

New Family Online Registration

Completing Online Registration: An email address will be required (parents with no active email can choose one of several free providers, such as Gmail).

- **The Mobile App does not always work well with the registration process**
- **Chromebooks are available at each school office**
- **If uploading documents-** please have documents saved on device or on computer. (ex. Birth Cert, Immunization, Proof of Residency)

New Families to Festus R-VI

(This option is intended for use by families who are new to the district. This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past)

Step 1: Go to: <https://sis.festus.k12.mo.us/FE360x3/parent>

Step 2: Click on 'Register New Family', which is at the bottom of the Parent tab screen

The screenshot shows the Tyler SIS Parent registration interface. At the top, there is a blue header with the text "Tyler SIS". Below this is the Festus R-VI School District logo and the text "Festus R-VI School District". The main content area is titled "Parent" and contains a registration form with fields for "Username" and "Password". Below the form are three buttons: "Register New Family", "Forgot your parent password?", and "Login" (with a checkmark icon). At the bottom of the page, there is a welcome message: "Welcome to Festus R-VI School District! If you have trouble logging into the Portal, please email Paula Cox at coxpaula@festusedu.com or call your child's attendance office!" and contact numbers for Elementary (636-937-4063), Intermediate (636-937-4750), Middle School (636-937-5417), and High School (636-937-5410). The footer contains version information "390 Version v2021.4.2-RCV9.22014.104 C V9.68" and copyright information "© 2022 Copyright Tyler Technologies, Inc. All rights reserved."

You will receive an email with further instructions on completing the Online Registration process. You will need access to the email link on the computer you are entering the forms. (If the email doesn't appear in your InBox, please check your Spam folder.)

Step 3: After selecting the email link>>Select OK on the registration popup

Step 4: Fill out the fields and select NEXT to follow the prompts.

Step 5: Select 'add student' after entering in the 1st student if needed. (bottom left corner)

Step 6: Continue to fill out all family forms. At the bottom of each page, make sure to mark 'I have completed this form.' All of the forms will have the status of complete/submitted when finished.

| Actions | Form | Status |
|----------------------|-------------------------------|------------|
| | Household of [REDACTED] | |
| Edit | Household Parents (System) | Incomplete |
| Edit | Household Addresses (System) | Incomplete |
| Edit | Student Information (System) | Incomplete |
| Edit | Emergency Contacts (System) | Incomplete |
| Edit | Non-resident Parents (System) | Incomplete |



****Don't forget to add a 'non-resident' parent if needed and connect to the correct student. Select 'add household' (bottom of page) under the non-resident section. ****

Step 7: [Required Documents Document list](#): Provide proof of residency (acceptable documents include: property tax statement, legal property description, utility bill/agreement, rental agreement/receipt, or real estate contract).

Option 1: Upload the document from your computer into the registration. Need to come back later to upload? Log out of the parent portal- DO NOT select submit. You'll be able to login and go back to online registration to upload documents and finalize registration.

Option 2: Provide the required documents at the building your student(s) will attend. Missing documents may delay the registration and enrollment of your child.

Step 9: Once the forms have been marked 'completed' on the main registration page the 'Submit Forms' option will appear.

- Select OK- All forms for ALL students are completed
- Select CANCEL- Missing a student on portal. Contact the office for assistance.

Step 10: The following will appear if the submission was successfully completed.

Congratulations!

Your forms have been successfully submitted.

****oops, I forgot to add another student. Contact the school office and we can reopen the online registration****

Step 11: Visit the school office to complete registration. If not uploaded- Provide the required documents at your screening appointment. If you do not have a screening appointment, call the elementary office at 636-937-4063 to arrange a time to bring the documents to the office. Missing documents may delay the registration process.

If you have questions, please call the elementary school office at 636-937-4063, or email: Paula Cox at coxpaula@festusedu.com