

# On-Line Registration

## **CURRENT SEDALIA SCHOOL DISTRICT FAMILIES**

This option is intended for use by families who have not had a student enrolled in the district for the previous school year, but now needs to enroll a student for the current school year.

Email address is required – there are several free providers  
(Gmail, Yahoo, Hotmail)

Go to: <https://sdm.sisk12.com/SD360>

Click on the Parent tab



Sedalia School District #200

Staff	<b>Parent</b>	Student
User Name: <input type="text"/>		
Password: <input type="password"/>		
<a href="#">Register New Family</a> <a href="#">Forgot your parent password?</a>		<input checked="" type="checkbox"/> Login

Username is your email address, then enter your password.

If you do not remember your password, contact the administrative assistant at the school to have it reset.


The program will not allow a family to enroll a student if the family has not had a student enrolled in the previous school year. When you try to log in, you will receive this message.

<b>Student(s) Not Enrolled in Portal Default School Year</b>		
STAFF	<b>PARENT</b>	STUDENT

**The building where your student will attend will need to add your student manually to the program and enroll in the building for the new school year. In the event there is more than one student to be enrolled, only one student needs to be added and enrolled. You may add additional students in the on-line registration process.**

Once this is done, you may log in and complete the on-line registration process.

Click on the word [View](#) to the right of Online Registration must be completed for the current school year.

 Online Registration must be completed for 2022-23 [View](#)

The Online Registration documents will display.  
The first section pertains to the household as a whole.

<a href="#">Edit</a>	Household Parents	Incomplete
<a href="#">Edit</a>	Household Addresses	Incomplete
<a href="#">Edit</a>	Student Information	Incomplete
<a href="#">Edit</a>	Emergency Contacts	Incomplete
<a href="#">Edit</a>	Non-resident Parents	Incomplete

You will click on the edit link to the left to begin each document.  
To complete each document, make corrections, etc. as needed and check the box at the bottom of each page, then click next.

☐ 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.

When you are on the page listing the students in your family, review and change what needs to be changed for each student in the list.

If you wish to add a student, at the bottom of the page, click Add Student. This is the only time you will have the ability to add a student to the family.

## PLEASE USE PROPER CAPITALIZATION AND NO PUNCTUATION



Enter your student's information in the provided fields or drop-down lists. You may continue to add students by clicking the Add Student icon. Once complete, click the box I have completed this form . . . . . Then click next to continue.

Continue with completing the documents, reviewing and making changes as needed.

Follow the same process for the remaining forms.

Should you click next and you receive an error warning in the lower right corner, you may click on it and the error for that page will display.



On the last form, click on Return to List.



If you did not complete a form, a yellow notice (see below) will appear at the bottom of the screen – you can scroll thru the list of forms to find those that are marked incomplete. Click on edit, complete the form.

<a href="#">Edit</a>	McKinney-Vento Survey	Incomplete
<a href="#">Edit</a>	Discipline Prior to Enrollment	Complete

Complete all forms, then they can be submitted to the schools.

Once all forms are complete, this will come up to which you will select Continue.

### Submit Forms?

If you are satisfied with the information on all the forms, select the Continue button below to submit them.  
If you wish to make changes, select Cancel, make the changes, then select the Submit Forms button in the bottom bar.

→

✕

Continue

Cancel

Once you select Continue, you are done. You may click OK in the lower left corner of the congratulations box.

### Congratulations!

Your forms have been successfully submitted.  
The forms will now be reviewed by the school district. If any changes need to be made, you will receive an email letting you know. Otherwise, you will receive an email telling you the forms have been accepted and the process is complete.  
Thank you for using Online Registration.

✓  
OK

At the top of the page, click on the icon to the far upper right (your initials will be in the circle) and select Logout.

