

PPSD Instructions for Online Student Registration  
ONLINE REGISTRATION OPENS JUNE 15, 2021



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 clicking on the paper/pencil icon in the upper, right-hand corner. Select [Have a code to enter? Click here.](#) Once you enter the ActiveCode, you will select **Redeem Code**. Next you will select your child's name and registration type (New or Returning), select **Begin Registration**, and begin completing the online registration information.

**STEP 1** (if you **do not have** an ActiveParent account) - To complete registration by creating a new ActiveParent account, select [Create an ActiveParent Account](#). After completing the information at the bottom of the screen to create your account, you will then need to log in to your newly created ActiveParent account. Next you will click on the paper/pencil icon in the upper, right-hand corner, select your child's name and registration type (New or Returning), select **Begin Registration**, and begin completing the online registration information.

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

The Online Student Registration process consist of 9 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 email any needed changes to [info@pearl.k12.ms.us](mailto:info@pearl.k12.ms.us). If changes are needed to the student's name, a birth certificate must be submitted to the school or uploaded during the online registration process.
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 an address from other children in your account.
3. Birth & Early Childhood – Please read and complete the requested information. Please email any needed changes to [info@pearl.k12.ms.us](mailto:info@pearl.k12.ms.us).

## PPSD Instructions for Online Student Registration

**ONLINE REGISTRATION OPENS JUNE 15, 2021**

4. 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 done each year.
5. Permissions – Please mark the appropriate response for each item.
6. 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.
7. Miscellaneous – No input is required. To expedite the registration process, you may download any of the available forms and complete them in advance.
8. Surveys – Some information is already completed for returning students. Students who are new to the district are required to complete these surveys. Please email any needed 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.
9. 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 revert any changes they have made during this session and return them 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, they may contact you 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.

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.