

# Back to School Online Registration (Back-to-School forms)

## Available August 3

*Online Registration from a mobile device can be tricky, for the best experience, please download the free app from your app store:*



**Tyler SIS Student 360** (4+)  
Tyler Technologies, Inc.  
★★★★★ 2.5, 987 Ratings  
Free

You must have a Parent Portal account to access the forms. Your login is your email address. You may request a new password at any time through the login screen.

If you do not have a computer or internet access:

- Computers are available at the enrollment office.\* It is best to schedule an appointment to use a computer – 417-649-5755 or at [www.carl-junction-school.reservio.com](http://www.carl-junction-school.reservio.com)

*(\*Due to COVID-19 risk, only one adult with facial covering, no children, will be allowed inside the building for computer use. Paper forms or computer use inside vehicle at our location may be other options.)*

*If you do not have a Parent Portal account or have questions, please call 649-5755. You will need a valid email address to set up a Parent Portal account.*

## Six Easy Steps to Back-to-School

Step 1. Log into Parent Portal: <https://sis.cj.k12.mo.us/CJ360x3/login>

Step 2. Select view:



Online Registration must be completed for 2020-21 [View](#)

*You will notice the forms are listed as 'Family' and 'Student'. Family forms change 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. If you need to add a student, click + at the bottom of the student information page.*

Step 3. Select EDIT to complete EACH form.

Step 4. Select '**I have completed this form...**' before moving to the next form. (even if no changes are needed) Use the arrow buttons on the form to move to the next screen.



Step 5. Once the forms have been marked 'complete' on **Return to List**, the 'Submit Forms' option will appear.

Select OK – All forms for ALL students are completed.

Step 6. You will get a '**Congratulations!** Your forms have been successfully submitted.