

Online Enrollment for New Families

From the Lindbergh Schools website, select the Families menu, then SIS Portal. Online forms are ONLY available on a desktop or laptop computer (no mobile device or tablet).

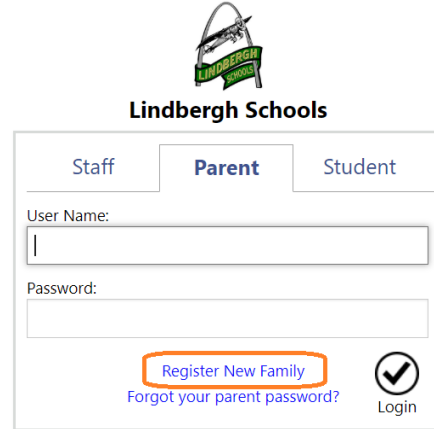
The login page will automatically default to the Staff tab, select **PARENT**.

Select **Register New Family**.

Select Language, select **NEXT**.

Confirm you are registering as a **New Family** by selecting **NEXT**. If you are an existing family, select CANCEL and log in to your current SIS Portal account.

Enter your **email address** and select **NEXT**. You will receive an email to this address which will allow you to continue the registration process.



Lindbergh Schools

Staff Parent Student

User Name:
|

Password:
|

Register New Family
Forgot your parent password?

Login

Complete all fields for one Primary Parent (you will be able to add another primary parent later in the registration process). When finished, select **NEXT** (bottom left of the screen).



New Family Registration - Step 2 of 5

Please provide some information about the person you want considered as the primary parent of this family.

First Name *	COMPLETE	Please be sure to complete all fields: * Work Number * Cell Number * Employer
Middle Name		
Last Name *	COMPLETE	
Phone - Work	COMPLETE	
Phone - Cell	COMPLETE	
Email Address *	COMPLETE	
Employer	COMPLETE	
Email Address - Work		
Marital Status	COMPLETE	
Relationship to the student(s) *	COMPLETE	

Note: The relationship can be changed in a later step if it is not the same for all the student(s) you are registering.

Enter the **complete address for the Primary Parent** (in Step 2) and select **NEXT**.

New Family Registration - Step 3 of 5

Please tell us where you live. If mail should be sent to a different address, provide that as well.

(If mail should be sent to your Primary Residence, the Preferred Mailing Address should be left blank.)

Primary Residence

House #	COMPLETE
Direction	▼
Street *	COMPLETE
Street Type	▼
Apt/Lot	
ZIP Code *	COMPLETE ▼
City *	COMPLETE ▼
State *	
Home Phone 1	COMPLETE
Home Phone 2	COMPLETE
Language Spoken at Home	COMPLETE ▼

Enter your student's information.

New Family Registration - Step 4 of 5

Please provide information about your student(s).

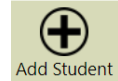
Fields for the first student are provided. To register additional students, add their information by selecting the Add Student button in the bottom bar.

Student 1

First Name *	COMPLETE	Ethnicity *	▼
Middle Name	COMPLETE	Race *	<input type="checkbox"/> American Indian or Alaska Native
Last Name *	COMPLETE		<input type="checkbox"/> Asian
Birth Date *	COMPLETE 		<input type="checkbox"/> Black or African American
Gender *	COMPLETE ▼		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Phone - Cell		Grade Level *	▼
Lives With	COMPLETE ▼		(for Aug 15, 2019 - May 21, 2020)

If you are enrolling multiple students, select Add Student (lower left of screen).

When you are finished adding students, select **NEXT**, then select **Proceed to Step 5**.



Create a password and select **SAVE**. Once you have created a password for your account, you will automatically be directed to the online forms. There will be two groups of forms to complete: Family and Student.

Family Forms: Pertain to the whole family.

Student Forms: Pertain to each individual student. If you are enrolling more than one student, you will complete this set of forms for each student in your family.

Status: Complete = all information on the form is filled out and you have selected the checkbox (see below)

Status: Incomplete = there is some information still missing on the form or you have not selected the checkbox (see below)

New Family Registration - Step 5 of 5

Academic Year - Aug 15, 2019 - May

Please complete the following forms.

The information already provided will appear on some of the forms and can be edited as needed.

For each form, provide the requested information, check the box at the bottom to indicate the form is complete, then click the "Next" button in the bottom bar to move to the next form.

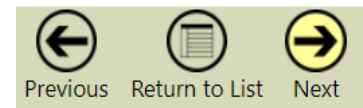
Click the Edit link next to the first form to begin.

Actions	Form	Status	Last Updated
Household of			
Edit	Welcome!	Complete	02/11/19
Edit	Household Parents (System)	Complete	02/11/19
Edit	Household Addresses (System)	Incomplete	
Edit	Student Information (System)	Incomplete	
Edit	Emergency Contacts (System)	Incomplete	
Edit	Non-resident Parents (System)	Incomplete	
Edit	Residency Criteria	Incomplete	
Edit	Bullying Policy	Incomplete	
Edit	Parent/Family Involvement in Instructional and Other Programs	Incomplete	
Edit	Public Notices	Incomplete	
Edit	Every Student Succeeds Act	Incomplete	
Edit	Protocol for Administering Medications at School	Incomplete	
Edit	School Health Information and Immunizations	Incomplete	
Edit	Military Status	Incomplete	
Edit	School Communication	Incomplete	
Other Forms			
Edit	Transportation Change	Incomplete	
Edit	Before- and After-school Care	Incomplete	
Edit	MO Lead Poisoning Risk Assessment Tool	Incomplete	
Edit	St. Louis County Kindergarten Lead Screening Form	Incomplete	
Edit	Educational Programming	Incomplete	
Edit	Annual Student Health Information Form	Incomplete	

This checkbox is at the end of each form and must be selected for the form to be marked as Complete.

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.

Follow each form and the prompts. Select **NEXT** when you are ready to move on to the next form.




You will receive a prompt letting you know all forms have been completed. Select **Ok** on the box.

Forms Completed

All of the forms have been marked complete but changes can still be made if desired.

When you are satisfied with the information on all of the forms, select the Next button to proceed.

 OK


Select **NEXT** on the screen.
You will receive this box.

Reminder: Your student IS NOT enrolled in school until you have met with the district registrar and provided the necessary paperwork (i.e., Proof of Residency, Immunization Record, and Birth Certificate).

Congratulations

Your information has been submitted.

Everything 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.

 OK

If you have any questions regarding the online forms, please contact tmsante@lindberghschools.ws


NOTE: If you need to log out at any time and you are not finished with the forms, select SAVE, then Return to List. When you log back onto the Parent Portal, you can start where you left off.

Online Enrollment for Existing Families

From the Lindbergh Schools website, select the Families menu, then SIS Portal. Online forms are ONLY accessible on a desktop or laptop computer (no mobile device or tablet).

The login page will automatically default to the Staff tab, select **PARENT**.

Enter your **User Name** and **Password**.
Hint: your User Name is your email address.



Lindbergh Schools

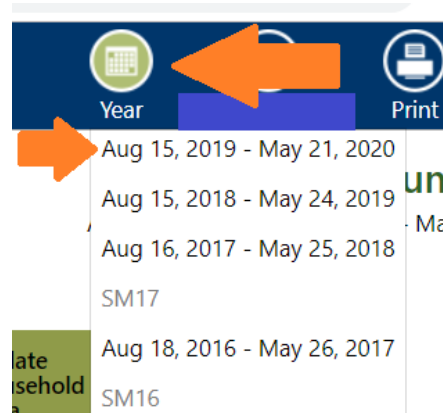
Staff **Parent** Student

User Name:

Password:

[Register New Family](#) [Forgot your parent password?](#) [Login](#)

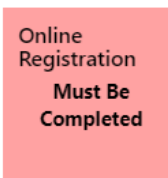
In the upper right corner, select **YEAR**.
Select "**Aug 15, 2019 - May 21, 2020**".



Year Print

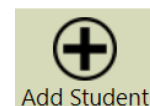
- Aug 15, 2019 - May 21, 2020
- Aug 15, 2018 - May 24, 2019
- Aug 16, 2017 - May 25, 2018
- SM17
- Aug 18, 2016 - May 26, 2017
- SM16

Select **ONLINE REGISTRATION MUST BE COMPLETED**



Select **EDIT** in front of Student Information.

Select **ADD STUDENT** (bottom left corner of screen).



Enter information for the new student. If you need to add more than one student, select ADD STUDENT again.

Birth Date *	<input type="text"/>	Ethnicity *	<input type="text"/>	Grade Level *	<input type="text"/>
Gender *	<input type="text"/>	Race *	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<p style="color: orange;">Complete all information for the new student * Don't forget to checkmark the box</p>	
Phone - Cell	<input type="text"/>				
Lives With	<input type="text"/>				

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.

Select **SAVE**

Select **RETURN TO LIST**.

There will be two groups of forms to complete: Family and Student.

Family Forms: Pertain to the whole family.

Student Forms: Pertain to each individual student. If you are enrolling more than one student, you will complete this set of forms for each student in your family.

Status: Complete = all information on the form is filled out and you have selected the checkbox (see below)

Status: Incomplete = there is some information still missing on the form or you have not selected the checkbox (see below)

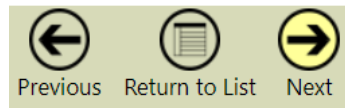
Since you are an existing family with Lindbergh, you will only see the family forms and student forms for the new students added to your family.

Household of			
Edit	Welcome!	Incomplete	
Edit	Household Parents (System)	Incomplete	
Edit	Household Addresses (System)	Incomplete	
Edit	Student Information (System) 2 Added	Complete	02/15/19
Edit	Emergency Contacts (System)	Incomplete	
Edit	Non-resident Parents (System)	Incomplete	
Edit	Residency Criteria	Incomplete	
Edit	Public Notices	Incomplete	
Edit	Every Student Succeeds Act	Incomplete	
Edit	School Health Information and Immunizations	Incomplete	
Edit	Voter Registration	Incomplete	
Edit	Kindergarten Screening	Incomplete	
Edit	Before- and After-school Care	Incomplete	
Edit	Annual Student Health Information Form	Incomplete	
Edit	MO Lead Poisoning Risk Assessment Tool	Incomplete	
Edit	St. Louis County Kindergarten Lead Screening Form	Incomplete	
Edit	Report of Physical Examination	Incomplete	
Edit	Educational Programming	Incomplete	
Edit	Parent Survey for Identification of Migrant Children	Incomplete	
Edit	Statement of Prior Suspension, Expulsion, or Criminal Offense	Incomplete	
Edit	Request for Records K-8	Incomplete	

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.

This checkbox is at the end of each form and must be selected for the form to be marked as complete.

Follow each form and the prompts. Select **NEXT** when you are ready to move on to the next form.



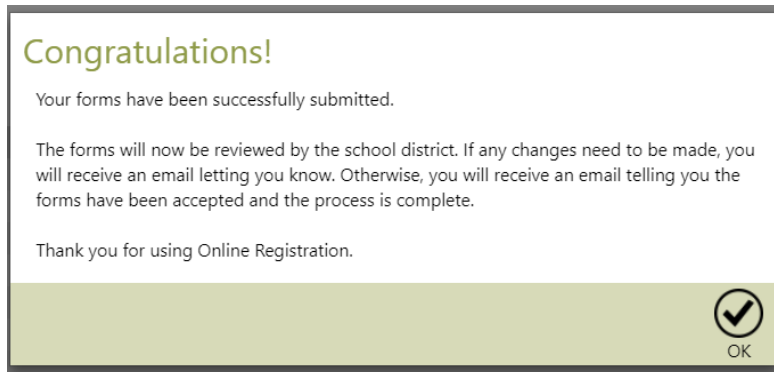
When you have finished all forms, select **SAVE**.
Select **RETURN TO LIST**.

You will receive a prompt letting you know all forms have been completed. Select **Ok** on the box.



You will receive this box.

Reminder: Your student IS NOT officially enrolled in school until you have meet with the district registrar and provided the necessary paperwork. (ie: Proof of Residency, Immunization Record, Birth Certificate).



If you have any questions regarding the online forms, please contact tmusante@lindberghschools.ws,

NOTE: If you need to log out at any time and you are not finished with the forms, select **SAVE**, **Return to List**. When you log back onto the Parent Portal, you can start where you left off.