



## Online Student Registration – Settings & Setup

### District Settings

The Online Student Registration (OSR) District Settings can be found at:

- **Administration > Online Student Registration > Settings > District**

Currently, the only district level option for OSR is **Enable or Disable OSR for the District**. If this option is disabled, OSR will be disabled for the entire district. If this option is enabled, OSR can be individually enabled/disabled at the school level.

A screenshot of the software interface showing the navigation path: Administration > Online Student Registration > Settings > District. The main content area is titled "Online Student Registration - District Settings" and contains the text "Online Student Registration For District:" followed by a help icon and two radio buttons: "Enabled" (which is selected) and "Disabled". A "Save Settings" button is located below the radio buttons. In the top right corner of the interface, there are icons for a percentage, a question mark, and a right-pointing arrow.

*OSR District Settings*

## School Settings

A majority of OSR settings are at the school level. Schools can decide which fields in OSR will be required, optional, read-only (the parent can see it but not change it), or completely hidden. Schools can also write messages/notes/additional instructions to parents at each step of the registration process and/or attach documents for parents to download during registration (such as a school handbook). These schools and attached documents can be copied among schools using the **Copy Settings** button at the top right corner of the school settings utility. Let's look at each section of school settings and discuss what each setting does in detail. For most fields, a few options will be available: **required**, **optional**, **read-only**, and **do not show**. Unless otherwise specified in the individual settings, these options are very straightforward. **Required** forces the parent to enter the data field before submitting registration. **Optional** allows the parent to enter the field but does not force it to be entered. **Read-only** shows the parent the data but does not allow them to change it. **Do not show** hides the data field from the parent completely. Some fields do not have all 4 options available. Some fields will be treated differently for new students regardless of the school settings. Those will be noted in the field description below. **Please remember that nothing a parent enters is imported into SAM until an administrator approves it.**

### Main Settings

- **Registration Enable/Disable** – Enables or disabled OSR for this school
- **Registration Date Range Access** – This option allows you to automatically enable OSR between a certain date range and disable it outside of the entered date range. In order to use this option, you must enter a begin date, end date, and ensure that the checkbox is checked.
- **School Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed at the very beginning of the process after the parent selects a child to register.

Online Student Registration - School Settings Copy Settings

Main Demographics Address/Phone/Email/Residency Early Childhood/Birth Info Immunization/Medical Info Permissions Parent/Guardian/Contact Misc

Online Student Registration:  Enabled  Disabled

Only allow access to registration between the following dates:  to

School Note

Normal Font Size

This is an example school note.

body p

Save Settings

OSR Main School Settings

### Demographics Settings

- **Student Name** – The student’s name. This field includes First Name, Middle Name, Last Name, Preferred Name, and Suffix. First Name and Last Name are always required. Middle Name, Preferred Name, and Suffix are always optional.
- **State Code** – The student’s state code. This field defaults to read-only.
- **SSN** – The student’s social security number. This field defaults to required. If this field is marked read-only, it will be made optional during registration for new students.
- **Race** – The student’s race(s). This field defaults to required. It will always be required for new students during registration regardless of school settings. Additional race(s) are never required.
- **Gender** – The student’s gender. This field defaults to required. It will always be required for new students during registration regardless of school settings.
- **Date of Birth** – The student’s date of birth. This field defaults to required. It will always be required for new students during registration regardless of school settings.
- **Grade Level** – The student’s ADA grade level. This field defaults to read-only. If this field is read-only or do not show, it will be made optional during registration for new students regardless of school settings.
- **Language Background** – The student’s language background (primary language). This field defaults to required. If this field is read-only or do not show, it will be made optional during registration for new students regardless of school settings
- **Demographics Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the demographics step of the registration process.

**Online Student Registration - School Settings** [Copy Settings](#)

[Main](#) | [Demographics](#) | [Address/Phone/Email/Residency](#) | [Early Childhood/Birth Info](#) | [Immunization/Medical Info](#) | [Permissions](#) | [Parent/Guardian/Contact](#) | [Misc](#)

Field	Required	Optional	Read-Only	Do Not Show
Student Name	<input checked="" type="radio"/>			
State Code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SSN	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Race	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of Birth	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grade Level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Language Background	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Demographics Note**

Format Font Size

[Test Demographics Note](#)

[Save Settings](#)

**Address/Phone/Email/Residency Settings**

- **Address** – The student’s address. This field defaults to required. If marked required, the parent will be required to enter at least one address for the student.
- **Phone Number** – The student’s phone number. This field defaults to required. If marked required, the parent will be required to enter at least one Phone Number for the student.
- **Email Address** – The student’s email address. This field defaults to required. If marked required, the parent will be required to enter at least one email address for the student.
- **Residency Proof Document Upload** – Provides a place for the parent to upload residency proof documents. This field defaults to required. If marked required, the parent will be required to upload at least one document in this upload section.
- **Address/Phone/Email/Residency Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the Address, Phone, & Email step of the registration process.

The screenshot shows the 'Online Student Registration - School Settings' interface. The 'Address/Phone/Email/Residency' tab is selected. The 'Address/Phone/Email/Residency Fields' table is as follows:

Field	Required	Optional	Read-Only	Do Not Show
Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Residency Proof Document Upload	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Below the table is a rich text editor for the 'Address/Phone/Email/Residency Note'. The editor includes a toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, source, and a text area for entering the note. A 'Save Settings' button is located at the bottom of the interface.

*OSR Address/Phone/Email/Residency School Settings*

**Early Childhood/Birth Info Settings**

- **Birth Information Manual Entry** – Provides a place for the parent to manually enter the child’s birth certificate information including birth certificate number, birth city, birth state, birth county, and birth country. This field defaults to optional.
- **Birth Certificate Upload** – Provides a place for the parent to upload the student’s birth certificate document. This field defaults to optional. If marked required, the parent will be required to upload at least one document in this upload section.
- **Early Childhood Info** – The student’s early childhood information including early childhood program type, program name, and program location. This field defaults to optional.
- **Early Childhood/Birth Info Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the Birth & Early Childhood step of the registration process.

**Online Student Registration - School Settings** [Copy Settings](#)

[Main](#) | [Demographics](#) | [Address/Phone/Email/Residency](#) | **Early Childhood/Birth Info** | [Immunization/Medical Info](#) | [Permissions](#) | [Parent/Guardian/Contact](#) | [Misc](#)

Early Childhood/Birth Info Fields				
Field	Required	Optional	Read-Only	Do Not Show
Birth Information Manual Entry	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Birth Certificate Upload	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Early Childhood Info	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Early Childhood/Birth Info Note

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158= | 159= | 160= | 161= | 162= | 163= | 164= | 165= | 166= | 167= | 168= | 169= | 170= | 171= | 172= | 173= | 174= | 175= | 176= | 177= | 178= | 179= | 180= | 181= | 182= | 183= | 184= | 185= | 186= | 187= | 188= | 189= | 190= | 191= | 192= | 193= | 194= | 195= | 196= | 197= | 198= | 199= | 200= | 201= | 202= | 203= | 204= | 205= | 206= | 207= | 208= | 209= | 210= | 211= | 212= | 213= | 214= | 215= | 216= | 217= | 218= | 219= | 220= | 221= | 222= | 223= | 224= | 225= | 226= | 227= | 228= | 229= | 230= | 231= | 232= | 233= | 234= | 235= | 236= | 237= | 238= | 239= | 240= | 241= | 242= | 243= | 244= | 245= | 246= | 247= | 248= | 249= | 250= | 251= | 252= | 253= | 254= | 255= | 256= | 257= | 258= | 259= | 260= | 261= | 262= | 263= | 264= | 265= | 266= | 267= | 268= | 269= | 270= | 271= | 272= | 273= | 274= | 275= | 276= | 277= | 278= | 279= | 280= | 281= | 282= | 283= | 284= | 285= | 286= | 287= | 288= | 289= | 290= | 291= | 292= | 293= | 294= | 295= | 296= | 297= | 298= | 299= | 300= | 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587= | 588= | 589= | 590= | 591= | 592= | 593= | 594= | 595= | 596= | 597= | 598= | 599= | 600= | 601= | 602= | 603= | 604= | 605= | 606= | 607= | 608= | 609= | 610= | 611= | 612= | 613= | 614= | 615= | 616= | 617= | 618= | 619= | 620= | 621= | 622= | 623= | 624= | 625= | 626= | 627= | 628= | 629= | 630= | 631= | 632= | 633= | 634= | 635= | 636= | 637= | 638= | 639= | 640= | 641= | 642= | 643= | 644= | 645= | 646= | 647= | 648= | 649= | 650= | 651= | 652= | 653= | 654= | 655= | 656= | 657= | 658= | 659= | 660= | 661= | 662= | 663= | 664= | 665= | 666= | 667= | 668= | 669= | 670= | 671= | 672= | 673= | 674= | 675= | 676= | 677= | 678= | 679= | 680= | 681= | 682= | 683= | 684= | 685= | 686= | 687= | 688= | 689= | 690= | 691= | 692= | 693= | 694= | 695= | 696= | 697= | 698= | 699= | 700= | 701= | 702= | 703= | 704= | 705= | 706= | 707= | 708= | 709= | 710= | 711= | 712= | 713= | 714= | 715= | 716= | 717= | 718= | 719= | 720= | 721= | 722= | 723= | 724= | 725= | 726= | 727= | 728= | 729= | 730= | 731= | 732= | 733= | 734= | 735= | 736= | 737= | 738= | 739= | 740= | 741= | 742= | 743= | 744= | 745= | 746= | 747= | 748= | 749= | 750= | 751= | 752= | 753= | 754= | 755= | 756= | 757= | 758= | 759= | 760= | 761= | 762= | 763= | 764= | 765= | 766= | 767= | 768= | 769= | 770= | 771= | 772= | 773= | 774= | 775= | 776= | 777= | 778= | 779= | 780= | 781= | 782= | 783= | 784= | 785= | 786= | 787= | 788= | 789= | 790= | 791= | 792= | 793= | 794= | 795= | 796= | 797= | 798= | 799= | 800= | 801= | 802= | 803= | 804= | 805= | 806= | 807= | 808= | 809= | 810= | 811= | 812= | 813= | 814= | 815= | 816= | 817= | 818= | 819= | 820= | 821= | 822= | 823= | 824= | 825= | 826= | 827= | 828= | 829= | 830= | 831= | 832= | 833= | 834= | 835= | 836= | 837= | 838= | 839= | 840= | 841= | 842= | 843= | 844= | 845= | 846= | 847= | 848= | 849= | 850= | 851= | 852= | 853= | 854= | 855= | 856= | 857= | 858= | 859= | 860= | 861= | 862= | 863= | 864= | 865= | 866= | 867= | 868= | 869= | 870= | 871= | 872= | 873= | 874= | 875= | 876= | 877= | 878= | 879= | 880= | 881= | 882= | 883= | 884= | 885= | 886= | 887= | 888= | 889= | 890= | 891= | 892= | 893= | 894= | 895= | 896= | 897= | 898= | 899= | 900= | 901= | 902= | 903= | 904= | 905= | 906= | 907= | 908= | 909= | 910= | 911= | 912= | 913= | 914= | 915= | 916= | 917= | 918= | 919= | 920= | 921= | 922= | 923= | 924= | 925= | 926= | 927= | 928= | 929= | 930= | 931= | 932= | 933= | 934= | 935= | 936= | 937= | 938= | 939= | 940= | 941= | 942= | 943= | 944= | 945= | 946= | 947= | 948= | 949= | 950= | 951= | 952= | 953= | 954= | 955= | 956= | 957= | 958= | 959= | 960= | 961= | 962= | 963= | 964= | 965= | 966= | 967= | 968= | 969= | 970= | 971= | 972= | 973= | 974= | 975= | 976= | 977= | 978= | 979= | 980= | 981= | 982= | 983= | 984= | 985= | 986= | 987= | 988= | 989= | 990= | 991= | 992= | 993= | 994= | 995= | 996= | 997= | 998= | 999= | 1000=

Format | Font | Size

Birth Certificate Info Note Here

[Save Settings](#)

OSR Early Childhood/Birth Info School Settings

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**Immunization/Medical Info Settings**

- **Immunization Proof Upload** – Provides a place for the parent to upload any immunization or medical documents for the student. This field defaults to optional. If marked required, the parent will be required to upload at least one document in this upload section.
- **Medical Conditions** – The student’s medical conditions. The parent may add new medical conditions or request to delete any existing medical conditions. This field defaults to optional. The list of medical conditions available to the parent is determined by the district in **Administration > Lookup Table Maintenance > Student – Medical Condition**.
- **Immunization & Medical Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the Immunization & Medical step of the registration process.

**Online Student Registration - School Settings** Copy Settings

Main Demographics Address/Phone/Email/Residency Early Childhood/Birth Info **Immunization/Medical Info** Permissions Parent/Guardian/Contact Misc

**Immunization/Medical Info Fields**

Field	Required	Optional	Read-Only	Do Not Show
Immunization Proof Upload	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical Conditions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Immunization & Medical Note**

Rich text editor toolbar: Undo, Redo, ABC, Bulleted List, Numbered List, Indent, Outdent, Quote, Bold, Italic, Underline, Strikethrough, Link, Source, B, I, U, S, I<sub>x</sub>, etc.

Format - Font - Size -

1. One  
2. Two  
3. Three

**Save Settings**

*OSR Immunization/Medical Info School Settings*

**Permissions Settings**

- **Web Publicity** – Allows the parent to choose yes or no for the student’s web publicity permission. This field defaults to required.
- **Newspaper Publicity** – Allows the parent to choose yes or no for the student’s newspaper publicity permission. This field defaults to required.
- **Network Use** – Allows the parent to choose yes or no for the student’s network use permission. This field defaults to required.
- **PII** – Allows the parent to choose yes or no for the student’s PII permission. This field defaults to required.
- **PE Waiver** – Allows the parent to choose yes or no for the student’s PE Waiver permission. This field defaults to required.
- **Paperless Reports** – Allows the parent to choose yes or no for the option to receive paperless reports. This field defaults to required.
- **Permissions/Waiver Document Upload** – Provides a place for the parent to upload any permission or waiver documents. This field defaults to optional. If marked required, the parent will be required to upload at least one document in this upload section.
- **Permissions Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the Permissions step of the registration process.

**Online Student Registration - School Settings** [Copy Settings](#)

Main | Demographics | Address/Phone/Email/Residency | Early Childhood/Birth Info | Immunization/Medical Info | **Permissions** | Parent/Guardian/Contact | Misc

Field	Required	Optional	Read-Only	Do Not Show
Web Publicity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspaper Publicity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Network Use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PII	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PE Waiver	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paperless Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permissions/Waiver Document Upload	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Permissions Note**

Format | Font | Size

This is a note for permissions.  
It spans multiple lines.

[Save Settings](#)

OSR Permissions School Settings

### Parent/Guardian/Contact Settings

- **Contact Creation** – Allows parents to create new contacts during the registration process. This field defaults to “checked” or “yes”.
- **Contact Editing** – Allows parents to edit existing contacts during the registration process. This field defaults to “checked” or “yes”.
- **Contact Deletion** – Allows parents to mark existing contacts for deletion during the registration process. This field defaults to “checked” or “yes”.
- **Contact Name** – The contact’s name. This field includes the First Name, Middle Name, Last Name, and Suffix. First Name and Last Name are always required. Middle Name and Suffix are always optional.
- **Contact Relationship** – The contact’s relationship to the student. This field is always required. The list of relationships available to the parent is determined by the district at **Administration > Lookup Table Maintenance > Student – Contact Relationship Type**.
- **Contact Employment Information** – The contact’s employment information including Occupation and Employer. This field defaults to optional.
- **Contact Education** – The contact’s education level. This field defaults to optional. The list of education levels available to the parent is determined by the district at **Administration > Lookup Table Maintenance > Student – Parents Highest Level of Education**.
- **Contact Date of Birth** – The contact’s date of birth. This field defaults to optional.
- **Contact Military Affiliation** – The contact’s military affiliation. This field defaults to optional.
- **Contact Primary Language** – The contact’s primary language. This field defaults to optional.
- **Contact Attributes** – This field encompasses the main “yes/no” attributes of a contact. These fields are Emergency Contact, Resides With, Receives Mail, Check In/Out Allowance, and No Contact. This field defaults to optional.
- **Contact Address** – The contact’s addresses. This field defaults to optional. If marked required, the parent will be required to enter at least one address for each contact.
- **Contact Phone Number** – The contact’s phone numbers. This field defaults to optional. If marked required, the parent will be required to enter at least one phone number for each contact. If the district has AIM, the parent can also specify one or more phone numbers for AIM calls/texts (if the district allows AIM information to be modified via the below option).
- **Contact Email Address** – The contact’s email addresses. This field defaults to optional. If marked required, the parent will be required to enter at least one email address for each contact. If the district has AIM, the parent can also specify one or more email address(es) for AIM emails (if the district allows AIM information to be modified via the below option).
- **Contact AIM Information** – The contact’s AIM information. This includes the ability to mark phone numbers and email addresses to be contacted for AIM as well as the ability to determine each contact’s AIM sequence (if applicable). This field will not be shown for districts that don’t have the AIM calling package. This field defaults to optional. If marked required, the parent will be required to specify at least one emergency contact as an AIM contact. This means at least one emergency contact will be required to have an AIM phone number or email address and have a valid AIM sequence.
- **Parent/Guardian/Contact Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the Parent & Guardian step of the registration process.





### Misc. Settings

- **Misc. Document Upload** – Provides a place for parents to upload any miscellaneous documents to the school/district that do not fit in any of the other categories. These could be any document that the school requires. Instructions can be placed in the Misc. Note about which documents the parent needs to upload here. This field defaults to optional. If marked required, parents will be required to upload at least one document in this upload section.
- **Misc. File Downloads** – Provides a place for the district/school to upload files that the parent can then download and view during registration. For the parent to be able to download these files, the district must upload them via the Document Management button in this step and check the **Enable File Downloads** checkbox. This checkbox defaults to “no” or “unchecked”.
- **Misc. Note** – One of many optional notes from the school visible during the registration process in ActiveParent. This note is displayed during the Miscellaneous step of the registration process.

Online Student Registration - School Settings

Copy Settings

Main Demographics Address/Phone/Email/Residency Early Childhood/Birth Info Immunization/Medical Info Permissions Parent/Guardian/Contact **Misc**

**Misc Fields**

Field	Required	Optional	Read-Only	Do Not Show
Misc Document Upload	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Misc File Downloads**

Enable File Downloads For Users During Registration (Attach Files Below)

[Online Student Registration Documents](#)

**Misc Note**

Download this important file please!

Save Settings

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