

Leake County School District ActiveParent

Dear Parent/Guardian,

It is with much anticipation and excitement that Leake County School District is offering to parents/guardians the ability to follow the progress, attendance and discipline of your students. We feel that this will be a valuable tool for you and your students to discuss what actions they can take in order to achieve success at school.

The following is a description of the program and instructions on how to sign up for an account with ActiveParent:

The goal of ActiveParent is to provide parents and guardians with information on their student(s) as soon as the information is entered into SAM (Student Administration Manager). There are many different tabs with ActiveParent, each displaying unique information: News, Schedules, Attendance, Gradebook, and Discipline.

ActiveParent Tabs

- *News* – Can be set up for school or district news.
- *Schedule* – This displays each student's current live schedule.
- *Attendance* – Attendance and Check-In/Outs are displays for each student.
- *Gradebook - Term Grades* – Term Grades will be displayed for each student and each term as they are posted. *Daily Grades* – Daily grades will be displayed as soon as they are entered into the Gradebook by the teacher.
- *Discipline* – All discipline entered within SAM is displayed here on the Discipline tab of ActiveParent.

To create an ActiveParent Account, go to <http://ms4000.activeparent.net>

Click on Sign up for an ActiveParent Account and fill in the required fields.

The first screen requests information about the user(parent/guardian) of the account. You will need the following information for this: Your first name, last name, street address, city, zip code, home phone number and email address (if you have one).

Also you will need to create a username for the account and a password. The username and password must be six or more characters with any combination of letters or numbers.

*****(Please keep a record of the username and password that you select for future reference.)*****

After completing the user information, the next screens request information about your child(ren) enrolled in school. For these screens, you will need the following information on each child enrolled: first name, last name, grade child is in this year, school, and the last four digits of his/her social security number. After entering information for a child, click the **add student button**. After completing information for all your children enrolled, click on the **submit request button**.

Before you can use your account, it must be activated by a school official. This process could take a few days, depending on the number of requests that are made.

Thank you for supporting Leake County School District!