

# Student 360 Mobile Online Registration

## Contents

Overview .....	2
Using Tyler SIS Mobile .....	2
Student Summary/Home Online Registration .....	2
Navigating the Forms .....	3
Editing Data.....	4
Upload Photo/Documents.....	5
Submitting the Forms.....	5
Re-Enrolling Withdrawn Students .....	6
Exit Online Registration .....	8

## 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.

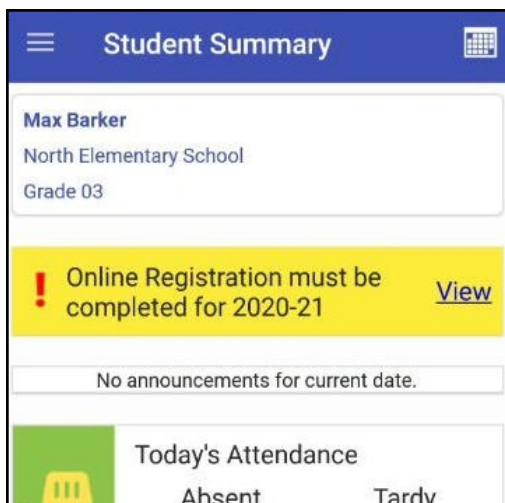
Online Registration allows you to electronically complete the paperwork needed for the start of school. Each form can be viewed and completed and, once all forms have been completed, everything can be submitted to the district for review and approval.

## Using Tyler SIS Mobile

For full details about installing, logging in, and navigating in the mobile app, contact your district or school for further details. Search for the app "Student 360" in the Apple or Android store and install that app. The first time you login, you will need to Select your district. You can search for Lebanon or by zipcode 65536.

## 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.)

Online Registration	
Household of Joe Barker	
Household Parents	Incomplete >
Welcome and Instructions	Incomplete Last Updated: 04/06/20 >
Household Addresses	Incomplete Last Updated: 04/06/20 >
Student Information	Incomplete >
Emergency Contacts	Incomplete Last Updated: 04/06/20 >
Non-resident Parents	Incomplete Last Updated: 04/06/20 >
Acceptable Use of Computers and	

Max Barker	
McKinney Vento	Incomplete >
Student Media Release Form	Incomplete Last Updated: 04/06/20 >
Student Health Form	Incomplete Last Updated: 04/06/20 >
Home Language Survey	Incomplete >
Joni Needs a Photo	Incomplete >
Debbie Barker	
McKinney Vento	Incomplete >
Athletic Permission Form - All Sports	

- 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.

✓ Save 5 Start Over 4

1 2 3

← Previous Return to List Next →

Form 3 of 30

☐ 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.

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.

<input type="checkbox"/>	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	

## Upload Photo/Documents

Some forms may request that you upload a photo or document as an attachment (such as documents to prove residence or letters from a doctor regarding sport physicals).

✓ Save Proof of Residence Start Over ↺

No Photo Available

**Robert Jones**

**Proof of Residence**

(1) provide a notarized statement from the person you are living with stating that you and your child(ren) live there, the address, and for what period of time, **AND**

(2) a document showing that the person you are living with resides within district and school boundaries (see acceptable documents above); **AND**

(3) one or more items from Column B showing you live at the location.

If the situation is temporary, once you have moved into your own home, you will need to bring in proof of residency for your new home.

Attach document here: Upload File BROWSE \*

☐ 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 18 of 21

← Previous Return to List Next →

Tap **Browse** to select an image from your photo library.

## 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.

**Submit Forms ?**

All forms are marked complete but have not yet been submitted to the schools.

Do you want to submit the forms now?

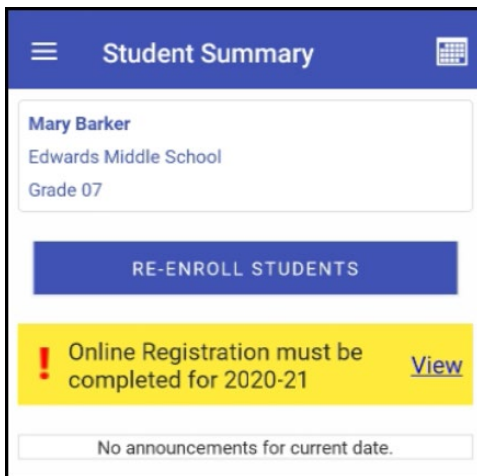
NO YES

- 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.

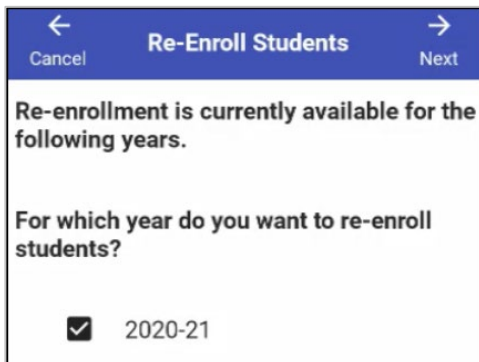
Remember that the forms are reviewed before the data on the portal updates, so your changes may not immediately be displayed. If the forms are rejected during the review process, you will receive an email notifying you of the rejection. All the forms are again marked as Complete and all the data previously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

## Re-Enrolling Withdrawn Students

An option exists to allow parents to re-enroll students in their family who attended the district in the past, left, and are now returning. When this is turned on, and a parent is logged into the portal, **Re-Enroll Students** shows under the student header for any withdrawn student who is not currently enrolled.



When **Re-Enroll Students** is clicked, a prompt is displayed for the school year of the re-enrollment (more than one year may display).



Tap to check the re-enrollment year and tap **Next**.

← Re-Enroll Students into 2020-21 →  
Cancel Next

☐ Re-enroll Barker, Mary

into grade

Previous Enrollment

Grade	School	Withdrawn
07	Edwards Middle School	01/01/20

The student's withdrawn enrollment record displays (more than one student may display). Tap to check the student's name, then tap the **into grade** field.

EC-ECSE

PS-Pre-Kindergarten 3-Year Olds

PK-Pre-Kindergarten 4-Year Olds

K -Kindergarten All-Day

KA-Kindergarten AM

KP-Kindergarten PM

01-1st Grade

02-2nd Grade

03-3rd Grade

04-4th Grade

05-5th Grade

CANCEL

Scroll to and tap the re-enrollment grade (repeat for each student if applicable).

← Re-Enroll Students into 2020-21 →  
Cancel Next

☒ Re-enroll Barker, Mary

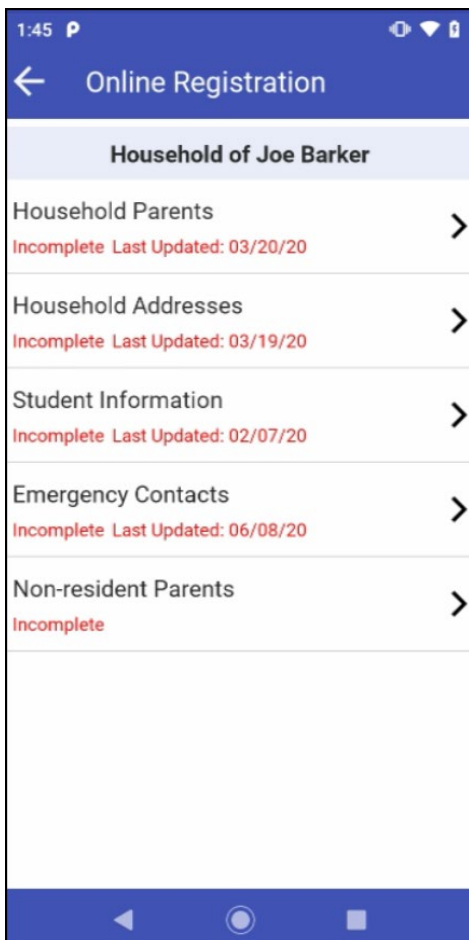
into grade

Previous Enrollment

Grade	School	Withdrawn
07	Edwards Middle School	01/01/20

When settings are complete, tap **Next** (or Cancel to abort).

Online Registration displays where forms can be completed. Review/complete the forms and submit, thus completing the Online Registration process.



The screenshot shows a mobile app interface for "Online Registration". At the top, there is a blue header bar with a back arrow on the left and the text "Online Registration". Below the header, there is a light blue section titled "Household of Joe Barker". Under this section, there are five list items, each with a right-pointing chevron: "Household Parents" (with "Incomplete Last Updated: 03/20/20" in red), "Household Addresses" (with "Incomplete Last Updated: 03/19/20" in red), "Student Information" (with "Incomplete Last Updated: 02/07/20" in red), "Emergency Contacts" (with "Incomplete Last Updated: 06/08/20" in red), and "Non-resident Parents" (with "Incomplete" in red). The bottom of the screen shows a blue navigation bar with three icons: a back arrow, a home circle, and a square.

## 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.



This is a close-up of the top portion of the app interface. It shows a blue header bar with a white back arrow on the left and the text "Online Registration". Below the header bar is a light blue section titled "Household of Joe Barker".

© 2021 Tyler Technologies, Inc. All rights reserved