New Kindergarten Student Registration 2019-2020: Brand New Families Welcome!

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

Step 1. Register for Parent Portal: https://sis.cj.k12.mo.us/CJ360/apphost/TylerSis#/parent

Select the "Register New Family" blue hyperlink. Verify your language. Provide a personal email address. You will receive an email in this account with a hyperlink to get into the system. Click on the link, when asked "For which year do you want to register students", Select 2019-20.

Step 2. Fill in the Information on the New Family Registration pages (Step 1-4 of 5). After each page is done, click Next.

Step 3. On Step 5 Select EDIT beside the first item 'Welcome" to begin the Registration process.

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

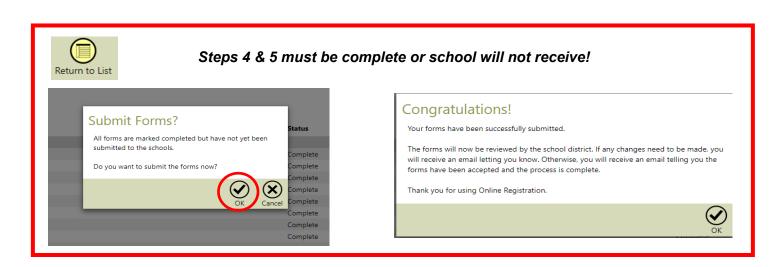
At anytime you may 'Return to List' or navigate back or forward in the forms by using the arrow buttons at the bottom.

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 <u>school will not receive any notice of the online submission</u>.

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.