



Wisdom • Strength • Purpose • Compassion • Action

Live Oak Charter School Parent Portal: Sign-up and online registration

In an effort to streamline and simplify the various information forms required for returning students, Live Oak has moved to an online alternative to paper forms. The online forms are prepopulated with existing data whenever available, which should greatly reduce the amount of time we all spend filling them out annually. In order to access the forms, there is a one-time Parent Portal setup process described below.

Step 1: Request account setup

Click the following link to access the New Parent Account request page. Fill out all fields. The email address you supply will need to be one we have on file for you. If in doubt, use the email address to which this email was delivered. Click the “submit request” button at the bottom of the page and go to Step 2!

<https://liveoak.schoolwise.com/user/signupRequestCode?type=P>

Step 2 Check your email:

You should receive an email within a few minutes. Ignore the access code and just click the link. It will take you to the correct page for your family. That was easy, go to Step 3!

----- Forwarded message -----
From: Schoolwise Account Creation <no-reply@msg.schoolwise.com>
Date: Thu, Jul 29, 2021, 9:40 AM
Subject: Your Activation Code
To: <[redacted]@gmail.com>

Your request for an activation code to create a new parent account was successful.
Your access code is: P: [redacted]

You may also click on the following link to create your account:

[https://liveoak.schoolwise.com/user/signup?type=P&activation=P:\[redacted\]](https://liveoak.schoolwise.com/user/signup?type=P&activation=P:[redacted])

Step 3 Create parent portal account:

This form will be prepopulated with the names and email addresses of any parents living with the student in what has historically referred to on our forms as “Household 1” The form will require you to create a “display name” and password. The display name can be your family name or an individual name. The User Name field will be prepopulated but can be changed. Make note of your user name and password, click the Create Account button and move on to Step 4!



Wisdom • Strength • Purpose • Compassion • Action

Step 4 Sign In:

Enter the username and password from Step 3. Login and go to Step 5!

Step 5 Online Registration:

Congratulations, you created a Parent Portal! Now you can reward yourself by filling out your annual forms so much faster than ever before. The forms are presented sequentially. You can't fill out the next form in the sequence until you complete your current form, but you can go back to any previously completed forms at any time. Some steps will require an acknowledgment before you proceed to the next form. Others may require you to upload a document before moving ahead. This is designed to ensure we have all of the required information on file to start the year.

There will be two separate virtual packets to complete. First, complete the Household Information packet by confirming or editing your information. Next, move on to the First Day Packet which includes student specific information. It is very important that both packets be completed fully before the first day of school.

In addition to annual forms, the Parent Portal will also include standardized test results when they become available.