



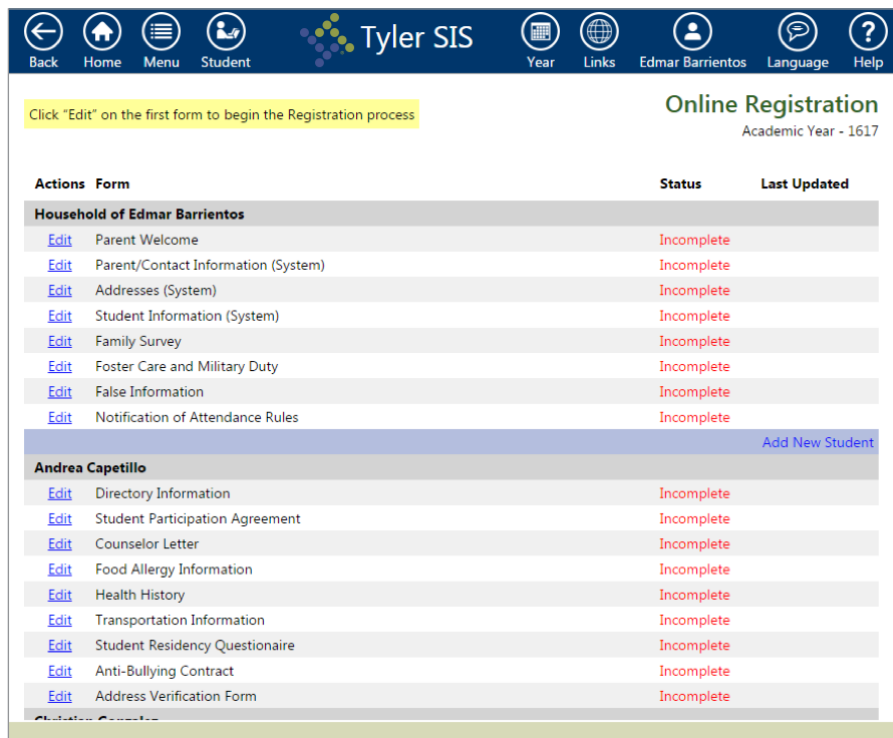
Online Registration

At the start of the school year, districts traditionally distribute a packet of paper forms to parents. Parents with multiple children enrolled in the district receive a separate packet for each child, and must fill them out by hand. District staff members collect the forms, review parent responses and enter the data into their SIS software. If any form is filled out incorrectly, the form must be physically sent back to the family for correction.

Online Registration, part of the Tyler SIS solution suite, automates this process and provides parents with a convenient way to fill out forms online. Front office staff then simply review and approve the information without having to decipher handwriting. Data quality is improved as there is no chance for double-entry errors to occur. Costs are substantially reduced as a result of the elimination of printing and mailing forms and hiring staff to complete data entry. As a bonus, completed forms are automatically integrated with the central Tyler SIS program and accessible to approved staff members.

Online Registration makes the start of the school year easier for parents and front office staff, as they no longer need to deal with cumbersome paper forms, wasted effort and duplicated data.

...Continued on reverse



Actions	Form	Status	Last Updated
Household of Edmar Barrientos			
Edit	Parent Welcome	Incomplete	
Edit	Parent/Contact Information (System)	Incomplete	
Edit	Addresses (System)	Incomplete	
Edit	Student Information (System)	Incomplete	
Edit	Family Survey	Incomplete	
Edit	Foster Care and Military Duty	Incomplete	
Edit	False Information	Incomplete	
Edit	Notification of Attendance Rules	Incomplete	
			Add New Student
Andrea Capetillo			
Edit	Directory Information	Incomplete	
Edit	Student Participation Agreement	Incomplete	
Edit	Counselor Letter	Incomplete	
Edit	Food Allergy Information	Incomplete	
Edit	Health History	Incomplete	
Edit	Transportation Information	Incomplete	
Edit	Student Residency Questionnaire	Incomplete	
Edit	Anti-Bullying Contract	Incomplete	
Edit	Address Verification Form	Incomplete	

All system-generated and district-created forms are available online for families to complete.

For more information, visit
www.tylertech.com
or email info@tylertech.com

Online Registration

Add/Edit Online Registration Form Preview Submit Cancel

Enter form information. Use the Actions menu to add objects to the form or use the grid to edit, delete, or change the order of the existing objects. Click Submit when the form is complete.

Form Name* Form Type* Family Student

Form Name (French) Form Name (Spanish)

Academic Year Form Document Type

Form Object Information

Edit	Delete	Order Objects	Object Type	ID	Object Text	FR	SP	Conditional	Required	Approval	Staff
		▼	Text with Link to Document	462	Help		<input checked="" type="checkbox"/>				
		▲▼	Text Only	454	Notice Regarding Family Educational Rights and Privacy Act (FERPA) Directory Information		<input checked="" type="checkbox"/>				
					Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting information unless the parent or guardian objects to the release of the directory information about the student.						
		▲▼	Text Only	455	Option 1 - If you DO NOT want us to release ANY information about your child, without your written consent. Option 2 - If you CONSENT to the use of all of the above-listed items for limited school-sponsored purposes ONLY. Option 3 - If you CONSENT to the use of some but not all of the above listed items for limited school-sponsored purposes ONLY, select this option and the categories below for which you are providing consent.		<input checked="" type="checkbox"/>				
		▲▼	Text with Link to DB Field	456	Please Select one of the options defined above:		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		▲▼	Text Only	638	Please select "Y" to the fields you wish to consent to release.		<input checked="" type="checkbox"/>				456: Option 3

Users can create an unlimited number of customized student registration and data collection forms.

Forms and Information

- Demographic data, including addresses, phone numbers, email addresses and emergency contacts
- Acknowledgement of policies and procedures
- Authorization for sports and activities
- Allergies and other medical information

Monitoring and Reporting

- Tracking of whether a family's forms are in progress or submitted
- Email reminders to parents who have not completed and submitted their forms

Capabilities

- System forms allow for the updating of household and family-oriented data, including addresses, phone numbers, email addresses and emergency contacts
- Custom forms have a flexible design, which allows for the creation of any forms with various levels of complexity
- Forms can have conditional sections — text and/or data entry fields that are set to hide or display based on an answer provided in a previous field

- Districts develop their entire suite of forms and then simply turn on the online registration process as needed
- Parents access Online Registration through the parent portal
- District staff can reject the submitted forms and send an email to the parent with notes
- Once the forms have been accepted by the district, copies of the forms are available as PDF documents attached to each student's profile page within Tyler SIS
- Data security is granular and customizable; for example, medical information may be viewable by medical staff, but not by teachers
- Addition of new families is streamlined using the Quick Register New Family option — the bare minimum of information is entered, then parents can access the portal and complete online registration