

Back-To-School Online Registration Is Now Available!

Save time and fill out forms online.

If you do not have internet access, computers will be available at Trenton High School during the Back-to-School event on August 6, 2019. 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 beginning August 1. You will need a valid email address to set up Parent Portal.

Step 1. Login to Parent Portal <https://sdm.sisk12.com/TN360x3/login>

Step 2. Please check that you are in the 2019-2020 school year. *Use the year icon to select the year.*

The screenshot shows the Tyler SIS Parent Portal interface. At the top, there is a navigation bar with the school name 'Tyler SIS' and a user profile icon. Below the navigation bar, there is a student profile section with a dropdown menu for 'STUDENT NAME' and a '1 of 2' indicator. The student's name is 'Grade K - Trenton R-IX Elementary'. To the right, there is a 'Student Summary' section with a dropdown menu for 'Academic Year' set to '2018-2019 School Year'. A yellow banner at the top of the main content area reads 'Online Registration must be completed for 2019-2020 School Year' with a 'View' link. A red arrow points to the 'Academic Year' dropdown menu. The main content area is divided into several sections: 'Announcements' (07/15/19) with 'No announcements for current date.', 'Assignments' (0 Missing, 0 Due Today, 0 Due Tomorrow), 'Today's Attendance' (0 Tardy, 0 Absent), 'Fees & Billing' (No fees owed for this student.), 'Current Grades' (No Grading Period, GO TO GRADES), and 'Meal Service Balance' (\$0.00). There is also a 'Student Schedule' section with a 'GO TO STUDENT SCHEDULE' button.

Step 3. Select **Online Registration** (yellow bar)

*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 forms.

Each form is saved separately, allowing for the registration process to be completed in multiple sessions.

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

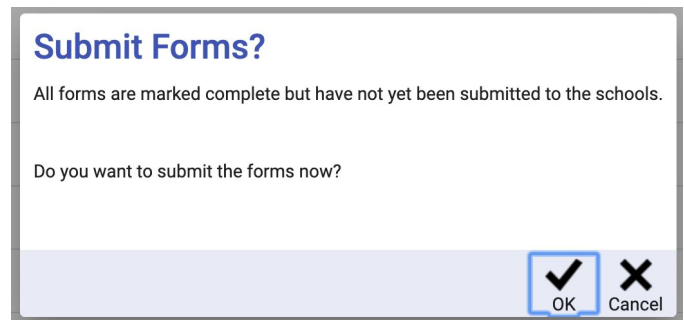
- I have completed this form and understand that checking this box is considered to be my electronic signature of the form, certifying that the information above is true and accurate.

Use the arrow buttons on the form, at the bottom of the screen, to move to next screen. Do NOT use internet arrow buttons, internet arrow buttons may kick you off portal.

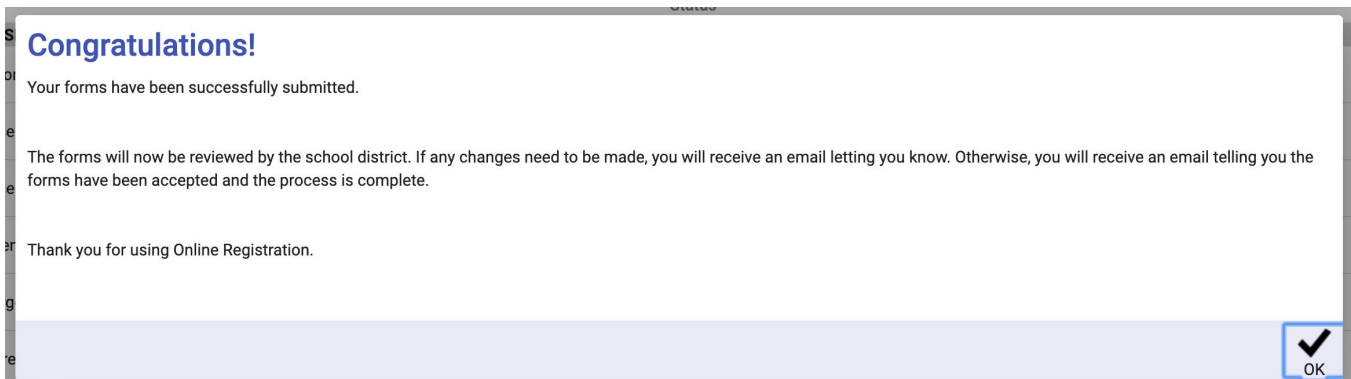


Step 6. Once the forms have been marked “completed” on the main registration page the “Submit Forms” option will appear. Choose **OK** if finished. If not select **Cancel**.

DO NOT choose submit if a student is missing on the registration list.



Step 7. Once online registration was successfully completed and submitted, the yellow bar will disappear.



Please contact your school office for assistance.

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