

Monroe County School District



NEW Online Account Form

Monroe County School District will allow parents to access their student's grades, attendance and discipline records online by going to the district's website at <http://www.mcscd.us> and following the links provided, or directly linking to the login page here:

<https://mcscd4800.activeparent.net>

The procedure for parents to create a login account is listed below:

1. Go to the link above and **create an account** by clicking on "Sign up for an Active Parent Account".
2. Enter all the required information, selecting a **username and password**, and then select your student(s) by entering all required information.
3. Once your account has been created, you must then fill out the rest of this form and **personally** deliver it to the school principal.
4. The principal may want to meet you and confirm that you are the parent or guardian of the student or students whose information you are requesting to view online.

The principal will sign and fax this form to the district office. The original copy MUST stay at the school. Your created account will then be activated and you will be notified by the email address you included when creating your account that it is ready to use. Please retain a copy of this form for your records.

Print Parent or Guardian's Name: _____ **Date:** _____

I am the legal parent or guardian of the following students and have gone online and created my Active Parent account. I am requesting access to my student's information listed above and realize that I am solely responsible for safe-guarding my username and password to this secure login site. I will not hold the Monroe County School District responsible should someone access my account using my username and password. I request access to the following student(s) records: **(Please print all information legibly and in blue or black ink).**

Parent or Guardian's Signature: _____ **Phone #:** _____

<u>Student's Full Name:</u>	<u>Grade:</u>	<u>Date of Birth:</u>	<u>Parent Created Username:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
School Principal's Signature: _____			Parent E-mail Address: _____
			<i>(You will be notified by email when account is ready for use.)</i>

IF YOU HAVE ANY QUESTIONS, PLEASE SEND EMAIL TO: activeparent@mcscd.us