

# Monroe City R-1 School District

2017-2018 Online Registration-- Available July 2017

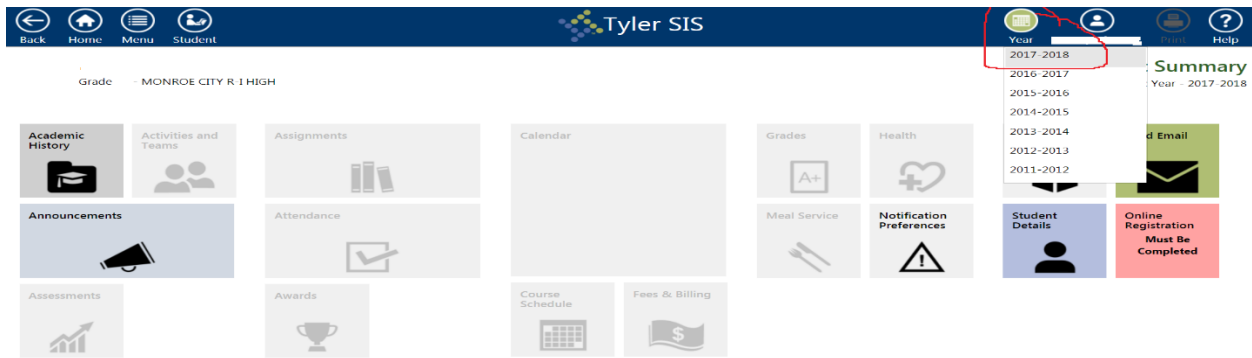
*Save time & fill out forms online!*

If you do not have internet access: Computers are available at the Monroe City High School building during normal business hours. You must have a Parent Portal account to access the forms.

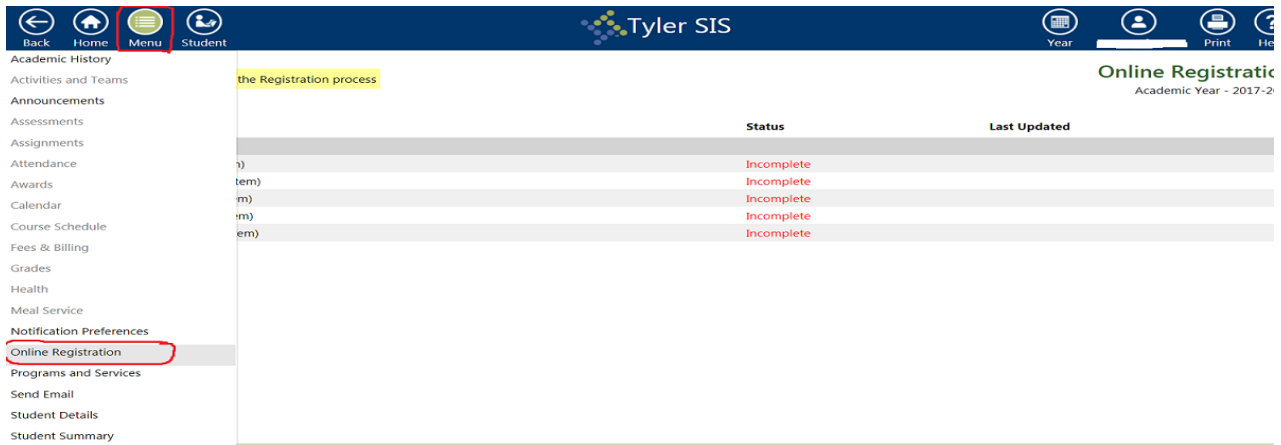
If you do not have a Parent Portal account or have questions, please contact your school office. You will need a valid email address to set up a Parent Portal Account.

Step 1: Login to Parent Portal at [www.https://sdm.sisk12.com/mb](http://www.https://sdm.sisk12.com/mb)

Step 2: Select 2017-2018 school year



Step 3: Select Online Registration from the Menu dropdown box



**You will notice the forms are listed as 'Family' and 'Student'.**

- **Family Forms changes the information for all students listed in your family.**
- **Student Forms will only change data for the individual student.**

Step 4: Select EDIT to fill out the forms

The screenshot shows the Tyler SIS Online Registration interface. At the top, there is a navigation bar with icons for Back, Home, Menu, Student, Year, Print, and Help. Below the navigation bar, a yellow callout box with a red border contains the text: "Click 'Edit' on the first form to begin the Registration process". The main content area displays a table with the following data:

Actions	Form	Status	Last Updated
<b>Household of Danny Pfanner</b>			
<a href="#">Edit</a>	Household Parents (System)	Incomplete	
<a href="#">Edit</a>	Household Addresses (System)	Incomplete	
<a href="#">Edit</a>	Student Information (System)	Incomplete	
<a href="#">Edit</a>	Emergency Contacts (System)	Incomplete	
<a href="#">Edit</a>	Non-resident Parents (System)	Incomplete	

Step 5: Select SAVE & "I have completed this form" before moving to the next form. Use the NEXT button to move to the next form.

The screenshot shows the Tyler SIS Online Registration interface for the "Household Parents" form. At the top, there is a navigation bar with icons for Back, Home, Menu, Student, Year, Print, and Help. Below the navigation bar, a yellow callout box with a red border contains the text: "The people on this form are parents or legal guardians living in this household. Other parents not in this household should be on the Non-resident Parents form." The main content area displays a form with the following data:

More	First Name *	Middle Name	Last Name *	Relationship *
-				
	Phone - Work (573) *		Email Address	
	Phone - Cell (573)		Email Address - Work	
	Marital Status		Employer	
-	Machelle		Pfanner	Mother
	Phone - Work (573)		Email Address	
	Phone - Cell (573)		Email Address - Work	
	Marital Status		Employer	

Below the form, a yellow callout box with a red border contains the text: "I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate." At the bottom of the page, there is a navigation bar with icons for Expand All, Collapse All, Return to List, Next, Save, and Start Over. The "Next" button is highlighted with a red circle.

Step 6: When finished with all forms select COMPLETE and SUBMIT

For Assistance please contact: Elementary Secretary - [pkennison@monroe.k12.mo.us](mailto:pkennison@monroe.k12.mo.us)

MS Secretary - [aosborn@monroe.k12.mo.us](mailto:aosborn@monroe.k12.mo.us)

HS Secretary - [klee@monroe.k12.mo.us](mailto:klee@monroe.k12.mo.us)

District Registrar - [kwilliams@monroe.k12.mo.us](mailto:kwilliams@monroe.k12.mo.us)

SISK12 Coordinator - [lbichsel@monroe.k12.mo.us](mailto:lbichsel@monroe.k12.mo.us)