HOW TO ADD A NEW STUDENT TO AN EXISTING FAMILY

1. Log onto Tyler/SIS Parent Portal
2. Enter username and password
3. The parent would add a new student on the online registration form titled "Student Information"

Edit	Welcome Form	Complete
Edit	Household Parents	Complete
Edit	Household Addresses	Complete
Edit	Student Information	Complete

4. This form is found under the parent's "Household" forms.
5. The parent would need to click edit to the left of the form title. At the bottom of the form, the parent will see **+Add Student**.

☑ 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   Add Student   Previous   Return to List   Next

6. When the parent clicks on **+Add Student** it will open a popup box that allows the parent to enter the information for the new student.

Birth Date*   mm/dd/yyyy

Ethnicity*

Grade Level*

Race*
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hispanic
☐ Native Hawaiian or Other Pacific Islander
☐ White

Gender*

Phone - Cell

Relationship of Household Parent 1*   Mother