

New Families to the District Self Registration

This process only *registers* the students and does not *enroll* them. The families still need to contact the district and get the students enrolled in the appropriate school, but they are able to walk in the door with all their registration paperwork already completed.

Parents/Guardians **ARE STILL REQUIRED** to bring in Proof of Residency, Birth Certificate, Immunization records and Parent ID to enroll their child.

Staff **Parent** Student

User Name:

Password:

Parent/Guardian would click on this link – Register New Family

[Register New Family](#) [Forgot your parent password?](#) Login

Once the Parent/Guardian clicks on Register New Family, this language box pops up. They will select English and click the Next button

Select Language

English
 Spanish

On the next screen, another alert comes up telling the Parent/Guardian this is to be used only for those families who are **new** to the district. Meaning, they aren't returning from a previous year, etc.

The Parent/Guardian will click on Next button

Register New Family

This option is intended for use by families who are **brand new** to the district.

This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past.

Previous Next Cancel

Parent/Guardian enters their email address.

Register New Family

Step 1 of 5

Please provide your email address, then select Next.

Email Address

Previous Next Cancel

Note: if email address is already in our records they will receive an error message alerting them of that.

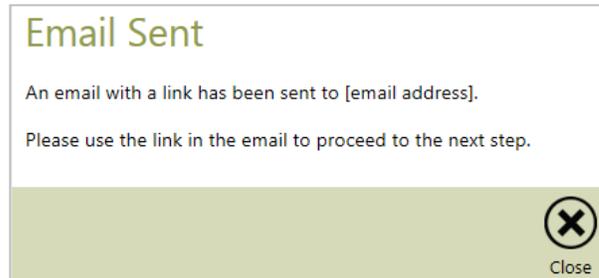
Errors were found. Please see details below.

- [Email Address](#): This email address is already associated with a family in our system. If any of your students have attended schools in the district in the past, you are not considered to be a "new" family and the New Family Registration option should not be used.

Errors Next Cancel

Once they enter their email address, select Next button, they'll see this message:



The Parent/Guardian will receive an email that will provide a link to access the Registration screen(s).

Please use the following link to access the New Family Registration page for Festus R-VI School District.

Once they click on the link, they'll see this message, which will tell them they are registering for the 2021-2022 school year. Click OK button



They will receive the Parent information screen, the fields with an asterisk are required fields, click on Next button

 Tyler SIS

New Family Registration - Step 2 of 5

Academic Year - 2018-19

Please provide some information about the person you want considered as the primary parent of this family.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Phone - Work	<input type="text"/>
Phone - Cell	<input type="text"/>
Email Address *	<input type="text" value="john.smith@somewhere.com"/>
Employer	<input type="text"/>
Email Address - Work	<input type="text"/>
Marital Status	<input type="text"/>
Relationship to the Students *	<input type="text"/>

Note: The relationship can be changed in a later step if it is not the same for all the students you are registering.

* Required fields

The next screen is the address screen, again fields with an asterisk are required

 Tyler SIS

New Family Registration - Step 3 of 5

Academic Year - 2018-19

Please tell us where you live. If mail should be sent to a different address, provide that as well.
(If mail should be sent to your Primary Residence, the Preferred Mailing Address should be left blank.)

Primary Residence		Preferred Mailing Address	
House #	<input type="text"/>	Address Line 1	<input type="text"/>
Direction	<input type="text"/>	Address Line 2	<input type="text"/>
Street *	<input type="text"/>	Address Line 3	<input type="text"/>
Street Type	<input type="text"/>	City	<input type="text"/>
Apt/Lot	<input type="text"/>	State	<input type="text"/>
ZIP Code *	<input type="text"/>	ZIP Code	<input type="text"/>
City *	<input type="text"/>		
State *	<input type="text"/>		
Home Phone 1	<input type="text"/>		
Home Phone 2	<input type="text"/>		
Language Spoken at Home	<input type="text"/>		
Send Mailings in	<input checked="" type="radio"/> English <input type="radio"/> Spanish		

* Required fields

The next screen is the student information, fields with an asterisk are required, if they have multiple kindergarten students to enter, they will click on the Add Student button on bottom left, otherwise, they'll click Next button click next button

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New Family Registration - Step 4 of 5

Academic Year - 2018-19

Please provide information about your student(s).

Fields for the first student are provided. To register additional students, add their information by selecting the Add Student button in the bottom bar.

Student 1

First Name *

Middle Name

Last Name *

Birth Date *

Gender *

SSN

Phone - Cell

Email

Lives With

Ethnicity *

Race * American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic
 Native Hawaiian or Other Pacific Islander
 White

Grade Level *
(for 2018-19)

* Required fields

A message making sure they've added all students will appear, if parent has entered all students, they should click Proceed to Step 5 button

Did you forget anyone?

You will not be able to add students beyond this step.

If you have not provided information for all the students you want to register, select the Cancel button, then use the Add Student button in the bottom bar to add fields for the additional students' information.

Otherwise, select Proceed to Step 5.

If the user proceeds, a user name is created and the user is prompted to create a password. If they log out before they reach this point, they'll have to go back to the email with the link and restart the process. Click Save button

Login Information

Your account has been established and your email address will be your user name.

User Name: [email address]

Please select a password:

Re-enter password:

Please make a note of this information so you can use it from now on when you want to access the parent portal. If you need to exit this registration process for some reason before completion, log in using the information above and you will be able to complete the process.

 Save

Finally, the parent will be taken to the forms screen and will be required to complete each form.

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New Family Registration - Step 5 of 5

Please complete the following forms.

The information already provided will appear on some of the forms and can be edited as needed.

For each form, provide the requested information, check the box at the bottom to indicate the form is complete, then click the "Next" button in the bottom bar to move to the next form.

Click the Edit link next to the first form to begin.

Academic Year - 2018-19

Actions	Form	Status	Last Updated
Household of John Smith			
Edit	Welcome and Instructions	Incomplete	
Edit	Household Parents (System)	Incomplete	
Edit	Household Addresses (System)	Incomplete	
Edit	Student Information (System)	Incomplete	
Edit	Emergency Contacts (System)	Incomplete	
Edit	Non-resident Parents (System)	Incomplete	
Edit	Acceptable Use of Computers and Networks	Incomplete	
Edit	Acknowledgement of Receipt - Student Handbook	Incomplete	
Edit	FERPA Notification Acknowledgement	Incomplete	
Mary Smith			
Edit	McKinney Vento	Incomplete	
Edit	Athletic Permission Form - All Sports	Incomplete	
Edit	Student Media Release Form	Incomplete	
Edit	Student Parking Application	Incomplete	
Edit	Student Health Form	Incomplete	
Edit	Home Language Survey	Incomplete	

Next Cancel

Once forms are completed, they will receive this message, click OK button. The Next button won't be available until all forms are completed.

Forms Completed

All of the forms have been marked complete but changes can still be made if desired.

When you are satisfied with the information on all of the forms, select the Next button to proceed.

OK

The Parent/Guardian will now receive a message that forms have been submitted.

'The online registration forms you submitted have been accepted. You will be contacted by a district representative if you did not upload the required documents or if we need additional information.'

Parents must provide the following required documents prior to enrolling a student. Those documents can be uploaded during registration, emailed to coxpaulafestusedu.com or delivered to the appropriate school office.

Proof of Residency

Birth Certificate

Immunizations

Parent ID

Court Order if applicable

Proof of Residency

Beginning with the 2022-2023 school year, all families with students attending the Festus R-VI School District **must provide proof of residence annually**. You have the option to upload your proof of residency electronically or submit a hard copy to your child's attendance office. Proof of Residency is required and if not uploaded via online registration or submitted to your student's attendance office, someone from the District will reach out to you.

Electronic documents are permissible if they are current and contain the information required for the district to verify proof of residence (date, name, address, applicable signatures, etc.). The district has the right to request additional proof at any time or to employ other means to verify residency. Under Missouri law, misrepresenting residency is a criminal offense. If a family's residency status is found to be inaccurately represented or changes without notification to the district, the district may act to recover the cost of services provided.

Acceptable forms of proof of residency include:

- One utility bill (Electric, water, gas, sewer, trash, internet, cable). Bill must include **customer name, service address, and billing date**. **Billing date must be within 30 days of the date of submission**.
- Mortgage statement dated within 30 days of the date of submission
- Current, valid lease/rental agreement signed by landlord and tenant and including the address, apartment number, and date of rental
- Real estate tax receipt dated within 1 year of the date of submission

Choose File