ActiveParent

ActiveParent is a web-based application parents can use to keep track of students' records. Canton Public School District (CPSD) parents with more than one student can access records for all of them with one account.

The goal of ActiveParent is to provide parents and guardians the ability to monitor students' Grades, Attendance, Behavior and Course Performance. ActiveParent provides student information as soon as it is entered into SAM7 (Student Administration Manager).

Overview of the ActiveParent Screen

Student information is organized by the following tabs in ActiveParent:

- **News** – News from the district and/or the student's school
- **Schedule** – Student's current class schedule
- **Attendance** – Student's attendance report
- **Gradebook** – Student's term grades, daily grades, and homework assignments
- **Discipline** – Student's discipline reports

What would you like to do?
Login to **ActiveParent.**
E-mail **ActiveParent Support.**
Learn how to create an **ActiveParent account.**
Recover your **ActiveParent password.**

Creating an ActiveParent account:

1. Go to **http://www.cantonschools.net**
2. Click on Sign up for an ActiveParent Account and fill in the required fields.
3. Enter user information. The first screen requests the following information about the user (parent/guardian) of the account:

    - First and last name
    - Address–street, city, and zip code
    - Home phone
    - E-mail address

4. Create a username and a password for the account. The user name and password must be six or characters with any combination of letters or numbers. **Please keep a record of the username And password that your create for future reference**

5. Enter student information. After completing the user information, the next screens request the Following information about your child(ren) enrolled in Canton Public School District (CPSD):

    - First and last name
    - Grade

- School
- Last four digits of his/her social security number

6. Click the Add Student button.

7. Repeat this process for any additional children.

8. After completing information for all your children enrolled in JPS, click 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.

Recovering an ActiveParent password:

Parents can now retrieve their passwords by clicking the Forgot Your Password link on the ActiveParent website. Once you enter your username, the system will send a message to the e-mail address on file with instructions for resetting the password.

Canton Public School District

Active Parent Online Registration Form

https://ms4520.activeparent.net

Parent/Guardian
Name: Last 4 digits Social Security*   **X X X-X X-** _____

Address:

City: State: Zip Code:

Email: Phone:

_____**I am a new user and request to be an ACTIVE PARENT and view the information made available to me for the following student(s). List all students you have in the Canton Public School District on one form. You do not have to fill out a form at each school.**

_____**I already have an ACTIVE PARENT account and would like to add another child to my account.**

Student(s) Name	Grade	School

Parents you must provide the Username and the Password

Parent/Guardian Username Information
Your **Username** will be your **last name** and the **last 4 digits of your Social Security Number.**
Your **Password** has to be at least **4 letters** and **2 numbers.**

User Name: **Password:**

Parent/Guardian
Signature: _____   Date Signed: _____

For office use

☐ Yes   ☐ No   I authorize the release of the child's record. I have verified that the child's parent/guardian

has been approved to view his/her records and be registered as an ACTIVE PARENT.

School Official: _____   Date Signed: _____