

## PPSD Instructions for Online Student Registration

**ONLINE REGISTRATION OPENS JUNE 15, 2023**



Registration is completed through your ActiveParent account. Log in to your existing ActiveParent account OR create a new ActiveParent account. You may access your ActiveParent account at <https://pearl.activeparent.net> (direct link) OR on the district website ([www.pearlk12.com](http://www.pearlk12.com)) under the PARENT tab.

In order to obtain a new ActiveParent account or to register a new-to-the-district student, you must contact the appropriate school or the district office to obtain an ActiveCode prior to registering online.

**STEP 1** (if you **have** an ActiveParent account) - To complete registration using an existing ActiveParent account, you may log in and begin the registration process by selecting **Student Registration** from the **Active Parent Menu**. Select your child's name from the drop-down menu in the center of the screen. Please make sure to choose the Registration type that includes the correct year (2023-2024). Then click **Begin Registration**.

**STEP 1** (if you **do not have** an ActiveParent account) – You will need to contact the appropriate school to obtain an ActiveCode. An ActiveCode is required to create an ActiveParent account or to add a student to an existing ActiveParent account.

**STEP 2** - *All fields marked with a red asterisk \* are required.*

The Online Student Registration process consists of 10 screens/tabs to complete:

1. Demographics – Please complete the requested information, such as Name, DOB, etc. Selected information is already completed for returning students. Please contact your child's school with any needed changes. If changes are needed to the student's name, a birth certificate must be submitted to the school.
2. Address, Phone, & Email (Residency Info) – Please make sure your **child's** address and primary phone number are correct. The phone number in this section should be the same as the primary (first) contact listed. You may delete the existing address and add a new address. You may also **Import Parent/Guardian Info** from another child in your ActiveParent account.
3. Transportation/Emergency – Please select the primary AM and PM transportation methods.
4. Birth & Early Childhood – Please read and complete the requested information.
5. Immunization & Medical – Please complete information concerning your child. If your child takes medication at school, please be sure to complete the appropriate forms (located under the Miscellaneous Tab) and submit them to the school nurse or other appropriate school personnel. This must be completed each year.
6. Permissions – Please mark the appropriate response for each item.
7. Primary Contact (& Contact Info) – Please list the parent/guardian who is the first point of contact in this section. You can add/change/delete contact information. Any contact added must have a phone number and address. The contact listed on this page must have an email address. If you do not have an email address, please enter [noreply@pearlk12.com](mailto:noreply@pearlk12.com). The student's primary address has been imported for

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the contact listed with no address previously entered. You may edit if you wish. \*\*If this is not the first parent/guardian that should be contacted, please edit this information.

8. Parent & Guardian (& Contact Info) – You can add/change/delete contact information. Any contact added must have a phone number and address. The student's primary address has been imported for all contacts with no address previously entered. You may edit if you wish. \*\*You may also **Import Parent/Guardian Info** from another child in your ActiveParent account. To **Add NEW Parent/Guardian Contact**, please click on the appropriate button. The **EDIT** button is only to change information for the contact listed.

**\*\*IN ADDITION TO PARENTS/GUARDIANS, PLEASE LIST ALL PEOPLE WHO ARE ALLOWED TO CHECK YOUR CHILD IN OR OUT AND/OR BE CONTACTED IN CASE OF EMERGENCY.**

9. Miscellaneous – No input is required. To expedite the registration process, you may download any of the available forms and complete them in advance.
10. Surveys – Some information is already completed for returning students. Students who are new to the district are required to complete these surveys. Please let your child's school know of any incorrect information that cannot be changed on this page. You may email these changes to [info@pearl.k12.ms.us](mailto:info@pearl.k12.ms.us). Be sure to click on **Next Step** to move to the next screen.
11. Finish – This is an important step because you as a parent/guardian must agree to several statements, as well as confirm that all entered information is "accurate and true" before submitting the registration. Once you have agreed to this and electronically signed the form, you may select **Save and Finish** to submit your registration. You may also **Save Progress And Continue Later** or **Cancel Registration**.

You can save and return to the registration process at a later time by clicking the **Save Progress And Continue Later** button. All of your current progress will be saved, and you will be returned to the student selection page.

You can also cancel the registration at any point by clicking the **Cancel Registration** button. This action will undo any changes they have made during this session and return you to the student selection page.

**Tips:** 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.

**IMPORTANT NOTE** – Once the school processes the form, you may be contacted for clarification or additional information. You may log on to your ActiveParent account, click on the paper/pencil icon, and make additional changes until the registration has been approved by the school. Once the student's registration information has been approved by the school, no changes may be made online.

Registration is not complete until you have provided proofs of residence.

If you have any questions or need assistance, please contact your child's school. If your child's school is out for the summer, please call 601-932-7921.