Student 360 Mobile Online Registration

Overview

This document describes using Online Registration on the mobile phone app version of Tyler SIS Student 360 available on both iOS and Android.

The mobile app is compatible with iPhones and iPads running iOS 8.4 or later and Android devices running Android 4.4 and later. The iOS and Android versions are similar, but differences in hardware and platforms result in slightly different appearances on some screens.

Online Registration allows you to electronically complete the paperwork needed for the start of school. Each form can be viewed and completed and, once all forms have been completed, everything can be submitted to the district for review and approval.

Using Tyler SIS Student 360 Mobile

For full details about installing, logging in, and navigating in the mobile app, contact your district or school for further details. Visit sisk12.wentzville.k12.mo.us and view the "Student 360" tutorials, located at the bottom of the website.

Student Summary/Home Online Registration

When online registration is available for any of the students in your family, a notice appears on the Student Summary for the selected student and the Online Registration option is available on the Menu.
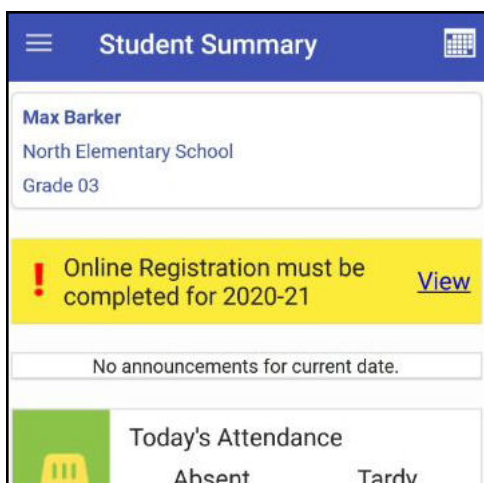
Tapping the **View** link in the notice (or Online Registration from the menu) takes you to the year for which online registration has not been completed, even if that is not the year currently selected.

The first forms listed have data related to all members of the household. These are followed by the forms for each of the students in the family for whom online registration is currently available. Some

students may have more forms than others, depending on their grade level or the school they will be attending. Note that students in the household who are not enrolled in this year will not be shown.

Swipe up/down to see the entire list. (The forms you see may be different than what is shown in these examples.)

- The status of each form (Incomplete/Complete/Submitted) is shown below the form name. If a form has already been accessed, the Last Updated date shows to the right of the status.

- The first forms listed have data related to all members of the household. These are followed by the forms for each of the students in the family for whom online registration is currently available. Some students may have more forms than others, depending on their grade level or the school they will be attending. Note that students in the household who are not enrolled in this year will not be shown.

Navigating the Forms

Select a form by tapping the arrow on the right side of the screen.

- The **Previous/Next Arrows** (1, 3) can be tapped to go to the previous or next form.

- **Return to List** (2) can be tapped to go back to the list of forms.

- **Start Over** (4) allows you to remove all changes that have been made on this form, regardless of whether the changes were just made, or were made when previously editing this form. **Start Over only affects the form currently being viewed.**

- **Save** (5) can be tapped to save what has currently been entered in the form, however the data also saves automatically when you move to a different form.
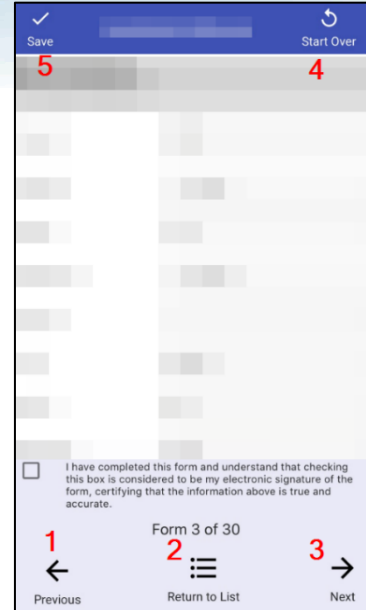
As you make changes on a form, the background of any field that has been changed turns orange:

First Name *	Jeanne
Middle Name	Anne
Last Name *	Barker

Some forms allow information to be entered for multiple people. On these, the name of the currently selected person is shown at the top of the form with arrows that allow you to change between people:

| Save | | Start Over |
| ← | **Joe R Barker** | → |

At the bottom of each form, there is a checkbox you tap to **sign** the form. This marks the form as Complete and ready for submission.

☐ 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.

Form 1 of 30

Marking a form Complete does not lock it, only that it has been marked as completed; you can still go back and edit any of the forms.

The **I have completed…** box does not *have* to be checked to move to the next form. However, all forms eventually need to be marked as completed in order for the you to be able to submit the forms to the district.

Forms may be filled out in any order, but the easiest way to complete everything is to tap the first form and then tap **Next** at the bottom of each form to automatically save your entries and move to the next form.

Form 3 of 30

← Previous

☰ Return to List

→ Next

Editing Data

If a field is required, an asterisk (*****) shows at the end of the field name. If you mark a form complete but did not complete a required field, the fields turn red and an error message is displayed.

Error

Red highlighted fields are required

OK

Adding/Deleting an Emergency Contact

If any of the emergency contacts associated with your family need to be removed, open the Emergency Contacts form.

✓ Save   **Emergency Contacts**   ↻ Start Over

← Barker Renee →

First Name *	Renee
Middle Name	T
Last Name *	Barker
Relationship *	Aunt
Home Phone	(555) 497-5659
Cell Phone	(555) 314-6982
Work Phone	(555) 347-6161
Address	
City	

☐ 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.

⊕ **Add Contact**   ⊖ **Delete**   Form 4 of 21

← Previous   ☰ Return to List   → Next

Tap the arrows at the top of the page to find the contact who needs to be deleted, then tap **Delete** at the bottom of the page. A confirmation message is displayed.
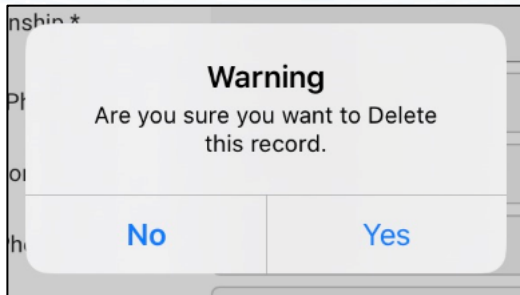
If you need to add new contacts, tap **Add Contact** at the bottom of the page to open a new page where the information regarding the new contact may be entered.

If you change your mind and decide not to add this new contact, tap the Delete button at the bottom of the page.

Adding a Nonresident Household

If there are additional nonresident parents who need to be associated with students in your family, on the Nonresident Parents form select **Add Household** at the bottom of the page.

The screen changes to blank fields where the information about the new household may be entered.

Information for at least one parent must be entered.

Tap the arrow at the right end of this row to open a new screen where the Parent 1 information can be entered.

BACK

First Name *

Middle Name

Last Name *

Relationship *

Work Phone

Cell Phone

Email

Email Work

Employer

Select the Back button at the top once you have finished entering the information.

Make sure you associate the new household with the appropriate students.

Students Associated with this Household*

☐   Jack Whoever

☐   Max Barker

If you decide not to add the household, tap **Delete** at the bottom to cancel the addition.

☐ 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.

⊕ **Add Household**   ⊖ **Delete**   Form 5 of 21

←   ☰   →
Previous   Return to List   Next

Submitting the Forms

The first time you return to the list of forms with all forms marked Complete, a message is displayed asking if the forms should be submitted now.

WENTZVILLE
SCHOOL DISTRICT
LEARNING TODAY, LEADING TOMORROW
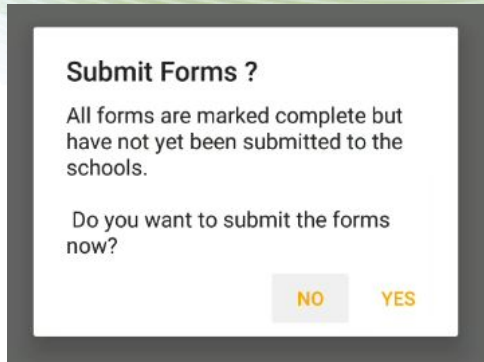
- If you are not ready to submit the forms, tapping **No** returns you to the list of forms where **Submit Forms** is visible in the lower right corner of the screen. Tap that option when you are finally ready to submit.

- Tapping **Yes** submits the forms and changes the status of each form to Submitted, indicating that the forms can no longer be edited.

Remember that the forms are reviewed before the data on the portal updates, so your changes may not immediately be displayed. If the forms are rejected during the review process, you will receive an email notifying you of the rejection. All the forms are again marked as Complete and all the data previously entered is still there, allowing the necessary changes to be made. When the changes are complete, the forms must be resubmitted.

Exit Online Registration

From the main list of forms (tap Return to List if you are not currently on the main list page), tap the arrow at the top Left to return to the student's Home page.