Back-To-School Online Registration

Available July 18, 2022!

Save time and fill out forms online!

If you do not have internet access: Computers are available at each building during normal business hours. You must have a Parent Portal account to access the forms.

If you do not have a Parent Portal Account or have questions, please contact your school office. You will need a valid email address to set up a Parent Portal Account.

Step 1. Login to Parent Portal https://sis.festus.k12.mo.us/FE360x3/parent

Step 2. Click View on yellow highlighted bar

> **!**
> Online Registration must be completed for 2022-2023 Regular School Year View

Step 3. Select **Online Registration (Yellow highlighted bar)**

You will notice the forms are listed as 'Family' and 'Student'. Family Forms change the information for all students listed in your family. Student Forms will only change data for the individual student. The students will be listed separately. Only students who are enrolled will show. Contact the school office if a student is missing. DO NOT select submit.

Parents will be required to upload Proof of Residency AND Parent ID paperwork or bring them to the office prior to student being enrolled!

We are also requesting updated Court Documents if applicable. If you have an annual hearing, we need a copy of the most current court order.
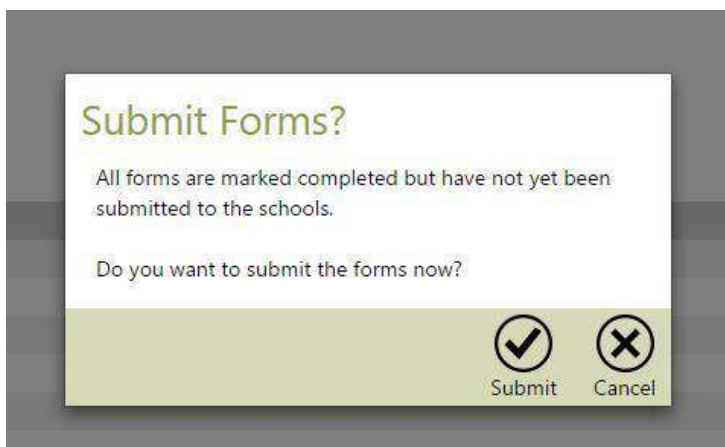
Step 4. Select **EDIT** to complete the form

Step 5. Select **'I have completed this form'** before moving to next form.

*Use the **arrow buttons** on the form to move to next screen-- NOT internet arrow buttons,*

internet arrow buttons may kick you off portal.

Step 6. Once the forms have been marked 'completed' on the main registration page the 'Submit Forms' option will appear. Choose Submit if finished. DO NOT choose submit if a student is missing on the registration list.

Step 7. The following will appear if the submission was successfully completed.

"The online registration forms you have submitted have now been accepted. You will be contacted by a district representative if you did not upload the required Proof of Residency document."

Please contact your school office or coxpaula@festusedu.com for assistance.