

# Monroe County School District



## **RENEWAL Online Account Form**

<https://mcsd4800.activeparent.net>

Parents, please use this form if you **currently have an Active Parent account** with Monroe County School District. If you **have access to your account** and need no further changes, **you DO NOT need to fill out this form and please DO NOT create a new account.** If you **CANNOT** access your Active Parent account, then please fill out this form and submit to your school's principal. **I need assistance with the following issues with my account:**

My current Active Parent login username is: \_\_\_\_\_

But, I do not remember my password. *(In this case, your password will be reset to **newyear** and you will be asked to login and change it to the password of your choice).*

OR .....

I do not remember my **Active Parent login USERNAME**. *(You will be notified by the email address you list below, what your current username is in the system. Your password will be automatically reset to **newyear**. It is very important that you legibly print your email address in the space provided. Please use blue or black ink).*

Your email address: \_\_\_\_\_

Print Parent or Guardian's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*(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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School Principal's Signature: \_\_\_\_\_

**The principal will sign and fax this form to the district office. The original copy MUST stay at the school. Your current requested account changes will be made and you will be notified by the email address you included above. Please retain a copy of this form for your records.**

IF YOU HAVE ANY QUESTIONS, PLEASE SEND EMAIL TO: [activeparent@mcsd.us](mailto:activeparent@mcsd.us)