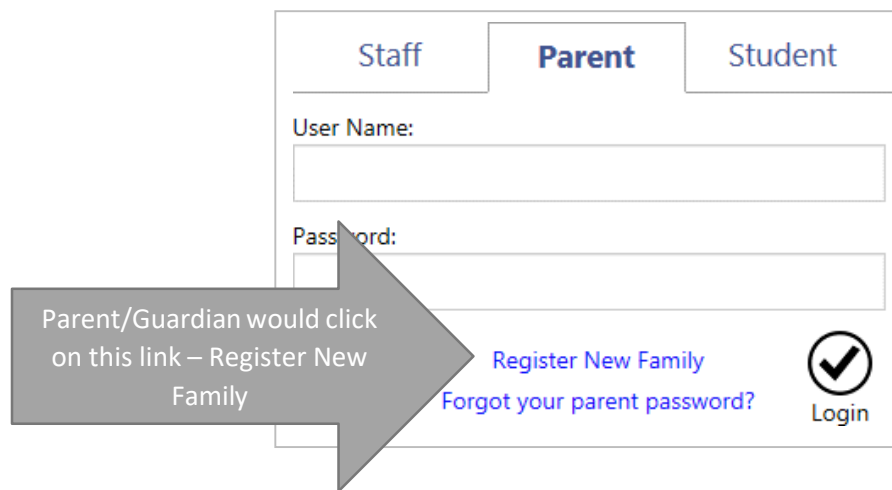


New Families to the District Self Registration

This process only *registers* the students and does not *enroll* them. The families still need to contact the district and get the students enrolled in the appropriate school, but they are able to walk in the door with all their registration paperwork already completed.

Parents/Guardians **ARE STILL REQUIRED** to bring in Proof of Residency, Birth Certificate, Immunization records and Parent ID to enroll their child.



The screenshot shows a login interface with three tabs: 'Staff', 'Parent' (which is selected and highlighted in blue), and 'Student'. Below the tabs are two input fields: 'User Name:' and 'Password:'. At the bottom of the form, there are three links: 'Register New Family' (in blue), 'Forgot your parent password?' (in blue), and 'Login' (in blue, accompanied by a checkmark icon). A large grey arrow points from the left towards the 'Register New Family' link, with the text 'Parent/Guardian would click on this link – Register New Family' inside it.

Once the Parent/Guardian clicks on Register New Family, this language box pops up. They will select English and click the Next button



The screenshot shows a 'Select Language' dialog box. It has a title 'Select Language' in green. Below the title are two radio button options: 'English' (which is selected) and 'Spanish'. At the bottom of the dialog, there are two buttons: 'Next' (with a right-pointing arrow icon) and 'Cancel' (with an 'X' icon).




On the next screen, another alert comes up telling the Parent/Guardian this is to be used only for those families who are **new** to the district. Meaning, they aren't returning from a previous year, etc.

The Parent/Guardian will click on Next button

Register New Family

This option is intended for use by families who are **brand 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.



PreviousNextCancel

Parent/Guardian enters their email address.

Register New Family

Step 1 of 5

Please provide your email address, then select Next.

Email Address






PreviousNextCancel

Note: if email address is already in our records they will receive an error message alerting them of that.

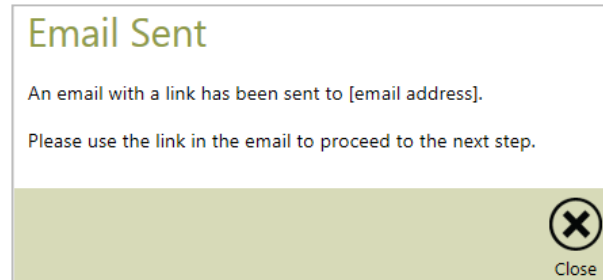
Errors were found. Please see details below.

- [Email Address](#) : This email address is already associated with a family in our system. If any of your students have attended schools in the district in the past, you are not considered to be a "new" family and the New Family Registration option should not be used.



ErrorsNextCancel

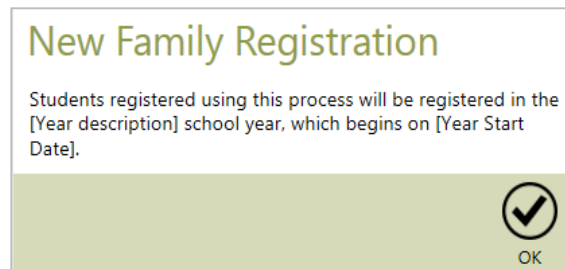
Once they enter their email address, select Next button, they'll see this message:



The Parent/Guardian will receive an email that will provide a link to access the Registration screen(s).

Please use the following link to access the New Family Registration page for Festus R-VI School District.

Once they click on the link, they'll see this message, which will tell them they are registering for the 2021-2022 school year. Click OK button



They will receive the Parent information screen, the fields with an asterisk are required fields, click on Next button



New Family Registration - Step 2 of 5


Academic Year - 2018-19


Please provide some information about the person you want considered as the primary parent of this family.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Phone - Work	<input type="text"/>
Phone - Cell	<input type="text"/>
Email Address *	<input type="text" value="john.smith@somewhere.com"/>
Employer	<input type="text"/>
Email Address - Work	<input type="text"/>
Marital Status	<input type="text"/>
Relationship to the Students *	<input type="text"/>

Note: The relationship can be changed in a later step if it is not the same for all the students you are registering.


* Required fields





Next Cancel

The next screen is the address screen, again fields with an asterisk are required




New Family Registration - Step 3 of 5


Academic Year - 2018-19


Please tell us where you live. If mail should be sent to a different address, provide that as well.
(If mail should be sent to your Primary Residence, the Preferred Mailing Address should be left blank.)

Primary Residence	Preferred Mailing Address
House #	Address Line 1
Direction	Address Line 2
Street *	Address Line 3
Street Type	City
Apt/Lot	State
ZIP Code *	ZIP Code
City *	
State *	
Home Phone 1	
Home Phone 2	
Language Spoken at Home	
Send Mailings in	

* Required fields

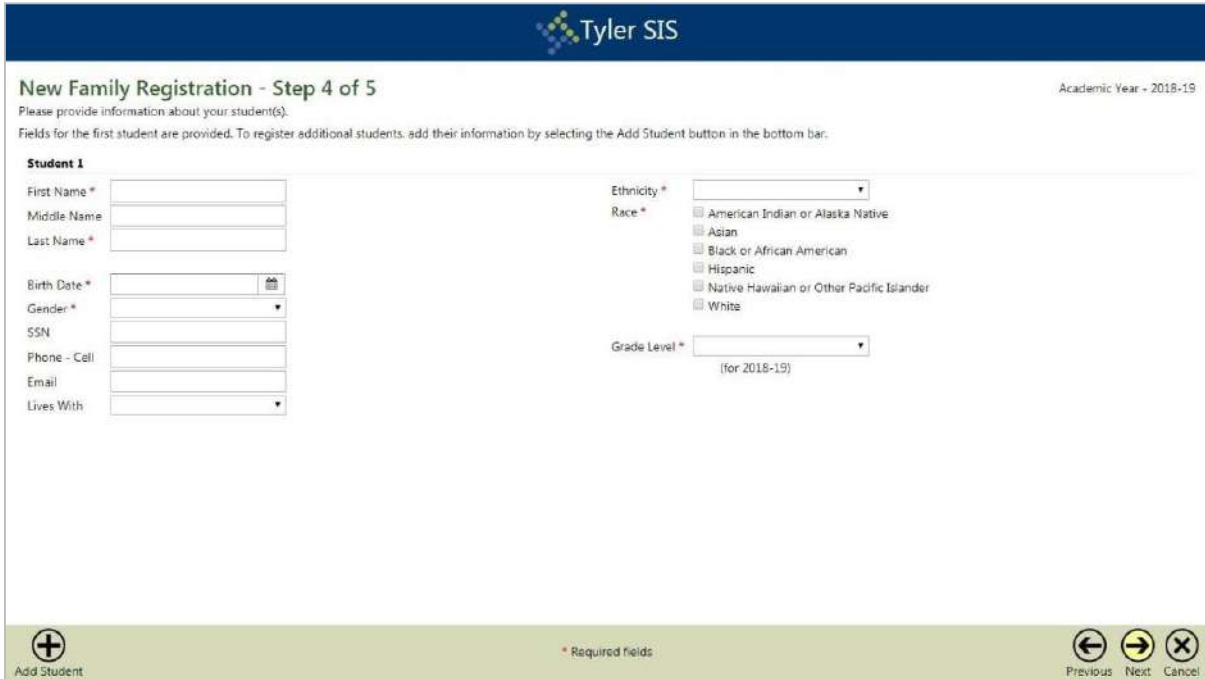






Previous Next Cancel

The next screen is the student information, fields with an asterisk are required, if they have multiple kindergarten students to enter, they will click on the Add Student button on bottom left, otherwise, they'll click Next button



The screenshot shows the 'New Family Registration - Step 4 of 5' screen in the Tyler SIS system. The header includes the Tyler SIS logo and the academic year '2018-19'. The main heading is 'New Family Registration - Step 4 of 5'. Below this, instructions state: 'Please provide information about your student(s). Fields for the first student are provided. To register additional students, add their information by selecting the Add Student button in the bottom bar.' The form is for 'Student 1' and includes fields for First Name, Middle Name, Last Name, Birth Date, Gender, SSN, Phone - Cell, Email, and Lives With. There are also dropdown menus for Ethnicity and Race, and a Grade Level dropdown. The bottom bar contains an 'Add Student' button, a 'Required fields' indicator, and 'Previous', 'Next', and 'Cancel' buttons.

Student 1

First Name *
Middle Name
Last Name *

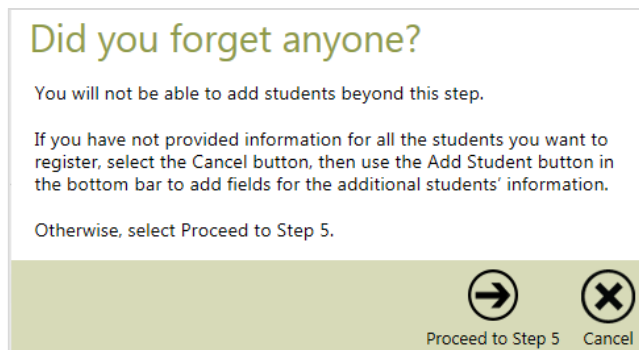
Birth Date *
Gender *
SSN
Phone - Cell
Email
Lives With

Ethnicity *
Race *
Grade Level *
(for 2018-19)

Required fields

Add Student Previous Next Cancel

A message making sure they've added all students will appear, if parent has entered all students, they should click Proceed to Step 5 button



The screenshot shows a message box titled 'Did you forget anyone?'. The text inside says: 'You will not be able to add students beyond this step. If you have not provided information for all the students you want to register, select the Cancel button, then use the Add Student button in the bottom bar to add fields for the additional students' information. Otherwise, select Proceed to Step 5.' At the bottom, there are two buttons: 'Proceed to Step 5' and 'Cancel'.

Did you forget anyone?

You will not be able to add students beyond this step.

If you have not provided information for all the students you want to register, select the Cancel button, then use the Add Student button in the bottom bar to add fields for the additional students' information.

Otherwise, select Proceed to Step 5.

Proceed to Step 5 Cancel

If the user proceeds, a user name is created and the user is prompted to create a password. If they log out before they reach this point, they'll have to go back to the email with the link and restart the process. Click Save button

Login Information


Your account has been established and your email address will be your user name.

User Name: [email address]

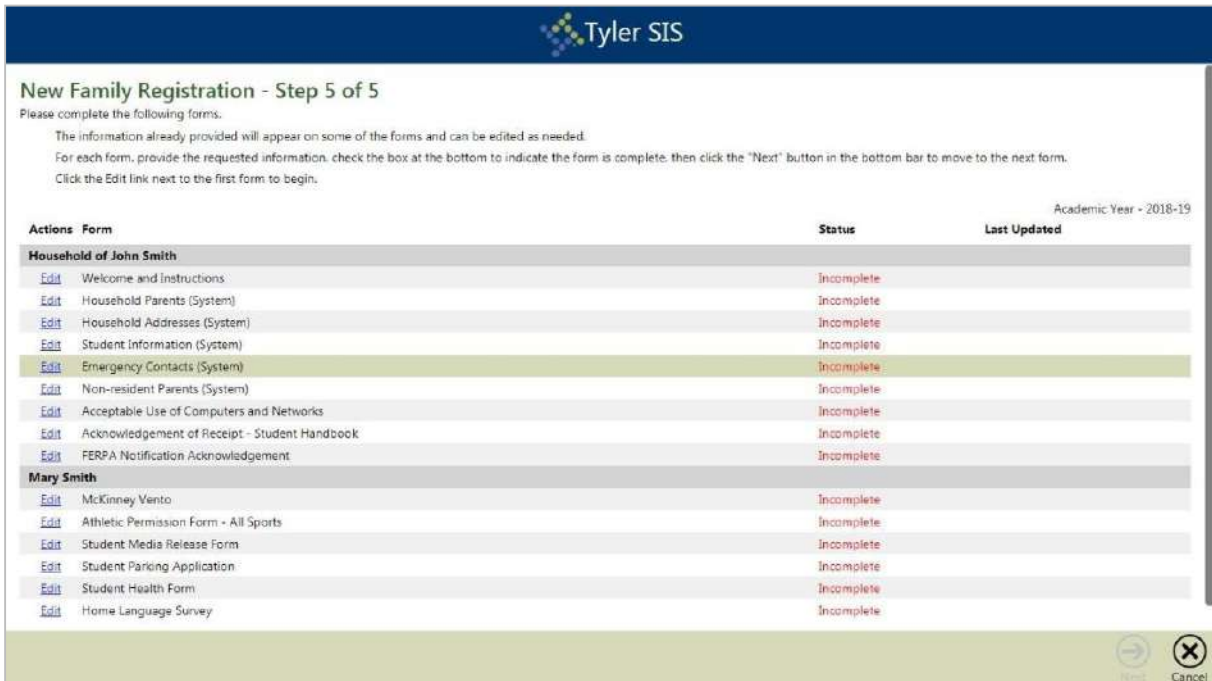
Please select a password:

Re-enter password:

Please make a note of this information so you can use it from now on when you want to access the parent portal. If you need to exit this registration process for some reason before completion, log in using the information above and you will be able to complete the process.


Save

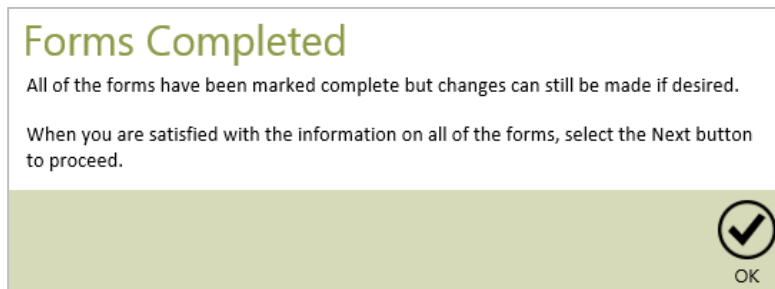
Finally, the parent will be taken to the forms screen and will be required to complete each form.



The screenshot shows the 'New Family Registration - Step 5 of 5' screen in the Tyler SIS system. It includes instructions for completing forms and a table listing various forms for two households, 'Household of John Smith' and 'Mary Smith'. All forms are currently marked as 'Incomplete'. The table has columns for 'Actions', 'Form', 'Status', and 'Last Updated'. At the bottom right, there are 'Next' and 'Cancel' buttons.

Actions	Form	Status	Last Updated
Household of John Smith			
Edit	Welcome and Instructions	Incomplete	
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	
Edit	Acceptable Use of Computers and Networks	Incomplete	
Edit	Acknowledgement of Receipt - Student Handbook	Incomplete	
Edit	FERPA Notification Acknowledgement	Incomplete	
Mary Smith			
Edit	McKinney Vento	Incomplete	
Edit	Athletic Permission Form - All Sports	Incomplete	
Edit	Student Media Release Form	Incomplete	
Edit	Student Parking Application	Incomplete	
Edit	Student Health Form	Incomplete	
Edit	Home Language Survey	Incomplete	

Once forms are completed, they will receive this message, click OK button. The Next button won't be available until all forms are completed.



The screenshot shows a 'Forms Completed' message box. It contains text stating that all forms have been marked complete but changes can still be made if desired. It instructs the user to select the 'Next' button to proceed when satisfied with the information. At the bottom right, there is a green bar with a white checkmark icon and the text 'OK'.

Forms Completed

All of the forms have been marked complete but changes can still be made if desired.

When you are satisfied with the information on all of the forms, select the Next button to proceed.

OK

The Parent/Guardian will now receive a message that forms have been submitted.

'The online registration forms you submitted have been accepted. You will be contacted by a district representative if you did not upload the required documents or if we need additional information.'

Parents must provide the following required documents prior to enrolling a student. Those documents can be uploaded during registration, emailed to coxpaulafestusedu.com or delivered to the appropriate school office.

Proof of Residency

Birth Certificate

Immunizations

Parent ID

Court Order if applicable

view / maintain	Reports	Utilities	Management	Logout
Favorites (Select Item) 265 Display Menu Left Side Student Data Links				
PARENT PORTAL ONLINE REGISTRATION - SCREEN PREVIEW				
FE - 2223 (Future) Central Office - 2022-2023 Regular School Year				
Done Cancel Submit				
Display PDF Language: English				
<div><div><div><div>Proof of Residency</div><div>Beginning with the 2022-2023 school year, all families with students attending the Festus R-VI School District must provide proof of residence annually. You have the option to upload your proof of residency electronically or submit a hard copy to your child's attendance office. Proof of Residency is required and if not uploaded via online registration or submitted to your student's attendance office, someone from the District will reach out to you.</div><div>Electronic documents are permissible if they are current and contain the information required for the district to verify proof of residence (date, name, address, applicable signatures, etc.). The district has the right to request additional proof at any time or to employ other means to verify residency. Under Missouri law, misrepresenting residency is a criminal offense. If a family's residency status is found to be inaccurately represented or changes without notification to the district, the district may act to recover the cost of services provided.</div><div>Acceptable forms of proof of residency include:<ul style="list-style-type: none">One utility bill (Electric, water, gas, sewer, trash, Internet, cable). Bill must include customer name, service address, and billing date. Billing date must be within 30 days of the date of submission.Mortgage statement dated within 30 days of the date of submissionCurrent, valid lease/rental agreement signed by landlord and tenant and including the address, apartment number, and date of rentalReal estate tax receipt dated within 1 year of the date of submission</div><div>Choose File</div></div></div></div>				