

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 school will not receive any notice of the online submission.

Step 5. A message of 'Congratulations' will appear if the submission was successful.

The image shows two screenshots from a web application. The left screenshot is a 'Submit Forms?' dialog box. It contains the text: 'All forms are marked completed but have not yet been submitted to the schools.' and 'Do you want to submit the forms now?'. At the bottom, there are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with an 'X' icon). The 'OK' button is circled in red. To the right of the dialog box, a 'Status' column lists ten 'Complete' entries. Above the dialog box is a 'Return to List' button with a list icon. The right screenshot is a 'Congratulations!' message. It says: 'Your forms have been successfully submitted.' followed by: '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.' and 'Thank you for using Online Registration.' At the bottom right of this message is an 'OK' button with a checkmark icon. A red border surrounds both screenshots.

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.