

New Kindergarten Student Registration

2019-2020: Existing Preschoolers

Process works best from a larger screen (laptop, desktop, tablet). Smartphones are challenging.

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 Must Be Completed



Step 3. Select **EDIT** beside the first item ‘Welcome’ to begin the Registration process. As you move through the forms, confirm that all of your information is still correct.

Click the **‘I have completed this form...’** box at the bottom of each page and then select **Next**.

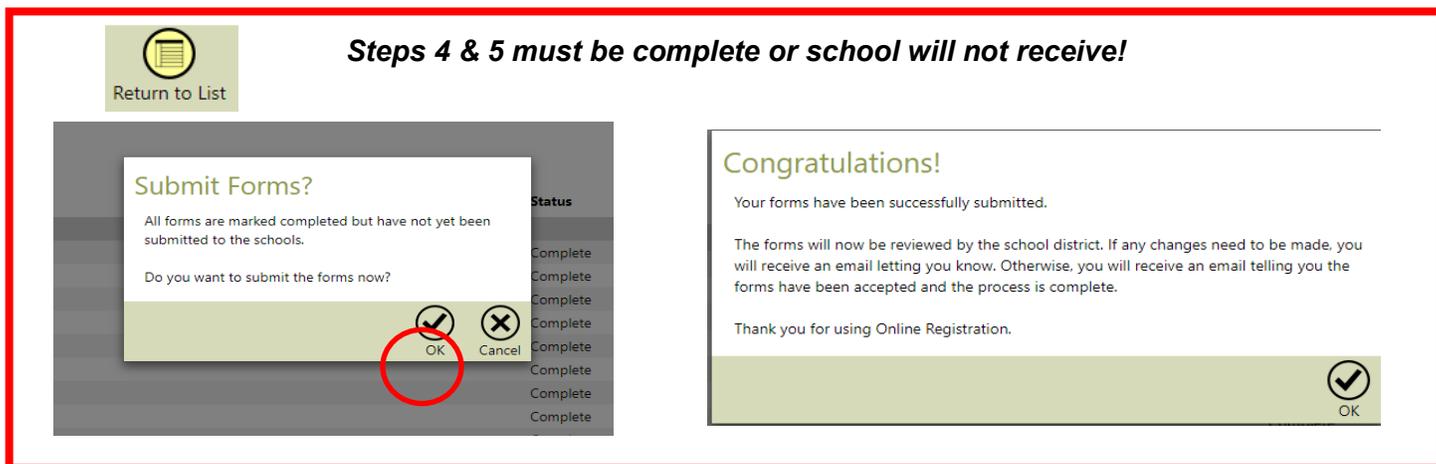
At anytime you may ‘Return to List’ or navigate back or forward in the forms by using the arrow buttons at the bottom.

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

Step 4. Click the **Return to List** icon when you seem to be finished. Make sure all of the forms are showing ‘Complete’ on the main registration page and the **‘Submit Forms’** option will appear. Choose **“OK”**.

Important step! You must see that all forms are marked **“Complete”** under status and click **“OK”** on this screen or the school will not receive any notice of the online submission.

Step 5. A message of **‘Congratulations’** will appear if the submission was successful.



Call 417-649-5755 or 417-649-7045 if more assistance is needed. You are now finished with the online portion of the registration for your incoming Kindergarten student. The next step will include a postcard being mailed to your home with information about further needed screening and enrollment steps.