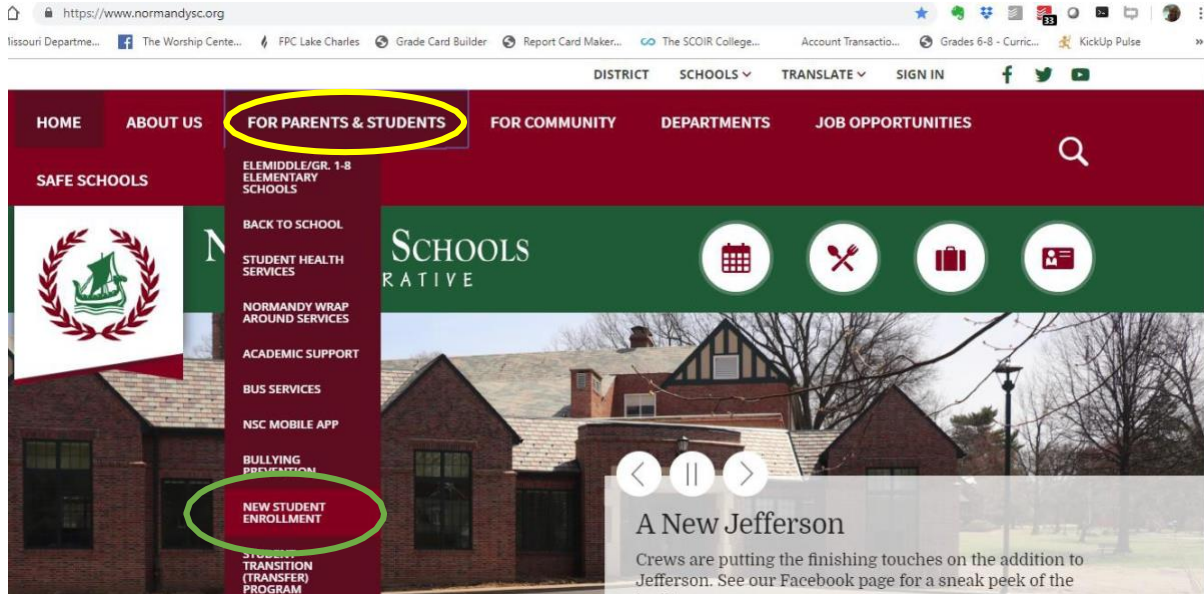
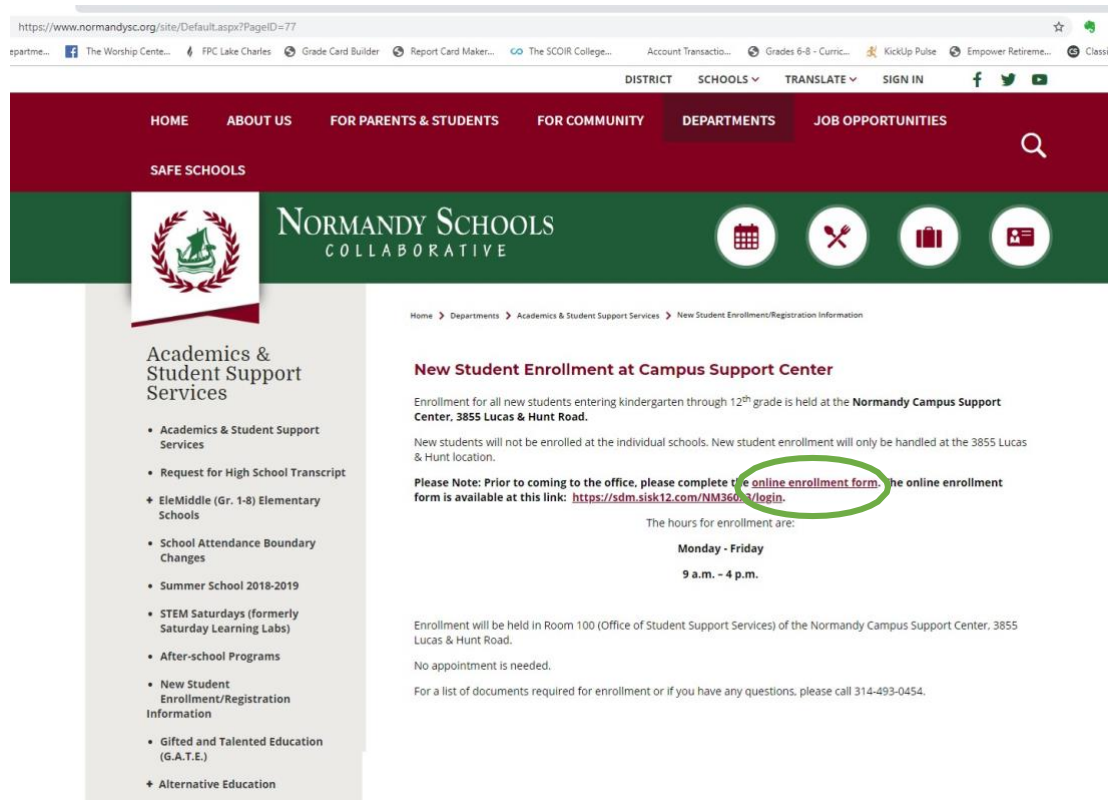


ONLINE STUDENT ENROLLMENT – INSTRUCTIONS

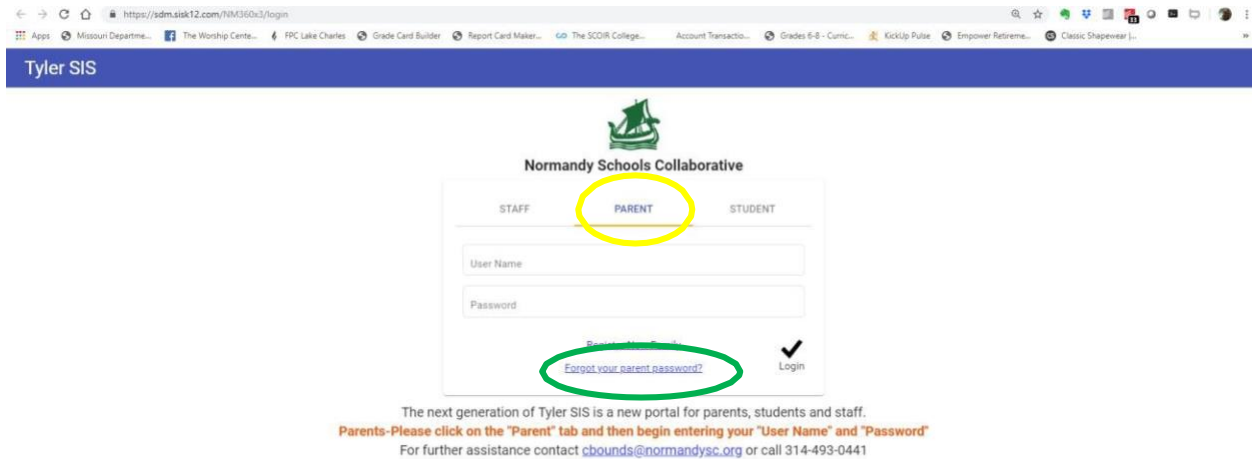
To begin the registration process for existing families, start at the Normandy Schools Collaborative website, www.normandysc.org. Follow the drop-down **FOR PARENTS AND STUDENTS** then go to Student Enrollment and Registration.



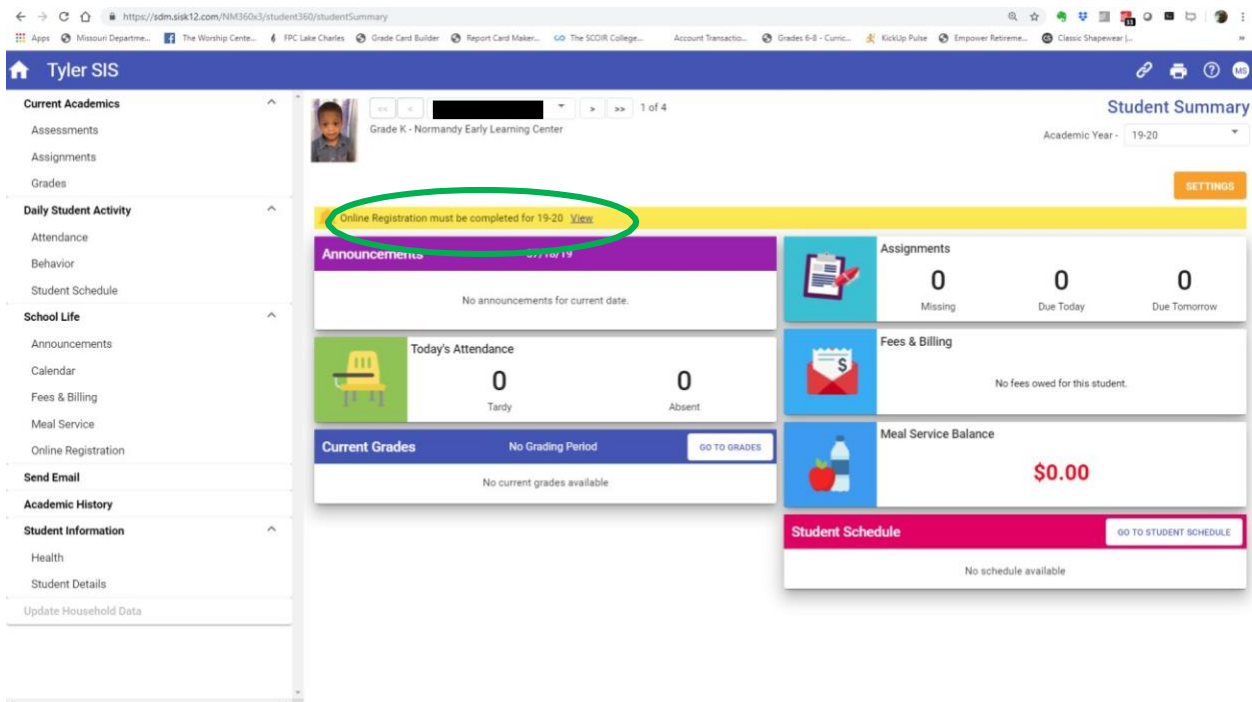
When you get to the ‘Student Enrollment Registration’ page, click on the link for ‘online enrollment form’. This will take you to the online enrollment site (The site is located on the Tyler SIS Parent Portal.)



Once on the Tyler SIS Parent Portal, click on the **PARENT** tab. If you are an existing parent, put in your user name (the email address you provided to the district) and your password. If you do not remember your password, you can request a new one by clicking on **Forgot Your Parent Password**. It will be sent to your email address account.



After you enter your username and password, you will go to the Student Summary page. Click the **Online Registration** link.



To complete your registration, you must complete each form listed. **PLEASE NOTE:** If you have more than one student to enroll, you must click the link that says **Add Students** at the bottom of the page. **Once you submit the application, you will not be able to add other students.**

https://adm.sisk12.com/NM360c3/student360/onlineRegistration

Apps Missouri Departme... The Worship Cente... FPC Lake Charles Grade Card Builder Report Card Maker... The SCOR College... Account Transactio... Grades 6-8 - Curric... KickUp Pulse Empower Retireme... Classic Shapewear [...]

Tyler SIS

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

Online Registration

Academic Year - 19-20

Actions	Form	Status	Last Updated
Household of Martise Scott			
Edit	Welcome	Incomplete	
Edit	Enrollment Requirements	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	
Christopher Winston			
Edit	Court Order	Incomplete	
Edit	Bullying	Incomplete	
Edit	McKinney-Vento 1	Incomplete	
Edit	McKinney-Vento 2	Incomplete	
Edit	Federal Migrant 2	Incomplete	

Your registration packet will be reviewed after submission and you will be notified when your enrollment process is complete.

NEW STUDENT ENROLLMENT

In order to enroll a student in the Normandy Schools Collaborative, the parent or court-appointed legal guardian of the student must provide a valid Driver's License or Photo I.D, student's original Birth Certificate, student's immunizations, and proof of residency documentation. All documents provided must be current (within 30 days) and display the name of the parent or legal guardian, as well as the district address. Documents must be faxed or emailed to 314-385-3299, registration@normandysc.org. Please send all documents at the same time, incomplete files will not be processed.

If you have not received two utility bills due to just moving into your residence you are required to bring two verification of service letters from the utility companies.

If the parent/ legal guardian does not rent or own the district property and resides with a district resident, please contact Michelle Gaskin at 314-493-0454 for additional information.

If You Own or Rent Your Residence

List A (One)

- 1. Current Paid Real Estate Tax Bill + Current Occupancy permit listing enrolling parent and students.**
- 2. Signed Lease Agreement or rental agreement that has been *signed by all parties*. Landlord's contact information must be provided as well as lease start and end dates + Current Occupancy permit listing enrolling parent and students.**
- 3. Current Mortgage Statement + Current Occupancy permit listing enrolling parent and students.**
- 4. Property Deed + Current Occupancy permit listing enrolling parent and students.**

List B (Two)

Electric Bill
Gas Bill
Water/Sewer/ Trash

Additional Items Required

Student's Original State Issued Birth Certificate
Parent/ Guardian's Current Driver's License or Photo ID
Student's Immunization Records
Current Report Card/Transcript
Discipline Record

(NOTE: Disconnection and past due notices are not acceptable forms of proof of residency. Occupancy permits will not be accepted in lieu of leases. Please bring ONLY the required documents listed here.)

Please contact the Student Services Office at 314-493-0456 if you have any questions or concerns.

When your documents have been confirmed, your username will be your email address, and a password will be sent to your email address with a link for registration.