



NESHOPA CENTRAL ELEMENTARY SCHOOL

1002 SAINT FRANCIS DRIVE, PHILADELPHIA, MS 39350

Voice: (601) 656-2182 Fax: (601) 656-9922

Tiffany Plott, Principal
Tarla Page, Assistant Principal
Emily Thrash, Counselor
Kasey Edwards, Lead Teacher

Sheila Brantley, Bookkeeper
Janice McCombs, Secretary
Laura Merritt, Records Clerk

Kim Nicholson, Assistant Principal
Jessie Smith, Assistant Principal
Jenna Atkinson, Secretary
Chastity Williams, Secretary

Neshoba County School District *ActiveParent* Online Account Creation/Activation Form

Neshoba County School District (NCSD) offers parents/guardians access to their child/children's grades, attendance, and discipline records. This is made available through a site called *ActiveParent*. Parents/Guardians **must** have an *ActiveParent* account created in order to register their child/children each new school year with the NCSD.

In order to create your *ActiveParent* account, please follow the steps below.

Note that this form serves as the final signature form to be returned to the principal.

Steps to create an *ActiveParent* account:

1. Go online to the Neshoba County School District website: www.neshobacentral.com
2. Look in the upper left corner of the screen within the wide red bar to find and click on "Active Parent Portal"
3. A new window will open. Find and click "Create An ActiveParent Account"
4. Enter your information into the text boxes, then click "Create User"
5. Return to the *ActiveParent* log-in page. Enter your username and password you created in step 4 and log in.
6. Look in the upper right corner of the screen to find an icon that resembles a small gear wheel and click on it.
7. Find and click "Request Student" / Enter your child's information / Click "Request Student"
8. After you return this sheet completed below to the principal, authorized personnel at your child's school will review your account information and either accept or deny your request based on review. If approved, you will be able to access your child/children's grades, attendance, etc.

*The *ActiveParent* app is available to iOS device users for free.

Parent/Guardian's Name (please print): _____

"I am the legal parent/guardian of the child/children listed below. I have created my ActiveParent account. I am requesting access to my child/children's information and realize that I am solely responsible for safe-guarding my username and password to ActiveParent. I will not hold the Neshoba County School District responsible should someone, other than myself, access my account using my username and password. I am requesting access to the following student(s)' records:"

Child's Name	Grade Level (K – 5 th)	Child's Date of Birth
1.		
2.		
3.		
4.		
5.		

Parent/Guardian's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

School Office Use Only: _____ Initials of person verifying account information _____ Date account activated _____