through your Active Parent account. Online registration for new and returning students opens (Date). 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.

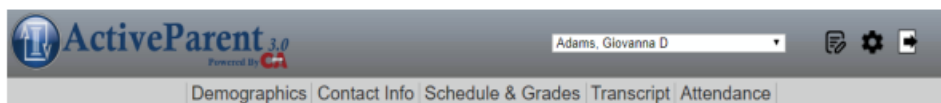
Note: When creating Active Parent Accounts, please use the following guidelines:

- Usernames and passwords have a minimum length of 5 characters
- Passwords will need to have a number or special character.
- [Active-Parent Website](#)

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.

 A screenshot of the 'Online Student Registration' page. The page title is 'Online Student Registration'. Below the title is a heading 'Please Choose A Student To Begin Registration'. There is a dropdown menu labeled 'Student:' with the text 'Please Choose...' inside. Below the dropdown is a blue link that says 'Have a code to enter? Click here.' At the bottom of the form area is a blue button labeled '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: - -

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

Online Student Registration - Adams, Giovanna D

Step 1 - Demographics

Test Demographics Note

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: *

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.

Processing student registration in Sam Spectra

Administrative Assistants and/or their designee will process registration for all students. After Active Parent Users have submitted the Registration Data, SAM Users need to 'Process & Import' or 'Reject & Delete' the Data. The only way to do this is located at **Administration > Online Student Registration > Process Registrations**.

After filtering and selecting a Student, the SAM User is presented with everything the Active Parent User has changed and the corresponding values currently in SAM for this Student (Existing Students only).

Processing the Registration Data If there was a change to the data—or it is one of the fields listed in the Always Editable Fields section below—there will be an editable field of one of the following:

- Textbox & Date Textbox

- Checkbox List

<input checked="" type="checkbox"/> White	<input checked="" type="checkbox"/> Black	<input type="checkbox"/> Hispanic
<input checked="" type="checkbox"/> American Indian	<input checked="" type="checkbox"/> Asian	<input type="checkbox"/> Pacific Islander

- Dropdown Menu

- Radio Buttons

 Yes No

To the side of each of these editable fields is a checkbox to Approve the displayed data. This only matters if the “Process this student and import all of the above data that I have approved.” option is selected at the end of the Registration Process.

Always Editable Fields - Any field pertaining to Birth Certificate or Immunization will always be editable. This is to allow the Active Parent Users to upload documents for the SAM Users processing this data to view them and edit these fields easily, even when the Active Parent Users have not changed any data for these fields.

Verification of Addresses - Student and parent/guardian address changes can be verified during the Registration Approval Process. A green button at the top of the

screen displays 'Verify All Addresses.' Upon clicking that button, the verification procedure processes and verifies all addresses listed in the student's registration.

No Previous Student
OSR Registration Processing - Scott, Janice Lynn
No Next Student

School and Template for This Registration

Registration School cannot be changed here for existing students. The Settings Template used is chosen by the parent when they begin registration. Changing the settings template for this registration here will, upon completing the processing of this registration, attach this student registration to the newly selected settings template for use in reports and searches in the future. Please be aware that required fields for the current school template were enforced during registration. Changing the school template may result in some missing required fields for the new school template if template settings are different.

School For This Registration:

Settings Template For This Registration:

Show Fields Not Changed
Verify All Addresses

Basic Student Information

For addresses that were verified, (Verified! This will be saved on Import) will display and a green check displays next to the address. For addresses that could not be verified, (Not Verified) will display and a red warning is placed on the address (This address it not Valid). Please be sure to check all addresses to ensure they are verified before importing. Of course, addresses can always be verified in the student folder after importing as well.

Documents - Under most sections, there is a Document Management button. Active Parent Users can upload these files. These documents are all saved in the Student's Folder unless they are deleted during the Registration Process. Please Note: Deleting a document is permanent and will not be restored if the SAM User clicks the "Cancel Registration Processing" button.