

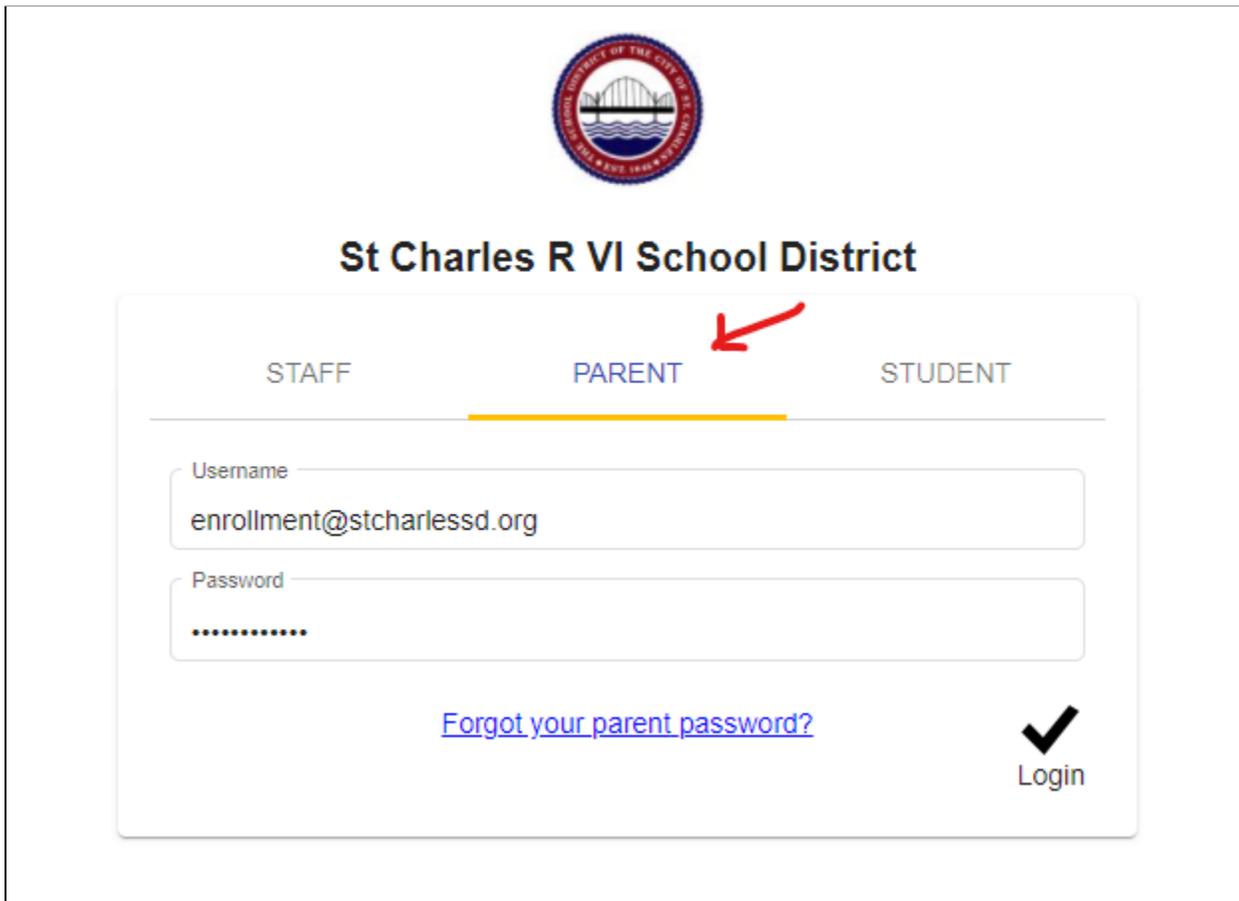
# Parent Portal Online Registration/Verification

## Parent Help Doc

Here is a video walkthrough [Video walk through of Online Registration/Verification in the Parent Portal](#)  
OR follow the instructions below

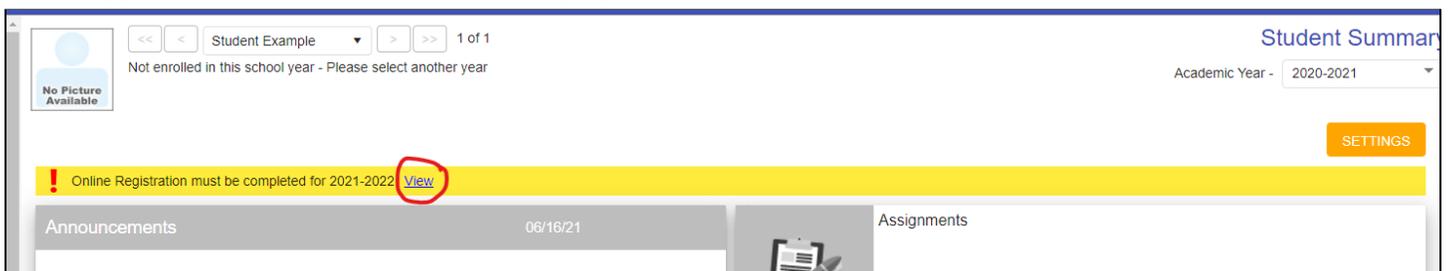
Login to the parent portal

Website link: <https://sis.stcharlessd.org/STC360x3/login>



- Make sure you have Parent selected at the top (yellow line indicates what you are on)
- Username is the email address the school district has listed for your family
- Password would have been set up when you were added to the system.
  - ◆ If you cannot remember your password, please email [enrollment@stcharlessd.org](mailto:enrollment@stcharlessd.org) and the centralized enrollment staff will help retrieve it for you.

Once logged in, you should see a yellow highlighted alert. Click on View to work on the forms.



# Parent Portal Online Registration/Verification

## Parent Help Doc

You will then see the list of the forms needed for your family and each student

Click 'Edit' on the first form to begin the Registration process

Online Registration  
Academic Year - 2021-2022

Actions	Form	Status	Last Updated
<b>Household of Mom Example</b>			
<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	
<a href="#">Edit</a>	2122 Housing Questionnaire	Incomplete	
<a href="#">Edit</a>	2122 MELL Information	Incomplete	
<a href="#">Edit</a>	2122 Other State Required Information	Incomplete	
<a href="#">Edit</a>	2122 Upload Proof of Residency	Incomplete	
<b>Student Example</b>			
<a href="#">Edit</a>	2122 Previous School Information	Incomplete	
<a href="#">Edit</a>	2122 Language Use Survey	Incomplete	

- There are some forms under the Household header. These contain information that pertain to the whole family
- Then there are also forms listed under each enrolled student (K-12).
- Click on Edit to open up the form

When the form opens, you can then update the information already in our system or add information if needed

The people on this form are parents or legal guardians living in this household. Other parents not in this household should be on the Non-resident Parents form.

Online Registration  
Academic Year - 2021-2022

**Household Parents** = Changed

More	First Name*	Middle Name	Last Name*	Relationship*
^	Mom		Example	Mother
Phone - Work		Email Address *		enrollment@stcharlessd.org
Phone - Cell		Email Address - Work		
Marital Status		Employer		
^	Dad		Example	Father
Phone - Work		Email Address		
Phone - Cell		Email Address - Work		

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.

Expand All
Collapse All
Previous
Return to List
Next
Save
Start Over

Form 1 of 18

- When you have filled out all the necessary information,
  - ◆ check the box in the bottom left corner to indicate that the form is complete (in picture, arrow is showing where you will find this)
  - ◆ Then Click Save in the bottom right corner (circled in picture above)
  - ◆ Then click the Next in the middle bottom of the page to go to the next form
- You will need to do this for EVERY FORM

# **Parent Portal Online Registration/Verification**

## **Parent Help Doc**

There are some forms that are requesting you upload a document

- Upload Proof of Residency
  - ◆ Required for students who are NEW to the district OR who are changing their address in our system OR those that are going to be in Kindergarten, 5th grade or 9th grade
- Upload Immunization Records
  - ◆ Required for students who are NEW to the district OR students who have received new required immunizations
- Upload Birth Certificate
  - ◆ Requested for students who are NEW to the district
- For all of these uploads
  - ◆ You can upload documents in either a pdf or image format
  - ◆ If you are unable to upload documents through the portal at the time you are filling out the information
    - Still mark the form complete (check the box at the bottom left corner) so that you are able to submit the rest of the forms through the portal
    - Then you can EITHER scan and email the documents to [enrollment@stcharlessd.org](mailto:enrollment@stcharlessd.org) later OR email [enrollment@stcharlessd.org](mailto:enrollment@stcharlessd.org) to set up an appointment to bring in the paper documents so we can scan them to add to our system

Once ALL forms have been marked COMPLETE, you will see a pop up asking if you want to submit the documents

### 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

- Click Continue
- You will get a pop up that lets you know it has been submitted

### 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

FOR ANY QUESTIONS OR PROBLEMS WITH THIS PROCESS please contact [enrollment@stcharlessd.org](mailto:enrollment@stcharlessd.org)