

Back to School Online Registration

Save time and fill out forms online!

Would you like to get a jump-start on all of those back-to-school forms that you are asked to complete on the first day of school? Carl Junction Schools now offers an online option that will help you avoid the flood of paperwork. Online Registration will allow parents to sign off on permissions, update information, and view school policies and handbooks.

Get started today! The online system is available until August 24.

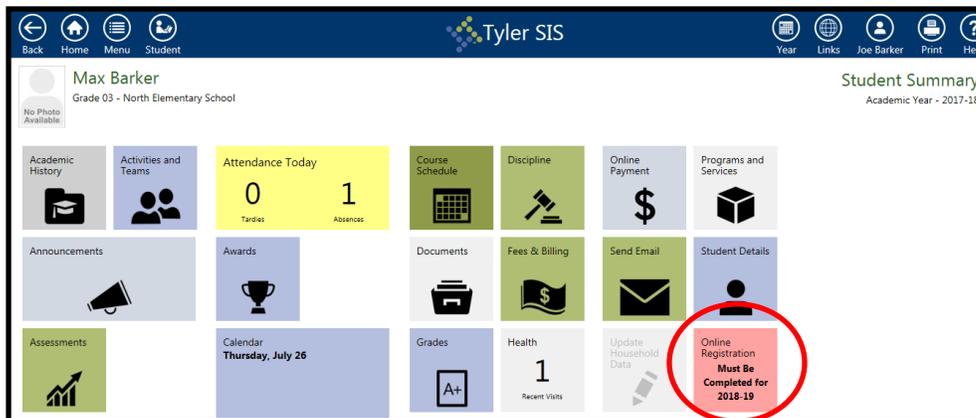
For assistance contact tskaggs@cjr1.org

Step 1. Login to Parent Portal: <https://sis.cj.k12.mo.us/CJ360/apphost/TylerSis#/parent>

Your User Name is your email address. If you have forgotten your password, just click the [Forgot Parent Password](#) link at the login page and a password reset will be sent to your email address.

Step 2. Select the Pink Tile (Online Registration 2018-19)

You will notice the forms are listed as 'Family' and 'Student'. Family Forms will change the information for all of the students listed in your family. Student Forms will only change data for the individual student. The students will be listed separately. Only student who are currently enrolled will show. If you need to add a student (for example—a new Kindergartener, click the 'Add Student' button at the bottom of the page.)



Step 3. Select **EDIT** on the first item 'Welcome' to begin the Registration process.

Step 4. Select **'I have completed this form...'** and the system will move you through the forms.

At anytime you may 'Return to List' or navigate back or forward in the forms by using the arrow buttons at the bottom.



Note: You may add a Student, Non-resident Parents, and Emergency Contacts through this system, just click the 'Add Student', 'Add Household', or 'Add Contact' button at the bottom of the appropriate page.



Step 5. Once the forms have been marked 'Complete' 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 6. A message of **'Congratulations'** will appear if the submission was successful.