



Smithton R-VI School District

505 South Myrtle, Smithton, MO 65350-1038

www.smithton.k12.mo.us Fax: 660-343-5389

August 11, 2023

Smithton Families,

We are excited to welcome everyone back to the 2023-24 school year. We will start the year with a Preschool and Kindergarten Open House on Wednesday, August 16th from 5:00-7:00 pm. Grades 1-12 will follow with an Open House on Monday, August 21st from 5:00-7:00 pm. Please contact the appropriate building for any questions. School will start on Wednesday, August 23rd and school will start at 7:55 am and dismiss at 3:06 pm. which is a slight change from the previous school year.

We have completed the transition to Lumen Touch, our new student information system. Please watch for an email from them (lumen@smithton.k12.mo.us) containing instructions for the parent portal account setup. The parent portal will give you access to information regarding your student(s) including meal balances, grades, course schedules and much more. During your initial login much of this information will be incomplete until the transfer of data from SISK12 is complete. We appreciate your patience as we work through this new registration process and information system change.

Once you are logged in you will have access to the online registration forms which are located in the menu on the left side of the student summary page. Please complete these forms by Friday, August 18, 2023 for each of your students and submit them. Your students will soon receive email instructions regarding the login procedures for their student account. Please have each of your students complete this process and set up their account.

If you are new to our school district please contact the appropriate building office and request an "invite code" in order to start the registration process for your student(s).

If you find that you need assistance creating a parent portal or with the online registration process please don't hesitate to contact our offices at (660) 343 5316 or stop by our offices located at 505 S. Myrtle Avenue between the hours of 8:00 am and 3:00 pm. Please find an FAQ included with this letter that may help you through the registration process.

Sincerely,

David R. Bray, Ed.S.
Superintendent of Schools
Smithton R-VI Administrative Team

Encourage



Engage



Educate

Frequently Asked Questions:

Am I able to add multiple students to a parent login by the parent?

Yes, you can and here is the process that allows you to have multiple students available when logging into one account.

1. Sign into one of the students' portals using the information from the notification letter.
2. Accept the agreements if not already completed.
3. Select the button Add My Other Students (if any)
4. Enter the Portal Student ID# from the notification letter for the student being added.
5. Enter the username and password from the letter.
6. Select the button Request Access to Your Student Information.
7. Whichever account you logged into first will be the one you use every time.

Where do I find the online registration forms?

The forms will appear in the menu to the left when you select to view your student's summary

The screenshot shows a web interface with a top navigation bar containing three items: a blue button labeled "View Student Summary", a link labeled "Open Agreement" with a document icon, and a green status indicator labeled "Agreement accepted!". Below this is a sidebar menu with a search bar and several icons. The main content area displays a table of registration forms.

Description	Submitted
Returning Student Information Form	No
Parent Medication Consent Form	No
Authorization Sheet	No
Health Insurance Request for Information	No
Schoolwide Title I	No
Student Transportation Form	No

Can I upload forms into Online Registration? You are not able to upload forms into online registration because the fields in registration must be linked to elements already in the system.

Can students fill out registration forms? No, this application is only available for parents in the parent portal so that parents can update current student information.

Do I have to fill out all the information? You only are required to fill out the items in red but please fill out as much information as possible.

What if I do not have access to a computer? Contact your appropriate building office and they will have a computer available for you in the office to use.

Can I register without an email address? No. At least one parent/guardian must have an email to register their student.




Can I save my forms and come back to them later? As long as you have not submitted your registration forms you can go back and make any changes you need to.

When am I finished with online registration?

When you check all of the forms and hit the submit button your registration is complete.













Forms

Documents

 Submitting Forms is a two-step process.
Please complete both steps to ensure your information is up to date.
Step 1: Complete each form listed below and "Save" each form as you go.
Step 2: Select your completed forms and click the "Submit" button to send these forms to the district.

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Submit

#	Description	History	Available for Entry	Status	School Reply	
1	Returning Student Information Form		 Yes	Not Submitted		
2	Parent Medication Consent Form		 Yes	Not Submitted		
3	Authorization Sheet		 Yes	Not Submitted		
4	Health Insurance Request for Information		 Yes	Not Submitted		

Will I need to send any papers into school?

Maybe. If you are a returning student and have changed addresses you will need to send in a proof of residency for your new address. If you have any medical information (updated shot records, medical orders from a doctor, etc.) you will need to send it to the health office. If your student is in activities that require a physical exam you will need to send the form in to the high school office. New students will need a copy of their birth certificate, proof of residency, and immunization records.

Where is the free and reduced lunch application? The free and reduced lunch application is located below the student registration forms on the left hand side of the student summary.

