

Back-To-School Online Registration

Available August 1st!

Save time and fill out forms online!

If you do not have internet access: Computers will be available at each building during Back to School night and Registration days. 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. You may also request a Parent Portal account at <http://www.chillicotheschools.org/forms/parentportal/registration.shtml>

Step 1. Login to Parent Portal <https://sdm.sisk12.com/ch360>

Step 2. Select **2016-17 school year (use the year icon to select year)**

The screenshot shows the Tyler SIS Parent Portal interface. The top navigation bar includes icons for Back, Home, Menu, Student, Year (circled in red), Links, Joe Barker, Language, and Help. The user profile for Max Barker, Grade 03 - North Elementary School, is displayed. The main content area features several tiles: Academic History, Activities and Teams, Assignments, Course Schedule, Discipline, Notification Preferences, Online Registration (circled in red, with text: 'Online Registration Must Be Completed for 2016-17'), Announcements, Attendance, Fees & Billing, Grades, Student Details, and Update Household. The 'Student Summary' section for the Academic Year - 2015-16 is also visible.

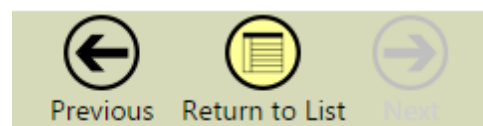
Step 3. Select **Online Registration (Pink Tile)**

You will notice the forms are listed as 'Family' and 'Student'. Family Forms change the information for all students listed in your family. Student Forms will only change data for the individual student. The students will be listed separately. Only students who are enrolled will show. Contact the school office if a student is missing. DO NOT select submit.

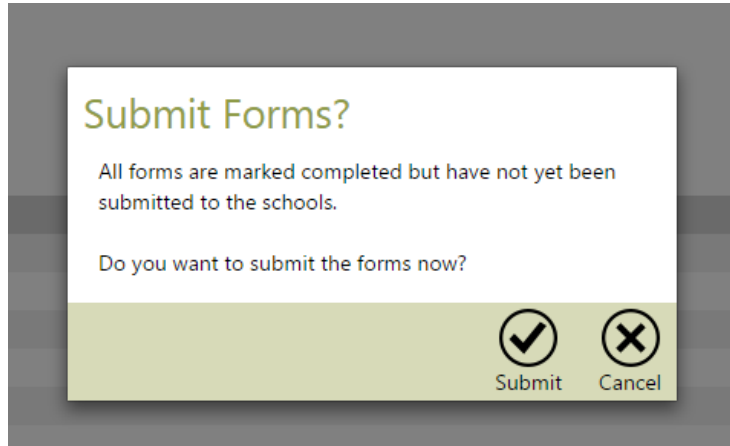
Step 4. Select **EDIT** to complete the form

Step 5. Select **'I have completed this form'** before moving to next form.

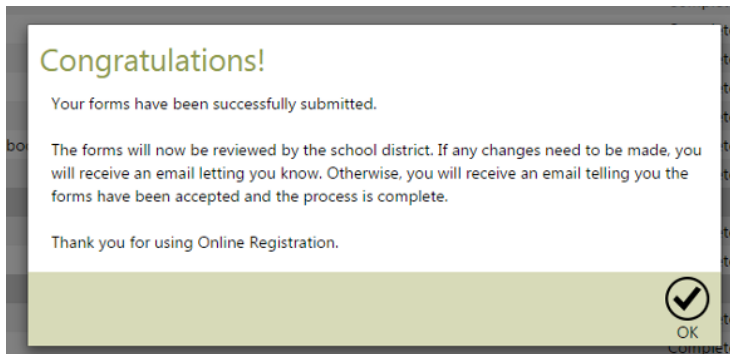
Use the **arrow buttons** on the form to move to next screen-- NOT internet arrow buttons, internet arrow buttons may kick you off portal.



Step 6. Once the forms have been marked 'completed' 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 7. The following will appear if the submission was successfully completed.



Please contact your school office or mrogers@chillicotheschools.org for assistance.

CHS: 660-646-0700 CMS: 660-646-1916 Central: 660-646-2359 Field: 660-646-2909 Dewey: 660-646-4255