

When an existing family wants to add a new student for the upcoming year, they will begin by logging into the Parent portal and clicking the Online Registration link.

The screenshot shows the Tyler SIS Parent Portal interface. On the left sidebar, the 'Online Registration' link is highlighted with a black arrow. At the top right, a yellow banner contains a red exclamation mark icon and the text: 'Online Registration must be completed for 2020-2021 [View](#)'. Below this banner are sections for 'Announcements', 'Today's Attendance' (showing 0 Tardy and 0 Absent), 'Current Grades' (No Grading Period), and 'Calendar' (March 2020).

Step 2. Begin the Online Registration process by clicking **Edit** on the first document (Household Parents) and completing all forms until the Student Information form is reached.

The screenshot shows the 'Online Registration' page in Tyler SIS. It features a table with columns for 'Actions', 'Form', 'Status', and 'Last Updated'. The table lists various forms for 'Household of Jane Doe' and 'Gina Doe'. The 'Household Parents (System)' form is marked as 'Complete', while all other forms are marked as 'Incomplete'. A yellow banner at the bottom of the page reads: 'Complete all forms, then they can be submitted to the schools.'

Actions	Form	Status	Last Updated
Household of Jane Doe			
Edit	Household Parents (System)	Complete	03/18/20
Edit	Household Addresses (System)	Complete	03/18/20
Edit	Student Information (System)	Incomplete	
Edit	Emergency Contacts (System)	Incomplete	
Edit	Non-resident Parents (System)	Incomplete	
Edit	Welcome Form	Incomplete	
Edit	FERPA Notification Acknowledgement	Incomplete	
Edit	School Handbook	Incomplete	
Edit	Student Directory Disclaimer Form	Incomplete	
Gina Doe			
Edit	Free & Reduced Lunch Acknowledgement	Incomplete	
Edit	Enrollment Survey	Incomplete	
Edit	Medical Registration	Incomplete	

Step 3. On the Student Information form, a student may be added by clicking the **Add Student** in the lower left area of the screen.

On the Student Information form, a student may be added by clicking the Add Student in the lower left area of the screen.

Student Information (System)

More First Name* Middle Name Last Name*

^ Gina Doe

Birth Date* 07/25/12 mm/dd/yy Ethnicity*

Gender* Female Race* Asian
 Black
 Hispanic
 Mixed-Race
 Native Amer/Eskimo
 Native Hawaiian or Other Pacific Island
 White

Phone - Cell

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Expand All Collapse All Add Student Previous Return to List Next

Step 4. All fields with a red asterisk (*) are required student information and must be completed before the new student's information is complete. Forms may not be submitted with incomplete information and the student may not be enrolled until registration forms are submitted. If the form is marked as complete and any required information is not populated, the number of errors will show in the lower right corner and the field missing information will turn red.

Student Information (System) - Chan

More First Name* Middle Name Last Name* Suffix Actions

Phone - Cell Mixed-Race
 Native Amer/Eskimo
 Native Hawaiian or Other Pacific Island
 White

Shawn Doe Delete

Birth Date* 09/11/15 mm/dd/yy Ethnicity* Asian
 Black
 Hispanic
 Mixed-Race
 Native Amer/Eskimo
 Native Hawaiian or Other Pacific Island
 White

Gender* Male Race* Grade Level* K

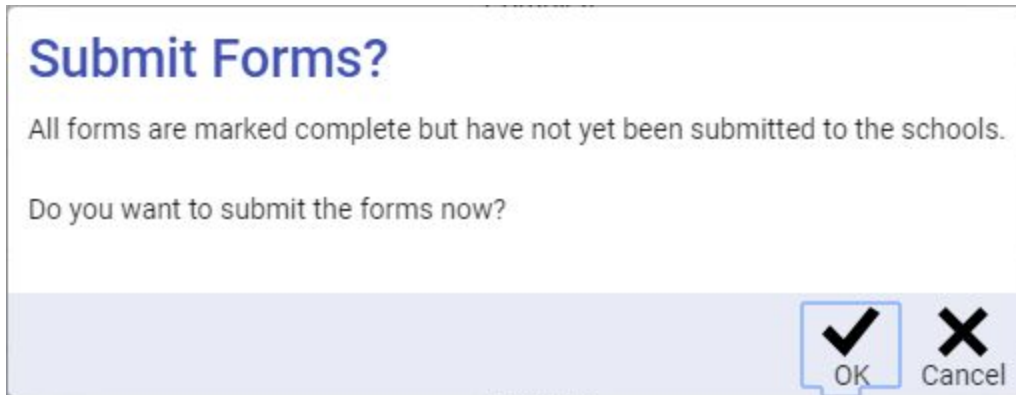
Phone - Cell

I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Expand All Collapse All Add Student Previous Return to List Next Form 3 of 17 1 Errors Save Start C Jane Doe 03/18/20

Step 5. Click the checkbox in the lower left corner of each form to mark them Completed after filling out all needed information for your students. Forms will have to be completed for all currently enrolled students as well as the new student before the registration may be submitted to the school.

When all forms are completed for all students, a message will pop up asking if the parent is ready to submit forms. If the parent is finished, they will need to click Ok to submit their forms to the school.



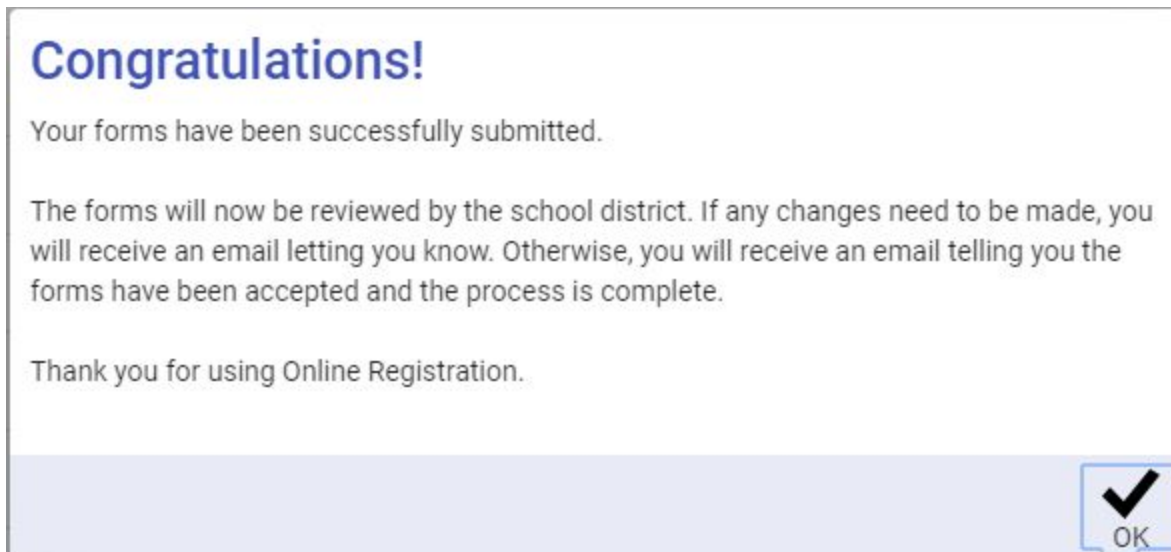
Submit Forms?

All forms are marked complete but have not yet been submitted to the schools.

Do you want to submit the forms now?

OK Cancel

When the OK button is clicked, another message will appear to indicate that forms have been successfully submitted. Registration for the new student and all other students in the family is now complete.



Congratulations!

Your forms have been successfully submitted.

The forms will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.

Thank you for using Online Registration.

OK