

## Tyler SIS Student 360 Navigation for Parent Portal

This document covers all of the functionality of the Tyler SIS Student 360 Parent Portal. Because each school district has the ability to turn on and off features of the portal, this document is available so districts can customize it to match their own functionality. Be sure to look at all of the red text and change it to fit your needs prior to distributing to parents.

To begin using the Parent Portal, follow these steps:

1. Fill out the Parent Portal registration form and return it to the school.
2. A link to setup your password will be emailed to the address you provided on the registration form.
3. Go to the Tyler SIS Student 360 web page [\[the email includes a link\]](#) or [\(Insert the URL for your Tyler SIS Student 360 portal page here\)](#)
4. Click on the Parent tab and then log in. You must be on the Parents tab in order for your login to work.

The screenshot shows the login interface for the Tyler SIS Student 360 Parent Portal. At the top, there is a blue header with the Tyler SIS logo. Below this is a white area with the Edwards School District logo. A navigation bar contains three tabs: 'Staff', 'Parent', and 'Student'. The 'Parent' tab is selected and highlighted with a red arrow. Below the tabs are input fields for 'User Name:' and 'Password:'. There is a 'Forgot your parent password?' link and a 'Login' button with a checkmark icon. At the bottom, there is contact information for the SIS Coordinator and version information.

If you have problems or questions about accessing the site, please contact your student's school or the phone number/email shown at the bottom of the login screen.

**NOTE:** If your email address changes, be sure to contact the school and let them know so your contact info can be updated [\[If your district does not allow parents to update their own contact information, remove the rest of this sentence\]](#) or you can submit the changes yourself using the Update Household Data screen (see page 41).

If you forget your password, click the **Forgot Password** link, enter your email address, and instructions for resetting your password will be emailed to you.

The Parent Portal supports the following web browsers, using the latest versions:

- PC with Internet Explorer, Edge, Firefox, or Chrome
- Mac with Safari, Firefox, or Chrome
- iPad with Safari
- Android tablet with Chrome

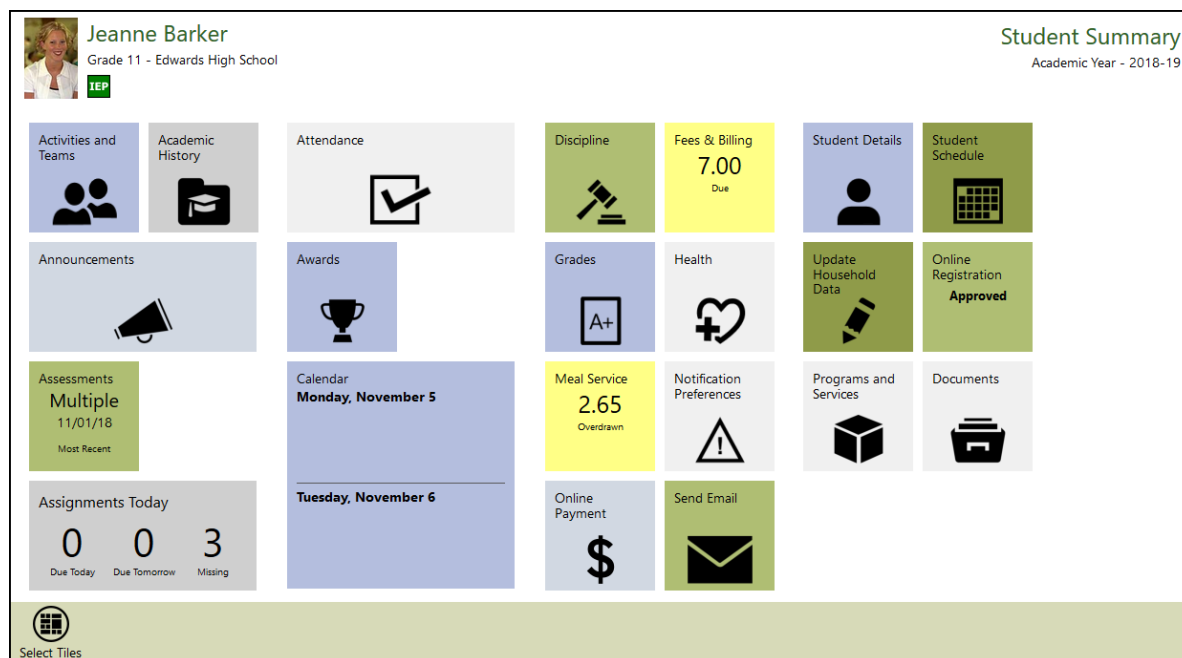
## Student Summary (Home)

Tyler SIS Student 360 is designed to be touch-friendly for tablets and computers with touch screens, but it also works well with keyboard-and-mouse input. Throughout this document, wherever the word “click” is used, tablet and touch-enabled computer users can tap instead.

Upon logging in, the Student Summary screen is displayed. The student’s picture and name appear in the upper-left of the window. If Alerts are activated by your district, an alert icon may appear next to the student picture; click the icon to access the data.

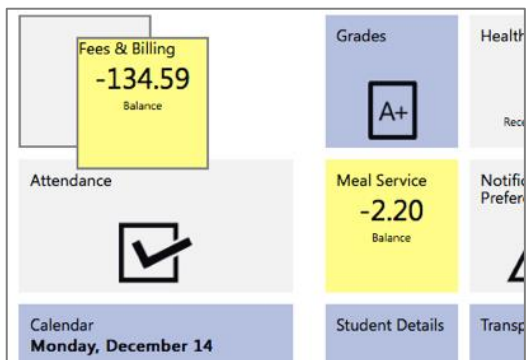
The Academic Year shows on the top right. Each of the tiles on this screen link to data for the selected student in the selected Academic Year. Each of these tiles is explained in the following pages; the tiles available depend on district policy/activation.

The Online Registration tile may display Must Be Completed with a red background to signal that there is required data you must enter. See Online Registration on page 34.



The Student Summary displays tiles arranged in a grid pattern. The tiles flow from top to bottom, then from left to right into each column. Tyler SIS Student 360 remembers how you arrange each column for each student. Tiles accommodate the screen width when switching between PCs, tablets, or mobile devices. Changing Academic Years may change which icons are available, and this may result in previously-arranged icons being rearranged.

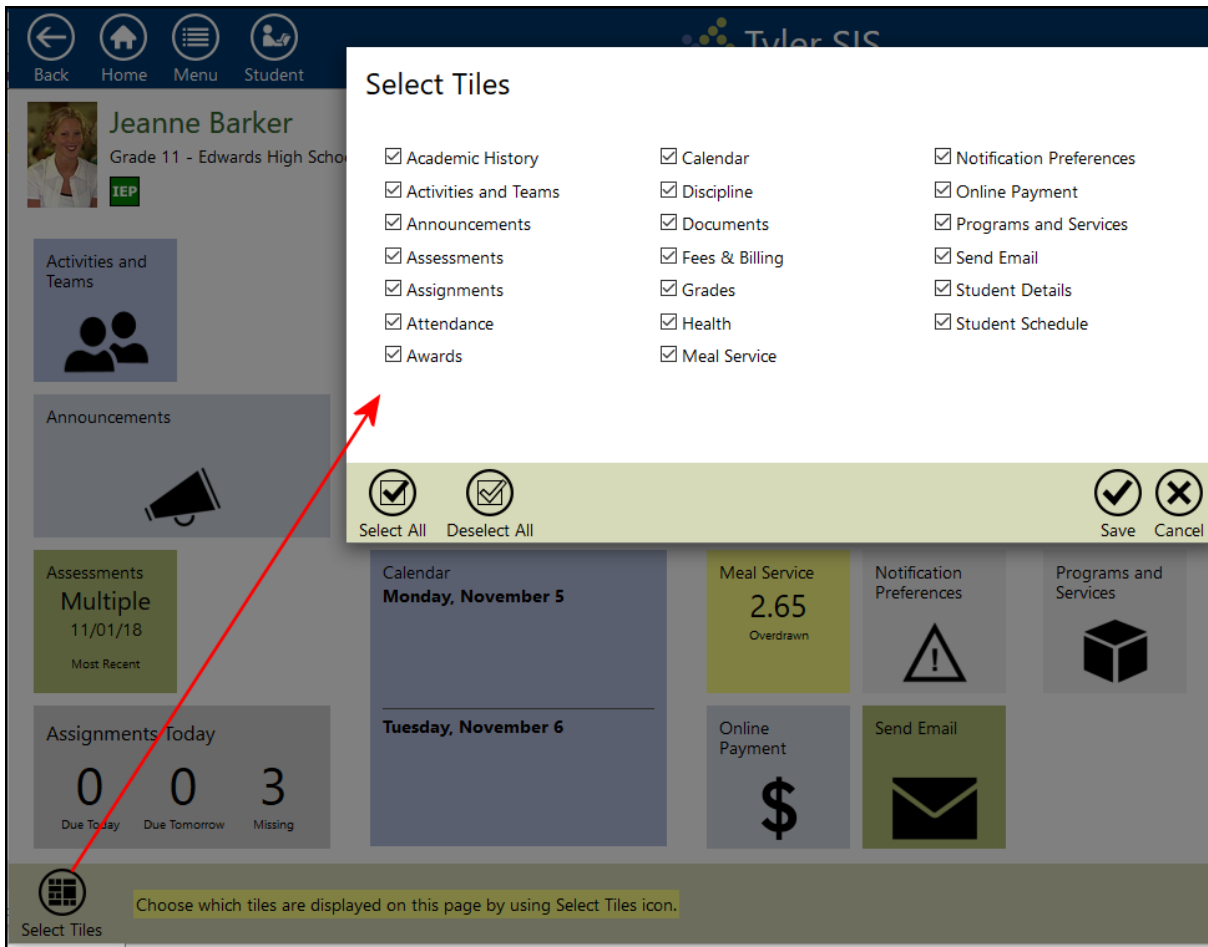
The tiles on the page can be arranged so the tiles you feel are most important for a student appear first. To move a tile, click and drag the tile where you want it to be. When you drag a tile to a location, a gray outline will appear, and letting go of the tile will snap it into that place.



Some tiles on the Student Summary screen show a quick summary of that area. For example, the Assignments tile shows the number of assignments due today and tomorrow as well as indicates how many assignments the student is missing. Additionally, some tiles turn yellow to alert you that something needs your attention. In the screenshots above, Fees & Billing and Meal Service are yellow to indicate the student has a negative balance in those areas.

Add or remove tiles that are displayed by clicking **Select Tiles** in the bar at the bottom of the page to display a list of all available tiles. Uncheck a box for a tile to hide it from the home screen. Click **Save** when set as desired.

NOTE: Depending on which options your district has enabled, some of these options may not be visible. Some options depend on whether the student is elementary or secondary.



Tiles removed from the Home screen remain on the Menu list and may be accessed.

## Navigation

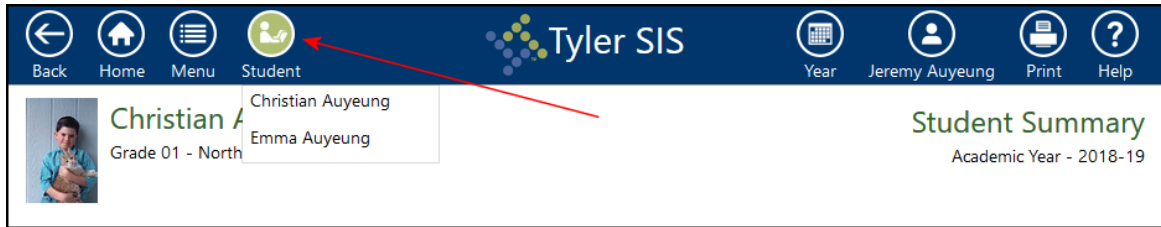


The Navigation Bar sits at the top of the screen and allows you to navigate and access options.

- **Back** – Go back a to the previously displayed page.
- **Home** – Return to the Home screen
- **Menu** – The menu shows all data screens which may be accessed; you can quickly navigate between screens without returning to the Home screen.

Tiles removed from the Home screen remain on the Menu list and may be accessed

- **Student** – If you have more than one student enrolled in the district, allows selection of which child's information to display.

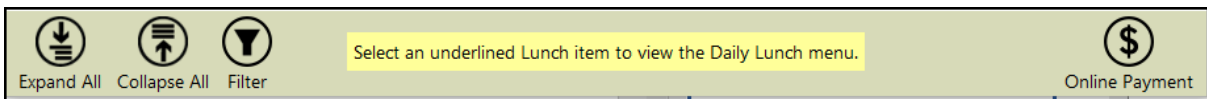


- **Year** – Choose the Academic Year for which data displays. Normally you view information for the current school year, but you may view previous or next academic years.
- **[Links – if your district has created external links to other websites, those links are listed here].**
- **Icon displaying parent's name (User Preferences)** – Access to change the display's language, set notification preferences, change your password, and logout from this icon (see page 7).
- **Print** – Send the content of the current screen to a printer.
- **Help** – Access support documentation for Tyler SIS Student 360.


At the bottom of each screen is the Tool Bar, which changes based on which data area is being viewed. For example, the Home screen displays a single option to arrange the tiles.



Whereas, the Meal Service screen provides instructions and several options.



## Data Grid Screens





**Jessica Buckle**  
 Grade 12 - Edwards High School

**Student Schedule**  
 Academic Year - 2018-19

View: Today's Schedule

More	▲Meets	Term	Course Name	Teacher	Room	Team
+	P1	Year	GOVERNMENTAL STUDIES	Hust G	311	
+	P3	Sem1	GEOMETRY	Griffing C	214	
+	P5	Year	STUDYHALL	Stutes B	114	
+	P7	Sem1	ENGLISH II	Ghent C	104	
+	P8	Year	SEMINAR 12	Fortes E	102	



Expand All Collapse All
☐ Display dropped classes

Throughout Tyler SIS Student 360, student data is arranged into Data Grids, with one row per record (for example, one row per course on the Student Schedule screen **[change to**

another option if you do not enable Student Schedules on the portal] and multiple columns. When viewing a Data Grid, the item used to sort the data (in the example above, **Meets**) has an up/down triangle; click to change the order (e.g., P1-P8 vs P8-P1 or A-Z vs Z-A). Change the default sort item by clicking on a different column heading (e.g., click Term above the table to sort by Term).

The first column on many Data Grids is labeled **More** and each row displays a **+** icon (plus sign). The **+** icon indicates more data is available. Clicking the **+** icon expands the row, and changes the icon to a **-** icon (minus sign). Click the **-** icon to collapse that row and hide the extra details. Screens that have More columns also have **Expand All** and **Collapse All** icons on the bottom Tool Bar. Clicking those either expands/collapses all rows on the data grid.

## Filtering

When the Filter icon is on the Tool Bar, use it to limit a data screen to selected records. For example, look for assignments that meet the filter's date criteria. On the Filter sidebar, enter the search criteria and click **Save**.

The screenshot displays the Tyler SIS Parent Portal interface. The top navigation bar includes links for Back, Home, Menu, and Student. The user profile for Jessica Buckle, Grade 12 at Edwards High School, is shown. The main content area displays a table of assignments for the current term. The table has columns for Due date, Assigned date, Assignment name, Category-ID, Points Possible, Points Earned, Percentage, Special Mark, Effective Score, and Grade. A yellow banner at the bottom of the table indicates 'Data is being filtered.' The right sidebar shows the active filter criteria: Due Date (From 10/01/18 to 12/31/18), Assigned Date, Percentage (Between and), and Category-ID. The bottom tool bar contains icons for Expand All, Collapse All, Filter (highlighted), and Color Legend.

Only assignments that meet those criteria are shown and the Tool Bar indicates that the data has been filtered (a yellow note appears and the icon turns yellow).

This close-up shows the bottom tool bar with four icons: Expand All, Collapse All, Filter (highlighted in yellow), and Color Legend. A yellow note to the right of the icons states 'Data is being filtered.'

To clear the search criteria, click the **Filter** icon, click **Clear**, and click **Save**.

## User Preferences

### (Navigation bar icon displaying the parent's name)

- **Language**

If preferred, the Portal can display in other languages. This translates the fixed text in tabs, icons, and column headings.

Note: Data entered by teachers and administrators is not translated.

Click the icon showing the current parent's name and click **Select Language**.



Select the desired language and click the Back arrow.



- **Set Notification Preferences**

Use to see what types of notifications the school offers and if you have indicated you wish to receive those notifications. *Note that the Notification Preferences tile displays the options set here in read-only format.*

- **Email Notifications** – You may choose to receive or opt out of receiving email notifications regarding attendance, grades, and discipline incidents by checking/unchecking the appropriate boxes.

Back Home Menu Student Year Jessica Buckle Print Help

### Set Notification Preferences

Academic Year - 2018-19

Email  
Jessica@buckle.com

**Attendance**  
☐ If student is absent

**Grades**  
☐ Gradebook score notification

**Discipline**  
☐ If student is involved in discipline incident

These settings apply to all students in the family, however each school decides individually whether or not to offer each notification.

View the Notification Preferences page for each student to see which notifications their school provides.

Save Cancel

- **Attendance Phone Notifications** – If your district has the automated calling feature installed, you may also see options specify if you want attendance notifications and which phone numbers to use.

- **Change Password**

Enter your current password, the new password, the new one again, and click **Save**.

Back Home Menu Student Year Jessica Buckle Print Help

### Change Password

Current Password

New Password

Re-enter Password

Save Cancel


- **Logout**

It is best practice to logout rather than just closing the window.



## Academic History Tile


The Academic History screen displays the student's past high school grades. Each row shows information about a course. All columns on this screen are sortable; click a column heading and the grid sorts the records by that item. In the example, the Academic Year has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by most recent year first/last.

Tyler SIS								
Back	Home	Menu	Student			Year	Jessica Buckle	Print Help
 <b>Jessica Buckle</b> Grade 12 - Edwards High School		Unweighted GPA: 2.17895		<b>Academic History</b> Academic Year - 2018-19				
More	▼ Academic Year	School	Grade Level	Course Name	Attempted Credits	Earned Credits	S1	S2
+	SS18	Credit Recovery	12	ENGLISH II	0	0.5	P	
+	SS18	Credit Recovery	12	MOD WORLD HIST	0	0.5	P	
+	1819	Midwest Regional Career Center	12	PERSONAL FINANCE	0	0		
+	1819	Edwards High School	12	HEALTH	0.5	0.5	B-	
+	1819	Edwards High School	12	GEOMETRY	0.5	0.5	C+	
+	1819	Edwards High School	12	EARTH SCIEN SYSTEMS	0.5	0.5	C+	
+	1819	Edwards High School	12	SEMINAR 12	0	0.25	P	
+	1819	Edwards High School	12	ENGLISH II	0.5	0.5	A	
+	1819	Edwards High School	12	ENGLISH IV	0.5	0.5	B-	
+	1819	Edwards High School	12	GOVERNMENTAL STUDIES	0.5	0.5	A	
+	1819	Edwards High School	12	JROTC	0.5	0.5	B+	
+	1718	Midwest Regional Career Center	11	Ag Sci I	0.5	0.5		A
Expand All Collapse All		<input checked="" type="checkbox"/> Show HS Transcript Only						

- **Academic Year** – The year in which the student took the course.
- **School** – Displays the school name for courses taken at the enrolled school, Transferred-In for courses taken at another school, or Credit Recovery for makeup/summer school courses.
- **Grade Level** – Indicates the grade level in which the student was enrolled when they took the course.
- **Attempted Credits** – Reports how many credits the course was worth for each semester.
- **Earned Credits** – Reports how many credits the student actually earned.
- **Grade columns (displayed as S1 and S2 in the example above)** – The semester for each grade and the grade earned.
- The + icon in the More column can display extra information about the course, including the course number, teacher, and, if applicable, the source school for transferred-in grades.
- In the Tool Bar, uncheck/check **Show HS Transcripts Only** to show all course records or only those that qualify to appear on transcripts.

## Activities and Teams Tile

The Activities and Teams screen displays any extracurricular activities or teams in which the student is involved. All columns on this screen are sortable; click a column heading and the grid sorts the records by that item. In the example below, the Activity has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by Z-A vs A-Z.


 <b>Jeanne Barker</b> Grade 11 - Edwards High School		<b>Activities and Teams</b> Academic Year - 2018-19		
▲ Activity	Details	Date	Staff Name	Comment
Basketball Girls		10/07/18		
Golf Girls	Grade-11	10/05/18	Mccroskey K	

## Announcements Tile

All District, School, and Class announcements display together on the Announcements screen. If your district has any new announcements since your last login, this screen automatically displays when you login.

Announcements are separated into District, School, and Class groups, and within each group the announcements display in with most recent first. To see the details of an announcement, click the + icon in the More column.

To see past announcements, in the **Announcements for** field, select another date.


**Jeanne Barker**  
 Grade 11 - Edwards High School



**Announcements**  
 Academic Year - 2018-19

Announcements for

**District Announcements**  
 More    Announcement


**School Announcements**  
 More    Announcement

12/10/18 - Basketball Schedule  
 The following nights are **home High School** basketball games for boys and girls teams. All JV games start at 6:00 and all Varsity games start 30 minutes after the conclusion of the JV game at the high school. Be sure to wear your blue and green!  
**Boys**  
 Tuesday December 10 vs. Athens  
 Thursday December 12 vs. Prairie Central  
 Tuesday December 17 vs. Midwest Central  
 Tuesday January 7 vs. Tremont  
 Thursday January 23 vs. Deer Creek-Mackinaw  
 Thursday February 2 vs. Havana  
 Tuesday February 6 vs. Mason City



 Expand All    Collapse All

## Assessments

The Assessments screen shows all student scores for any standardized tests or district-wide assessments that the student has taken. The Best Of tab shows the student's best scores for each assessment. The individual assessment tabs (in the screenshot below, SAT and PSAT) show all student scores for that single assessment. Click the + icon on each row to show more details about the assessment. The Tool Bar's Expand All and Collapse All icons expand and collapse all rows in the grid.



**Jeanne Barker**  
 Grade 11 - Edwards High School

**Assessments**  
 Academic Year - 2018-19

**Best Of**
SAT
 PSAT



More
 Test

- SAT - SAT

Test Date	Grade	Reading/Writing	Math	Writing Subscore	Essay	MCSUBScr	Subj1Code	Subj1Scr	Subj2Code	Subj2Scr
11/01/18	11	109	212							

- PSAT - PSAT

Test Date	Vrb	Ma	Wrt
11/01/18	97	95	10

Expand All
 Collapse All

## Assignments Tile

View the student's assignments By Course or Upcoming/Missing for all classes. All columns on this screen are sortable; click a column heading and the grid sorts the records by that item. In the example, the Due column has an arrow signifying that this is how the list is currently sorted; click that item to do a secondary sort that arranges by most recent assignment first or last.

Both the Upcoming/Missing and By Class views can display standard-based assignments. Click the + icon in the More column to see each standard's assignment details.

The following displays for each assignment:

- **Due** – Date the assignment is due to be turned in.
- **Assigned** – Date the assignment given to students.
- **Assignment** – Abbreviated name of the assignment.
- **Category** – The type of assignment (e.g., classwork, homework, extra credit, etc.).
- **Points Possible** and **Points Earned** – The number of points the assignment is worth, and how many points the student earned.
- **Percentage** – The percentage of the points possible that the student earned.

- **Effective Score** – The assignment’s numerical contribution to the student’s term grade (this calculation varies by teacher).
- **Grade** – The letter grade associated with the effective score’s percentage (based on the school’s grading scale, or the specific course’s grading scale, if applicable).

## By Course Tab

On the By Course tab, choose a **Course** and **Term**. Details about all of the assignments for that course and term are displayed.

**Tyler SIS**

Back Home Menu Student Year Jessica Buckle Print Help

**Jeanne Barker**  
Grade 11 - Edwards High School

**Assignments**  
Academic Year - 2018-19

**By Course** Upcoming/Missing

View: GEOMETRY - Yr Term: Semester-2

Teacher	Grade	Course-Section	
Griffing C	80/B-	H3010-07	<a href="#">Email Teacher</a>

More	▼Due	Assigned	Assignment	Category-ID	Points Possible	Points Earned	Percentage	Special Mark	Effective Score	Grade
–	Fri 03/22/19		Unit 6 HW #5 Volumes (pur...	Homework-8	20	0	0	MSNG	0	F
Summary Unit 6 HW #5 Volumes (purple)										
+	Wed 03/13/19		HW#6 Surface Areas (Pink)	Homework-7	20	20	100		100	A
+	Fri 03/01/19		HW#6 Circle Measurements ...	Homework-6	20	18.5	92.5		92.5	A-
+	Fri 02/22/19		Unit 6 HW#2 Regular Polyg...	Homework-5	20	16	80		80	B-
+	Fri 02/15/19		Unit 6 HW#1 Areas Paralle...	Homework-4	20	16.5	82.5		82.5	B-
+	Fri 01/25/19		Unit 5 Exam Part II Quadr...	Test-1	100	80	80		80	B-
+	Wed 01/23/19		HW#4 Coordinate Proofs (p...	Homework-3	20	19.5	97.5		97.5	A
+	Fri 01/18/19		Unit 5 HW#3: Special Para...	Homework-2	20	18	90		90	A-
+	Thu 01/10/19		Unit 5 HW#2 Quadrilateral	Homework-1	20	20	100		100	A

Expand All Collapse All Filter Color Legend

- Click the up/down arrow on the column heading indicating the current sort to change the row order (e.g., click Due in the example above to order rows by the most recent due date vs oldest due date).
- Click any column heading to sort the rows by that item (e.g., click Category ID to group Homework, Test, etc.)
- Click the + icon (plus) to show the associated detail.
- Click **Color Legend** below to see what color indicates due or missing.
- Click **Filter** to limit the assignments by date range, course, term, etc.

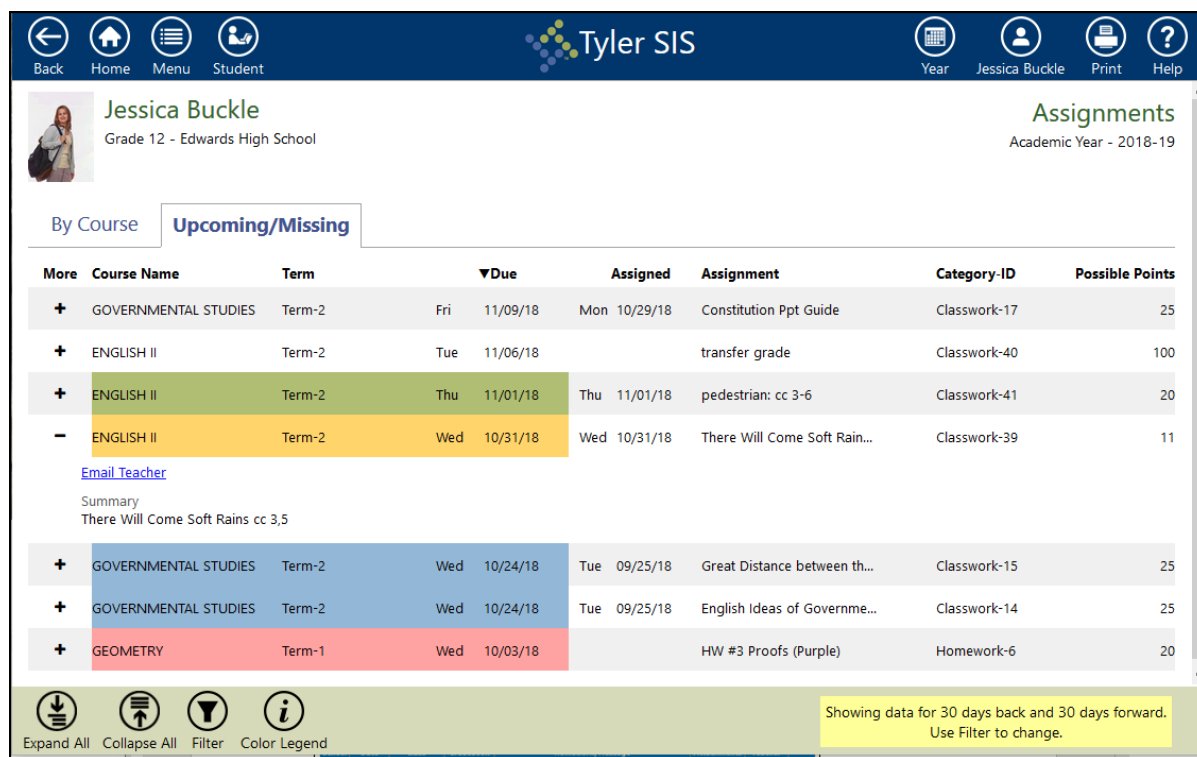
## By Upcoming/Missing Tab

On the Upcoming/Missing tab, assignments for the past 30 days and upcoming assignments for the next 30 days are displayed for all courses.

**Note:** A Filter can be used to select a wider date range than the 30 days back and 30 days forward that shows by default.

Use the **Color Legend** icon on the Tool Bar to display the colors used and their meaning. The color-coding indicates:

- **Green** – The assignment is due tomorrow.
- **Orange** – The assignment is due today.
- **Blue** – The assignment due date has passed, but no mark or score has been entered.
- **Red** – The assignment has been marked as missing by the teacher.



More	Course Name	Term	▼Due	Assigned	Assignment	Category-ID	Possible Points
+	GOVERNMENTAL STUDIES	Term-2	Fri 11/09/18	Mon 10/29/18	Constitution Ppt Guide	Classwork-17	25
+	ENGLISH II	Term-2	Tue 11/06/18		transfer grade	Classwork-40	100
+	ENGLISH II	Term-2	Thu 11/01/18	Thu 11/01/18	pedestrian: cc 3-6	Classwork-41	20
-	ENGLISH II	Term-2	Wed 10/31/18	Wed 10/31/18	There Will Come Soft Rain...	Classwork-39	11
<a href="#">Email Teacher</a>							
Summary There Will Come Soft Rains cc 3,5							
+	GOVERNMENTAL STUDIES	Term-2	Wed 10/24/18	Tue 09/25/18	Great Distance between th...	Classwork-15	25
+	GOVERNMENTAL STUDIES	Term-2	Wed 10/24/18	Tue 09/25/18	English Ideas of Governme...	Classwork-14	25
+	GEOMETRY	Term-1	Wed 10/03/18		HW #3 Proofs (Purple)	Homework-6	20

Expand All Collapse All Filter Color Legend

Showing data for 30 days back and 30 days forward. Use Filter to change.

**Note:** The columns that deal with student scores on the By Course tab are not shown on the Upcoming/Missing tab because the student does not have a score for these assignments yet.

## Attendance Tile

The Attendance screen displays three types of attendance:

- **Regular (Absences)** – Provides a grid displaying each date or course for which the student has been absent.

- **Excessive (Absences)** – Displays the tracking groups that could result in letters being sent due to excessive absence. District policy defines excessive absences (e.g., more than 10 absences, more than 5 consecutive absences, etc.); if the student qualifies as excessively absent, it is displayed on this page.
- **Special Additional** – If a student attends school outside of his or her student schedule it is displayed on this page (e.g., the district tracks and reports attendance that occurs outside the normal school day).

The Regular Absences tab displays all dates with attendance markings in the selected school year, as well as the student's attendance percentage. In the example below, the A/T columns display a count of absent/tardy periods for each course.

This data grid shows the times when a student was absent from school. Use the View drop-down to display these records arranged four ways:

- **By Date (Entire Year)** – Shows the absences in reverse-chronological order.
- **By Course Schedule (Today Only)** – Shows all absences, but only for courses that meet today.
- **By Course Schedule (This Term)** – Shows all absences, but only for courses that meet this term.
- **By Course Schedule (All)** – Shows all absences for all enrolled courses.

**Regular Absences**   Excessive Absences   Special Additional

Days 53.00 of 55.00 (96.36%)  
Hours 209.85 of 213.33 (98.37%)

View: By Course Schedule (All) ▼

Mo	Course-Section	Course Name	Teacher	A	T
	400-02	JROTC	Hunger A		
+ P1	Year H2001-07	GOVERNMENTAL STUDIES	Hust G	4	
+ P2	Sem2 C4900-02	PERSONAL FINANCE	Otter D	2	
+ P3	Sem2 H2040-07	MOD WORLD HIST	Oyer G	2	
	P3 Sem1 H3010-07	GEOMETRY	Griffing C		
+ P5	Year H9237-04	STUDYHALL	Stutes B	3	
+ P7	Sem1 H1021-02	ENGLISH II	Ghent C	1	
+ P7	Sem2 H9200-07	TEACHER AIDE		2	
+ P8	Year H9035-01	SEMINAR 12	Fortes E	4	

Expand All   Collapse All   Code Legend   ☒ Show all codes

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Duration column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by longest duration first vs shortest first.

View: By Date (Entire Year) ▾

More	Date	Type	▼Duration	Codes
+	Tue 03/05/19	Absent	5 Periods	A
+	Mon 02/18/19	Absent	5 Periods	E
+	Tue 08/28/18	Absent	3 Periods	E

The Tool Bar's Code Legend icon shows the explanation for each Absence Code in the data grid; codes may differ by school/district and may differ from those shown below.


**Attendance Code Legend**

Code	Description
A	Absent
C	Checked In
E	Excused
L	Left School (checked out)
M	Medical on File
R	Truant

Close

## Awards Tile

The screen shows any special awards, certificates, scholarships, or special recognition the student has received. Clicking a column header sorts the grid by that item; clicking a second time reverses the order in that column (A-Z vs Z-A). The grid displays the type, details, date awarded, the staff member that recorded the award, and any comments that have been entered.

Back	Home	Menu	Student	Tyler SIS	Year	Jessica Buckle	Print	Help
	<b>Jessica Buckle</b> Grade 12 - Edwards High School	<b>Awards</b> Academic Year - 2018-19						
▲Award	Details	Date	Staff Name	Comment				
Awards	National Merit Scholarship	11/01/18	Brewster D					
Certificate	College Prep Certificate	03/01/19	Ghent C	Completed testing and project.				
Teacher Awards	Service Bar Pin	01/04/19	Dubois T	Outstanding work as teacher's aide				

## Calendar Tile

By default, the Calendar displays the current date's entries in a single day view, but may be switched between Day, Week, and Month using the icons to the right of the date. The selected view's icon is highlighted in yellow.

**Jeanne Barker**  
Grade 11 - Edwards High School

**Calendar**  
Academic Year - 2018-19

November 1, 2018

Time	Class/Assignment	Status	Details
8 AM	BIOLOGY (Sigh E) 08:08 - 09:01 AM	Absent	Unit 3 Tes
9	ENGLISH III (Sandford J) 09:01 - 09:53 AM	Absent	The Cruci
10	GEOMETRY (Griffing C) 09:53 - 10:45 AM	Absent	
11	CHILD DEVELOPMENT, CARE & GUIDANCE (McIntyre T) 10:45 - 12:10 PM	Absent	What to Ex
12 PM	ACADEMIC CAREER LAB (Shoemaker P) 12:10 - 01:02 PM	Absent	classwork
1	AMERICAN HIST (Holiman M) 01:02 - 01:54 PM	Absent	
2	PERSONAL FINANCE (Otter D) 01:54 - 02:46 PM		
3	SEMINAR 11 (Scheffer R) 02:46 - 03:15 PM	Absent	
4 PM			

## Day Calendar

The Day calendar (above) displays the student's scheduled classes (on the left) and assignments (on the right). Click a class or assignment to switch to the Schedule or Assignments Tiles for details (corresponds to tiles on Home page).

Absences display with a yellow background; click any absence to access the Attendance Tile and view details. Discipline events display with a red background; click any discipline entry to access the Discipline Tile and view details.

November 15, 2018

Time	Class/Assignment	Status	Details
8 AM	BIOLOGY (Sigh E) 08:08 - 09:01 AM		Bellinger
9	ENGLISH III (Sandford J) 09:01 - 09:53 AM		LA The Cr
10	GEOMETRY (Griffing C) 09:53 - 10:45 AM		
11	CHILD DEVELOPMENT, CARE & GUIDANCE (McIntyre T) 10:45 - 12:10 PM		
12 PM	ACADEMIC CAREER LAB (Shoemaker P) 12:10 - 01:02 PM		classwork
		Cheating - Offender	

On either side of the date, click the left/right arrows to see other days.



## Week Calendar

In the Week calendar, the 7-Day icon is highlighted at the top of the page. On either side of the date, click the left/right arrows to see other weeks. Click any day at the top of the column to display the 1-Day view. Again, periods with absences appear with a yellow background and discipline with red. Assignments have a pale book image in the lower right.

The screenshot shows the Tyler SIS Week Calendar interface. At the top, there is a navigation bar with icons for Back, Home, Menu, Student, Year, Jessica Buckle, Print, and Help. Below this, the user's name Jeanne Barker and school Grade 11 - Edwards High School are displayed. The calendar title "Calendar" and "Academic Year - 2018-19" are shown on the right. The main calendar area displays the week of October 28 to November 3, 2018. The days are: Sun 28, Mon 29, Tues 30, Wed 31, Thur 1, Fri 2, and Sat 3. The calendar shows various classes and events, including CHILD DEVELOPMENT, PERSONAL FINANCE, BIOLOGY, ENGLISH III, GEOMETRY, ACADEMIC CAREER L..., SEMINAR 11, and AMERICAN HIST. Some days have a yellow background, indicating absences or discipline events. The interface includes navigation arrows and a scroll bar on the right.

## Month Calendar

In the month calendar, the 31-Day icon is highlighted at the top of the page. The view displays the current day with a grey background, a checkbox to indicate attendance entries, a gavel to indicate discipline events, and books to indicate assignments. Click any day's cell to display the 1-Day view, then click the item to view details. . Dates outside of the currently-selected academic year may be displayed.

Back
 Home
 Menu
 Student

Year
 Jessica Buckle
 Print
 Help

**Jeanne Barker**  
 Grade 11 - Edwards High School

**Calendar**  
 Academic Year - 2018-19

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

## Course Requests Tile

In the spring, when the district starts preparing for next school year, students may be able to make course requests in the Student Portal if activated by their school. Login with your student if you wish to assist them.

## Discipline Tile

Discipline incidents in which the student was involved show on the Discipline screen. The grid contains basic information, like the date and time, the incident description, how the student was involved, and disciplinary action information. Click the + icon in the More column to display details.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Date/Time column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort that arranges by most recent/oldest event.

Back
 Home
 Menu
 Student

Year
 Jessica Buckle
 Print
 Help

**Jeanne Barker**  
 Grade 11 - Edwards High School

**Discipline**  
 Academic Year - 2018-19

More	▼Date/Time	Incident	Involvement	Action	Action Date	Days
+	02/12/19 10:37 AM	Fighting	Offender	Out-of-school Suspension	02/12/19	5
+	02/03/19 12:00 PM	Hazing	Offender			
+	01/01/19 9:56 AM	Weapons possession	Offender	In-school Suspension	01/01/19	
+	11/15/18 11:34 AM	Cheating	Offender	Warning	11/15/18	
+	10/08/18 8:30 AM	Disruptive Speech or Conduct	Offender	Detention-Before/After School	10/08/18	1

Expand All
 Collapse All

## Documents Tile

Tyler SIS can store documents for Students and Families. The documents can be used for many purposes, such as proof of residency or sports physicals. The File Name is a link that allows you to download the form and review it. This screen also includes the Description and Category. The For column shows if it's for a specific student or for the entire family. Each form also displays with its date added and who added it. Note that the Tool Bar indicates that the example below has been filtered.

**Jeanne Barker**  
 Grade 11 - Edwards High School

**Documents**  
 Academic Year - 2018-19

File Name	Description	Category	For	▼Added	Added by
<a href="#">Jeanne HealthCardwritable.pdf</a>	Health Form	Health Form	Barker, Jeanne	03/13/18	sdmadmin s
<a href="#">Jeanne Barker Enrollment Form2012-15-11.pdf</a>	Enrollment Form	Enrollment Form	Barker, Jeanne	03/13/18	sdmadmin s
<a href="#">Physical Form.pdf</a>	Physical Form	Physical Form	Barker, Jeanne	03/13/18	sdmadmin s
<a href="#">Jeanne Proof of ResidencyDocument.pdf</a>	Proof of Residency	Proof of Residency	Family	01/11/18	sdmadmin s
<a href="#">Online Registration 1718.pdf</a>	Online Registration 1718	Online Registration	Barker, Jeanne	10/20/16	Barker K
<a href="#">Online Registration - Family Forms 1718.pdf</a>	Online Registration - Family Forms 1718	Online Registration	Family	10/20/16	Barker K
<a href="#">Online Registration 1617.pdf</a>	Online Registration 1617	Online Registration	Barker, Jeanne	10/20/16	Barker K
<a href="#">Online Registration - Family Forms 1617.pdf</a>	Online Registration - Family Forms 1617	Online Registration	Family	10/20/16	Barker K
<a href="#">Online Registration 1617.pdf</a>	Online Registration 1617	Online Registration	Barker, Jeanne	10/04/16	Barker K
<a href="#">Online Registration - Family Forms 1617.pdf</a>	Online Registration - Family Forms 1617	Online Registration	Family	10/04/16	Barker K

Filter
 Data is being filtered.

In addition to the general documents area, several module areas within the application support adding documents to records attached to students. Documents may be added to records in these areas:

- Special Education
- Programs and Services
- Profile Discipline
- Parent/Student Contact Log
- Homework on Portal

## Individualized Education Program

[Remove this section if your district has not enabled viewing of Special Education documents on the portal.]

Documents related to your students' Individualized Education Program (IEP) may be available for viewing on this page.

The screenshot displays the Tyler SIS interface for an Individualized Education Program (IEP) for student Coghill, Brandon A. (ID: #9899394804, Grade 10 - Edwards High School). The page is titled "Individualized Education Program" and shows the Academic Year 2018-19.

**Evaluation**

Type	Data Review	Parent Resp	Eligibility Determination	Next Eval	Identification	Outcome
View Re-Evaluation(at least every 3 Years)	08/29/16	08/29/16	08/29/16	08/29/16	LD-Specific Learning Disability	Develop IEP

**IEP**

Type	Meeting	Next Annual Meeting	IEP to Parents	Initiate Services	K12 - Placement	EC - Placement
View Revised	04/24/15	04/23/16	05/08/15	04/24/15	Inside Regular Class 40% to 79%	
View Annual	04/24/15	04/23/16	05/08/15	04/24/15	Inside Regular Class 40% to 79%	
View Annual	04/27/14	04/27/15		04/27/14	Inside Regular Class atleast 80%	

**Notice of Action**

Date Notice Provided	Type	Action
View 09/11/15	Proposed	District - wide testing. Reporting progress

Expand All Collapse All

## Email Tile

On the menu, **Send Email**.

Click the **Email** tile to initiate an email to the student's teachers and other key staff at the student's school. Use the radio buttons and checkboxes to expand/limit the staff available to select. For selected recipients, check to indicate if they are to be included in the To, CC, or BCC addresses.

**Christian Auyeung**  
Grade 01 - North Elementary School

**Select Recipients**

List teachers for

☐ Today's Schedule  
☒ This Term  
☐ All Year

Also list

☒ All Advisors  
☒ All Counselors  
☐ All Principals

To	CC	BCC	Name	Relationship
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lafon K	Home Room Teacher
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Burroughs E	Teacher - 1st Computer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Harward L	Teacher - 1st Art Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Niblett M	Teacher - 1st Library Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sparacino I	Teacher - 1st Music Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yelle M	Teacher - 1st PE Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ketterer M	Counselor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spahr D	Counselor

☒ Deselect All
 ☒ OK
 ☐ Cancel

Complete the Subject and message. If your browser supports automatic spell-checking, the browser's tool underlines potentially misspelled words. If desired, add an attachment, then click **Send**. Any replies from the recipient(s) are sent directly back to your email address, rather than through the Tyler SIS Student 360 system.

**Christian Auyeung**  
Grade 01 - North Elementary School

**Send Email**  
Academic Year - 2018-19

From: Jeremy Auyeung <JeremyAuyeung@tech.com>

To: Kayla Lafon <KaylaLafon@edwards.k12.mo.us>

CC: Auyeung J


BCC:

Subject:

Attachments:

☒ Change Recipients
 ☒ Send
 ☐ Cancel

## Fees & Billing Tile



Jeanne Barker

Grade 11 - Edwards High School

2018-19 Balance

\$7.00 Due

Total Balance

\$7.00 Due

Fees & Billing

Academic Year - 2018-19

More

▲ Fee Code

Description

Balance

+

ATHL

Athletics

5.00 Due

-

LIBR

Library

2.00 Due

Date

Description

Type

Fees

Payments

Balance

Additional Details

01/10/19

late book

Fee

2.00


2.00 Due


+

TEXT

Textbook

0.00





Expand All

Collapse All

The Fees & Billing screen displays fee transactions including posted fees, payments, and waivers. At the top of the screen, any current and/or prior year balance shows above the current Total Balance.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example above, the Fee Code column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort (A-Z vs Z-A).

Click the + icon in the More column to see individual fee and payment transactions. **[Remove the following if your district is not using Online Payment:]** Use the Online Payment tile to make a payment using your credit or debit card or bank account (see Online Payment on page 30).

## Grades Tile


All grades for the year for the student are displayed on this page. This screen combines gradebook marks and posted end-of-term grades to give a complete overview of the student's grading.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Meets column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort (P1-P8 vs P8-P1).

The Grades screen may have a single view or two views: Traditional, where regular letter grades display, and Standard-based, which shows student marks for curriculum standards.

The Traditional view shows a row for each course that has a grade and a column for each term. Progress grading periods can be turned on and off by using the **Show Progress Grades** checkbox at the bottom of the screen. Students who are enrolled in multiple schools, such as both a high school and a career education center, have one grid for each school and show the grades from each school separately.

Those marks in green boxes are calculated from teachers' gradebooks but not finalized for report cards. Click the + icon (plus) for period/course details.



**Jeanne Barker**  
 Grade 11 - Edwards High School




**Grades**  
 Academic Year - 2018-19

**Edwards High School**


More	▲Meets	Term	Course Name	Teacher	P1	P2	P3	T1	P4	P5	P6
+	P1	Year	BIOLOGY	Sligh E			E	C-	D	E	63[D-]
+	P2	Year	ENGLISH III	Sandiford J			E	A	F	E	70[C-]
+	P3	Year	GEOMETRY	Griffing C			E	F	D-	D	70[C-]
+	P4 Lunch 2	Sem1	CHILD DEVELOPMENT, CARE & GUIDANCE	McIntyre T			C-	C+	B	B	84[B]
+	P4 Lunch 2	Sem2	ADV CHILD DEV, CARE & GUIDANCE	McIntyre T							
+	P5	Year	ACADEMIC CAREER LAB	Shoemaker P			C	C	C-	C-	71[C-]
-	P6	Year	AMERICAN HIST	Holiman M			B-	B-	B	C-	78[C]
Course-Section H2060-07 <a href="#">Assignments</a> <a href="#">Attendance</a> <a href="#">Email Teacher</a> Credits Attempted/Earned 0.5/0.5											
+	P7	Sem2	MIXED CHOIR	Person J							
+	P8	Year	SEMINAR 11	Scheffer R			92[P]	P	P	P	91[P]

**Midwest Regional Career Center**

More	▲Meets	Term	Course Name	Teacher	P1	P2	P3	T1	P4	P5	P6
+	P7	Sem1	PERSONAL FINANCE	Otter D			B-		C-	C-	D (64%)




Select an underlined grade to see more details.
☒ Show Progress Grades

Underlined marks are links to the Assignments tile; click to display those details on that tile.



**Jeanne Barker**  
 Grade 11 - Edwards High School

**Assignments**  
 Academic Year - 2018-19


**By Course**    Upcoming/Missing

View: AMERICAN HIST - Yr    Term: Term-1

Teacher	Grade	Course-Section
Holiman M	B- (Posted)	H2060-07 <a href="#">Email Teacher</a>

More	▼Due	Assigned	Assignment	Category-ID	Points Possible	Points Earned	Percentage	Special Mark	Effective Score	Grade
+	Thu 10/11/18		America the Story of Us-H...	Classwork-6	11	11	100		100	A
+	Mon 10/08/18		Chapter 3 Test	Test-3	40	25	62.5		62.5	D-
+	Mon 10/08/18		Chapter 3 Work	Classwork-5	25	25	100		100	A
+	Fri 09/21/18		Warm-Up 9/23-9/27	Classwork-3	2					

The Standard-based view shows all the curriculum standards for a course; click the **+** icon in the More column to display the student's mark on each one. In the grid, underlined standard marks are links that open a pop-up explaining the grading scale and showing any comment the teacher entered. Click the **Show Progress Grades** checkbox in the Tool Bar to show and hide columns for progress marks.






**Branden Broadhurst**  
 Grade 01 - North Elementary School

**Grades**  
 Academic Year - 2018-19

More	▲Meets	Term	Course-Section	Course Name	Teacher
<b>+</b>	P2	Year	E1121-01	1st Language Arts Standards	Lafon K
<b>+</b>	P2	Year	E1510-01	1st Skills & Behaviors	Lafon K
<b>+</b>	P2	Year	E1201-01	1st Mathematics Standards	Lafon K
<b>+</b>	P2	Year	E1301-01	1st Science Standards	Lafon K
<b>+</b>	P2	Year	E1401-01	1st Social Studies Standards	Lafon K
<b>+</b>	P2 F	Year	E1631-01	1st Art Standards	Harward L
<b>+</b>	P2 MH	Year	E1611-01	1st PE Standards	Yelle M
<b>+</b>	P2 MW	Year	E1801-01	1st Library Standards	Niblett M
<b>-</b>	P2 WH	Year	E1621-01	1st Music Standards	Sparacino I

[Attendance](#)
[Email Teacher](#)

Standard	P1	T1	P2	T2	P3	T3	P4	T4
Sings or plays an instrument at the appropriate grade level		2	2	2		2		
Reads music at the appropriate grade level		2	2	2		2		

 Expand All
  Collapse All
  Legend

Expand More, then select an underlined term to see more details.

☒ Show Progress Grades

## Health Tile

The Health screen shows information about student immunizations, medications, doctors, insurance, and student health visits in the Health Visit Log view. By default, the Immunization tab displays first.

### Immunizations

All immunizations reported for the student display on the Immunizations tab (pictured below). The Doses received column shows what dates the student received those immunizations. If the student was exempt for an immunization, that reason displays in the Exemption Code column.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Name column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort (A-Z vs Z-A).



Back
 Home
 Menu
 Student

Year
 Jessica Buckle
 Print
 Help

**Michelle Barker**  
 Grade 11 - Edwards High School


**Health**  
 Academic Year - 2018-19

**Immunizations**
Medications
 Health Visit Log
 Doctors
 Insurance

▲Name	Doses Received						Exemption Code
Diphtheria/Tetanus/Pertussis	08/06/01	10/08/01	09/11/02	08/27/03	03/09/04	06/19/06	
Gardasil (Human Papillomavirus)	01/01/14	04/29/14	10/01/14				
Hemophilus Influenza	08/06/01	10/08/01	09/11/02	08/27/03	03/09/04		
Hepatitis-A	01/01/14						
Hepatitis-B	05/17/01	08/06/01	09/11/02	08/27/03			
Measles/Mumps/Rubella	09/11/02	08/27/03	03/09/04	06/19/06			
Menactra (Meningococcal)	01/01/14						
Oral Polio Vaccine	08/06/01	10/08/01	09/11/02	08/27/03	06/19/06		
Tetanus, Diphtheria, Pertussis (adolescent/adult booster)	02/01/13						

## Medications

Any medications which can be administered to the student show on the Medications view. Click the + icon in the More column to see pharmacy and doctor information, if applicable. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example below, the Medication column has an arrow signifying that this is how the list is currently sorted.





**Michelle Barker**  
 Grade 11 - Edwards High School

**Health**  
 Academic Year - 2018-19

[Immunizations](#)
[Medications](#)
[Health Visit Log](#)
[Doctors](#)
[Insurance](#)

More	▲Medication	Frequency	Start Date	End Date	Dose	School Authorized to Administer								
	ACETAMINOPHEN	As-Needed	08/23/18	05/24/19	500MG 1 tablet	Y								
+	ALBUTEROL	As-Needed	08/11/14	05/24/15	Inhale 2 puffs									
+	ALBUTEROL	Daily	02/16/15	05/24/15	2 puffs Q 4-6H & PE	Y								
+	ALBUTEROL	As-Needed	08/13/15	04/07/16	2 puffs	Y								
+	ALBUTEROL	As-Needed	04/08/16	06/24/16	2 puffs	Y								
-	Hydroxyzine	As-Needed	01/22/19	05/24/19	50MG 1 tablet	Y								
<table> <thead> <tr> <th>Pharmacy</th> <th>Phone</th> <th>Rx Number</th> <th>Doctor</th> </tr> </thead> <tbody> <tr> <td>WG</td> <td>(573) 581-3533</td> <td>044832510587</td> <td>Dr. Syed Imam</td> </tr> </tbody> </table> <div> <b>Comments</b>            Vistaril 50MG         </div>							Pharmacy	Phone	Rx Number	Doctor	WG	(573) 581-3533	044832510587	Dr. Syed Imam
Pharmacy	Phone	Rx Number	Doctor											
WG	(573) 581-3533	044832510587	Dr. Syed Imam											
	IBUPROFEN	As-Needed	03/13/19	05/24/19	200MG 2 tablets	Y								

Expand All Collapse All

## Health Visit Log

If the student has visited the school nurse for any reason and it was logged into Tyler SIS Student 360, those visits display on the Health Visit Log. The records display in reverse-chronological order by default (most recent first). Click the Date column to reverse the order. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. The times the student checked in and out, the visit reason code, and action display for each record on the grid.

**Michelle Barker**  
Grade 11 - Edwards High School


Health  
Academic Year - 2018-19

Immunizations Medications **Health Visit Log** Doctors Insurance

▼Date	Time In	Time Out	Visit Reason	Action	Sent to
03/14/19	8:45 AM	8:47 AM	EMSC		Class
03/13/19	9:25 AM	9:57 AM	CHOC	Temperature	Class
03/11/19	3:10 PM	3:12 PM	HEAD	Medicine-Given, IBUPROFEN	Class
02/04/19	7:45 AM	7:49 AM	MISC	Counseling/instruction/refer	Class
02/01/19	9:09 AM	9:11 AM	INFE	Assessment, Counseling/instruction/refer, Observation	Class
01/23/19	2:15 PM	2:17 PM	PRN	Medicine-Given, Hydroxyzine	Class
01/22/19	12:12 PM	12:14 PM	PRN	Medicine-Given, Assessment, Counseling/instruction/refer, Hydroxyzine	Class
12/13/18	8:30 AM	8:34 AM	CHOC	Counseling/instruction/refer	Class
12/13/18	7:45 AM	7:51 AM	FELL		Class

## Doctors

Doctors associated with the student display on this screen. The doctor's name and telephone number appear in the grid.

**Michelle Barker**  
Grade 11 - Edwards High School


Health  
Academic Year - 2018-19

Immunizations Medications Health Visit Log **Doctors** Insurance

▲Name	Telephone
Vanessa Reed	(555) 321-1212

## Insurance

Student medical insurance records that have been filed with the school display on the grid. The policy number and dates that the insurance start and end appear with each record.



**Michelle Barker**  
 Grade 11 - Edwards High School

**Health**  
 Academic Year - 2018-19


[Immunizations](#)
[Medications](#)
[Health Visit Log](#)
[Doctors](#)
[Insurance](#)

Company	Policy	Start Date	End Date
Premera	Med 0540	10/12/03	

## Meal Service Tile

On the menu with a separate entries for Meal Service and Monthly Lunch Menu.

The Meal Service screen has two views: student Charges and Deposits, and the Monthly Lunch Menu. By default, the Charges and Deposits view is displayed first.







**Branden Broadhurst**  
 Grade 01 - North Elementary School

Deposits \$108.40  
 Charges \$93.00  
**Balance \$15.40**

**Meal Service**  
 Academic Year - 2018-19

[Charges and Deposits](#)
[Monthly Lunch Menu](#)

More	▼Date	Breakfast		Lunch		Snack		Total Charges	Deposits	Net	Balance
		Meal	A La Carte	Meal	A La Carte	Meal	A La Carte				
+	Fri 03/22/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00	Deposit 15.40
-	Tue 03/19/19	0.00	0.00	1.90	0.00	0.00	0.00	1.90	0.00	1.90	Charge 24.60 Overdrawn
		<b>Meal Group</b>	<b>Item Type</b>	<b>Item</b>	<b>Transaction Type</b>		<b>Charge</b>	<b>Deposit Processed</b>			
		Lunch	Meal	<a href="#">Staff/Student Lunch</a>	Charge		1.90	0.00	03/19/19 10:51 AM		
+	Fri 03/15/19	0.00	0.00	1.90	0.00	0.00	0.00	1.90	0.00	1.90	Charge 22.70 Overdrawn
+	Thu 03/14/19	0.00	0.00	1.90	0.00	0.00	0.00	1.90	0.00	1.90	Charge 20.80 Overdrawn
+	Wed 03/13/19	0.00	0.00	1.90	0.00	0.00	0.00	1.90	0.00	1.90	Charge 18.90 Overdrawn
+	Tue 03/12/19	0.00	0.00	1.90	0.00	0.00	0.00	1.90	0.00	1.90	Charge 17.00 Overdrawn




Select an underlined Lunch item to view the Daily Lunch menu.



## Charges and Deposits

At the top of the screen, the student's rollover (start of year) balance if one exists, along with the total deposits and charges for the student throughout the school year are followed by current balance. The data grid displays daily meal service detail. Each date the student had a meal service transaction displays on the data grid. Click the + icon in the More column to display additional information about a date.

Click any underlined items to display the Monthly Lunch Menu entry for that date.

### Lunch Menu - 03/19/19

Choice #1	Chef's choice
Choice #2	**Food Allergies-contact Nurse
Choice #3	*Meals subject to change



Close

Click the Tool Bar's **Filter** icon to limit the records displayed. Click the **Online Payment** icon to deposit money in the student's lunch account (see Online Payment on page 30).

## Monthly Lunch Menu

On the menu with a separate entries for Meal Service and Monthly Lunch Menu.

The Monthly Lunch Menu displays what choices students have when they go through the line each day. Click the arrows on each side of the month to view other months.



**Branden Broadhurst**  
Grade 01 - North Elementary School

**Meal Service**  
Academic Year - 2018-19

Charges and Deposits
Monthly Lunch Menu

◀
November 2018
▶

▼Date	Choice #1	Choice #2	Choice #3
Fri 11/30/18	Juicyburger/bun	**Food Allergies-contact Nurse	*Meals subject to change
Thu 11/29/18	Baked Ham	**Food Allergies-contact Nurse	*Meals subject to change
Wed 11/28/18	Catfish	**Food Allergies-contact Nurse	*Meals subject to change
Tue 11/27/18	Pulled Pork	**Food Allergies-contact Nurse	*Meals subject to change
Mon 11/26/18	Turkey Tetrizzini	**Food Allergies-contact Nurse	*Meals subject to change
Fri 11/23/18			
Thu 11/22/18			
Wed 11/21/18			

## Notification Preferences Tile

*This screen contains read-only data.* To make changes to your preferences, click the Navigation Bar icon with the parent's name and use the **Set Notification Preferences** option from the User menu.

Use the Notification Preferences screen to see what types of notifications the school offers and how they have been set. Your district may activate Email and Attendance Phone Notifications. If one or the other is not available, that tab is not be displayed.

The screenshot shows the Tyler SIS interface. At the top is a dark blue navigation bar with icons for Back, Home, Menu, Student, Year, Jessica Buckle (highlighted with a red box), Print, and Help. Below the navigation bar, the user's profile is displayed: Jessica Buckle, Grade 12 - Edwards High School. To the right, the title "Notification Preferences" is shown for the Academic Year 2018-19. The main content area is divided into three sections: Email (with the address Jessica@buckle.com), Attendance (with a checkbox for "If student is absent"), and Grades (with a checkbox for "Gradebook score notification"). A yellow banner at the bottom of the content area reads: "To change these preferences, select Set Notification Preferences from the options under the User icon: [User icon]".

## Online Payment Tile

If activated in your district, the Online Payment screen shows all student accounts for Meals or other fees/fines (e.g., registration, library fines, yearbook, etc.). By default, the **Account / New Deposits** screen appears. Click the **Transaction History** tab to see the current year's withdrawals/payments for each student.

### Account/New Deposits

Use this tab to deposit money for each of your students. The student's school, name, account type, and balance display on each line. Accounts for which money is owed are highlighted in yellow. On the right, enter an amount to pay toward a student's account. Once you have entered all of the amounts to be paid, click **Proceed to Verification** on the Tool Bar.

**Online Payment**  
 Academic Year - 2018-19

**Account / New Deposits**
Transaction History

Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	<input type="text"/>
ZZNE	Barker, Debbie Eilene	Meal Account	0.10	<input type="text"/>
ZZMS	Barker, Jeanne	Meal Account	2.65 Overdrawn	<input type="text"/>
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	<input type="text"/>
Total due for Academic Year 2018-19			8.95	
Total Deposit				
Transaction Total				

Color Legend
 Proceed to Verification

[If your district uses RevTrak for transaction processing, remove this section pertaining to PayPal:]

A confirmation screen is displayed.

**NOTE:** A PayPal account is not required to use this feature, as you can make one-time payments with a credit card. After several transactions, PayPal requires you to create an account which can be used to pay with your bank account or to keep funds on PayPal to make instant payments.

### Online Payment Verification

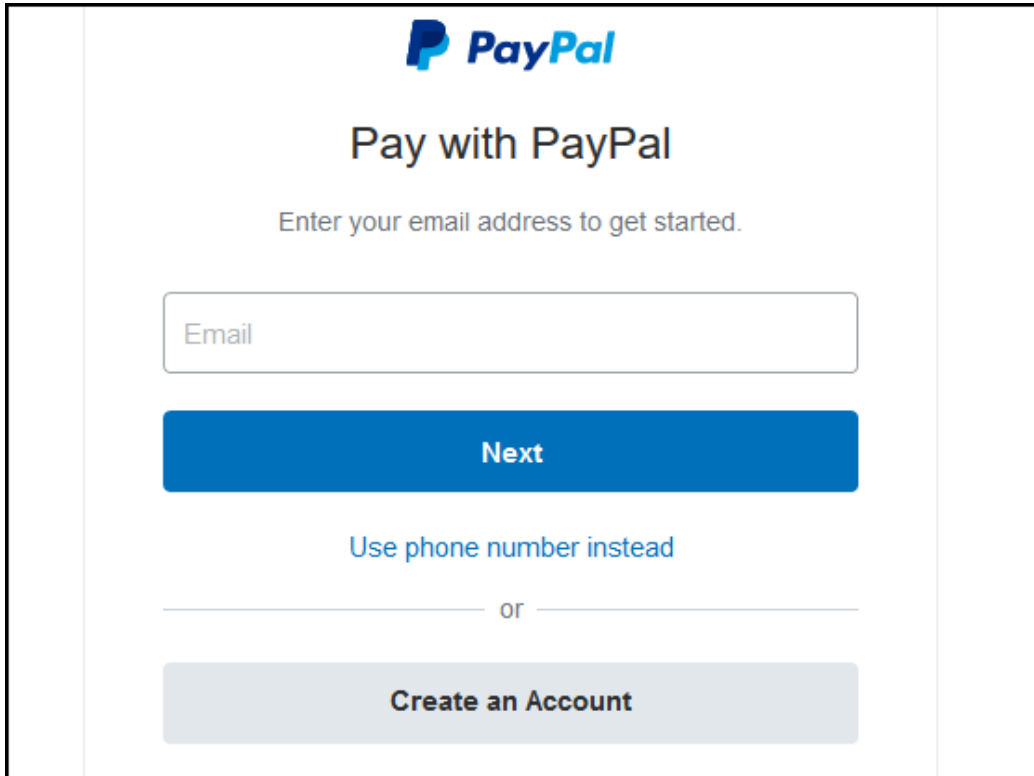
Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	25.00
ZZMS	Barker, Debbie Eilene	Meal Account	0.10	25.00
ZZHS	Barker, Jeanne	Meal Account	2.65 Overdrawn	25.00
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	25.00
Total due for Academic Year 2018-19			8.95	100.00
Transaction Total				100.00

You have chosen to deposit a total of 100.00 dollars.

If you want to proceed to a screen provided by PayPal to submit your eCheck or credit card information and complete this transaction select Proceed to PayPal. If not, select Go Back to Previous Screen.

Go Back to Previous Screen
 Proceed to Paypal

Click **Go Back to Previous Screen** to make changes or click **Proceed to PayPal** to enter your PayPal login information and complete the payment with your funding source of choice.

The image shows a PayPal login screen titled "Pay with PayPal". At the top is the PayPal logo. Below the title, it says "Enter your email address to get started." There is a text input field labeled "Email". Below the field is a blue button labeled "Next". Underneath the button is a link that says "Use phone number instead". Below this link is a horizontal line with the word "or" in the center. At the bottom is a light gray button labeled "Create an Account".

If you do not complete the checkout process and receive a receipt from PayPal, the payment is not completed and student accounts are not credited. Such transactions appear on the Transaction History screen as Initiated.

[End of PayPal section]

[If your district uses PayPal for transaction processing, remove this section pertaining to RevTrak:]

A confirmation screen is displayed.

If you do not have a RevTrak account, RevTrak allows you to make a limited number of payments without creating one using a credit or debit card.



## Online Payment Verification

Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	25.00
ZZMS	Barker, Debbie Eilene	Meal Account	0.10	25.00
ZZHS	Barker, Jeanne	Meal Account	2.65 Overdrawn	25.00
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	25.00
Total due for Academic Year 2018-19			8.95	100.00
			Transaction Total	100.00

You have chosen to deposit a total of 100.00 dollars plus service charges of 2.44 for a transaction total of 102.44 dollars.

If you want to proceed to a screen provided by RevTrak to submit your credit card information and complete this transaction, select Proceed to RevTrak. If not, select Go Back to Previous Screen.



Go Back to Previous Screen



Proceed to RevTrak

If you do not complete the checkout process and receive a receipt from RevTrak, the payment is not completed and student accounts are not credited. Such transactions appear on the Transaction History screen as Initiated.

[End of RevTrak section]

## Transaction History

Account / New Deposits		Transaction History						
More	Invoice #	▼Date/Time	Parent Name	User	Deposit	Serv. Charge	Trans. Total	Status
—	469	04/11/17 3:26 PM	Barker, Joe R		80.00	0.00	80.00	Initiated
Site	▲Student Name	Account Description		Deposit Amount				
ZZMS	Barker, Debbie Eilene	Meal Account		20.00				
ZZHS	Barker, Jeanne Marie	Meal Account		20.00				
ZZNE	Barker, Max Paul	Meal Account		20.00				
ZZHS	Barker, Michelle Kay	Meal Account		20.00				

All online payment transactions for the school year appear on the Transaction History screen. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. All columns on this screen are sortable; click a column heading and the grid rows are

sorted by that item. In the example above, the Date/Time column has an arrow signifying that this is how the list is currently sorted. Click that column again to sort most recent first/last. Click the **+** icon in the More column to see which specific student accounts were included in the transaction.

Depending on the payment method and other circumstance, the Status column shows one of four statuses.

[Delete either PayPal or RevTrak below according to the system you use for transaction processing.]

- **Initiated** – A payment has been started but has not yet been completed. This could be that an Echeck has not completed or that you stopped after clicking Proceed to **PayPal/RevTrak**. Echecks take up to five business days to clear.
- **Completed** – The payment has successfully completed and the student accounts have been credited.
- **Denied** – The payment was denied by **PayPal/RevTrak**. You should have received an confirmation from **PayPal/RevTrak** explaining the reason.
- **Reversed** – The payment has been returned or refunded.

## Online Registration Tile

This tile may or may not be available depending on district policy. When Online Registration is active (usually only for a short time around the start of the school year or late spring), click this tile to complete the registration process skipping the paper forms previously required. You are prompted to enter the required information or confirm the information currently in the system. Click **Edit** on an item marked Incomplete.

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

**Online Registration**  
Academic Year - 2018-19

Actions	Form	Status	Last Updated
<b>Household of Jeremy Auyeung</b>			
<a href="#">Edit</a>	Household Parents (System)	Incomplete	
<a href="#">Edit</a>	Household Addresses (System)	Incomplete	
<a href="#">Edit</a>	Student Information (System)	Incomplete	
<a href="#">Edit</a>	Emergency Contacts (System)	Incomplete	
<a href="#">Edit</a>	Non-resident Parents (System)	Incomplete	
<b>Christian Auyeung</b>			
<b>Emma Auyeung</b>			

Complete the information. Additional parents may be listed if they are in the system.

Some forms have required fields, which are indicated by an asterisk next to each one. If you mark a form complete but did not complete a required field, an error alert displays in the right-hand side of the Tool Bar. The number inside the circle shows how many incomplete required fields need to be addressed. If you cannot complete the form for some reason, uncheck the electronic signature box and move on. Otherwise, fix the errors and continue.

Joe Barker  
01/20/16

Form 14 of 22

1 Errors Save Start Over

When the information is complete, click to check the checkbox (next to the red text) to authenticate the entries and click the **Next** icon to move to the next form.

Back Home Menu Student Tyler SIS Year Jeremy Auyeung Print Help

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 - 2018-19

Household Parents

More First Name \* Middle Name Last Name \* Relationship \*

Jeremy R Auyeung Father

Phone - Work Email Address JeremyAuyeung@tech.com  
Phone - Cell (555) 473-4889 Email Address - Work JeremyAuyeung@Apachecorp.com  
Marital Status Divorced Employer Apache corp

Mary J Auyeung Mother

Phone - Work Email Address MaryAuyeung@hometownUSA.com  
Phone - Cell Email Address - Work  
Marital Status Employer

☐ 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 Form 1 of 5 Save Start Over

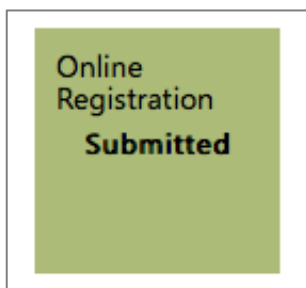
When the last form is completed, click **Return to List**. Click **Submit Forms** to submit the information.

The screenshot shows the Tyler SIS Online Registration interface. At the top, there is a navigation bar with icons for Back, Home, Menu, Student, Year, Jeremy Auyeung, Print, and Help. The main heading is "Online Registration" for the "Academic Year - 2018-19". A central dialog box titled "Submit Forms?" contains the text: "All forms are marked completed but have not yet been submitted to the schools. Do you want to submit the forms now?" with "OK" and "Cancel" buttons. The background shows a list of actions for "Household of Jeremy Auyeung" and "Christian Auyeung", and a "Last Updated" table with dates 10/31/18. At the bottom right, there is a "Submit Forms" button with a checkmark icon.

Upon submitting your registration, you'll receive a confirmation on the screen; click **OK** to complete the submission of the forms. A message confirming the submission displays, click **OK** to close it.

The screenshot shows a confirmation dialog box titled "Congratulations!". The text inside reads: "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." There is an "OK" button with a checkmark icon at the bottom right.

The Registration tile on the Home page turns green.



Once your registration has been processed by the school/district, the Submitted text changes to Accepted. If for some reason your Online Registration forms require revision, the school

will contact you and the icon will turn red again. Simply revise and re-submit your Online Registration.

## Registering for the Next School Year

When Family Registration is complete, the student may be registered for the next school year. The academic year appears at the top; if this is not the year you require, click the **Year** icon to change. Complete the each of the required forms.


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

**Online Registration**  
Academic Year - 2019-20

Actions	Form	Status	Last Updated
<b>Household of Jeremy Auyeung</b>			
<a href="#">Edit</a>	Welcome and Instructions	Incomplete	
<a href="#">Edit</a>	Household Parents (System)	Incomplete	
<a href="#">Edit</a>	Household Addresses (System)	Incomplete	
<a href="#">Edit</a>	Student Information (System)	Incomplete	
<a href="#">Edit</a>	Emergency Contacts (System)	Incomplete	
<a href="#">Edit</a>	Non-resident Parents (System)	Incomplete	
<a href="#">Edit</a>	Acceptable Use of Computers and Networks	Incomplete	
<a href="#">Edit</a>	Acknowledgement of Receipt - Student Handbook	Incomplete	
<a href="#">Edit</a>	FERPA Notification Acknowledgement	Incomplete	
<b>Christian Auyeung</b>			
<a href="#">Edit</a>	Request for Allergy Information	Incomplete	
<a href="#">Edit</a>	Student Media Release Form	Incomplete	
<b>Emma Auyeung</b>			
<a href="#">Edit</a>	Request for Allergy Information	Incomplete	
<a href="#">Edit</a>	Student Media Release Form	Incomplete	

## Programs and Services Tile

The Programs and Services screen shows information about different programs and services in which your student is enrolled. This could be anything from a Section 504 plan to a one-to-one device program in your student's school. This screen shows the Program Name, Service Name, Entry Date and Exit Date. If a Program and Service has an alert icon attached, that icon appears next to the student photo.



Jeanne Barker




Grade 11 - Edwards High School

IEP

Programs and Services

Academic Year - 2018-19

More	Program Name	Service Name	Entry Date	Exit Date
	504	Eligibility	12/29/16	12/12/18
	504	Plan	12/22/16	
	Do not include student in media	Do not include student in media	09/27/17	

Expand All

Collapse All


Filter

☒ Include services active anytime in this academic year



## Student Details Tile

[Remove the following if you do not allow parents to update household information on the portal] To update student or contact information, use the **Update Household Data** tile/menu to submit changes to the school (see page 41).

The Student Details shows all demographic and contact information for a student. Note that the **Current Location** area changes throughout the day as the student moves through their schedule. The Household Parents and Emergency Contacts areas show contact information.


 <b>Michelle Barker</b> Grade 11 - Edwards High School		<b>Student Details</b> Academic Year - 2018-19		
<b>Student Details</b>				
Student #	9995231641	State ID	9995231641	
Enrollment Status	Active	Email	MichelleBarker@edwards.k12.mo.us	
Graduation Plan	2010 & beyond	Address		
Bus	73	IEP Case Thorpe D		
		Manager		
		<b>Current Location</b>		
		Course	IND/TEAM SPORTS	
		Room	GYM	
		Teacher	Dingler K	
<b>Household Parents</b>				
More	Relationship	Name	Home Phone	Cell Phone
+	Father	Joe R Barker	(555) 314-2828	(555) 314-6541
+	Step Mother	Renee A Barker	(555) 314-2828	(555) 314-4558
<b>Emergency Contacts</b>				
More	Relationship	Name	Home Phone	▲ Cell Phone
+	Aunt	Lisa T Barker	(555) 497-5659	(555) 314-6982
+	Friend	Allen S Samuels	(555) 497-0246	

Scroll down to view Sibling and Enrollment History entries.

<b>Siblings</b>				
<b>Name</b>		<b>School</b>	<b>Grade Level</b>	<b>Age</b>
Barker, Max Paul		North Elementary School	03	8
Barker, Debbie Eilene		North Elementary School	07	12
Barker, Jeanne		Edwards Middle School	11	13
<b>Enrollment History</b>				
<b>Year</b>	<b>Entry Date</b>	<b>School</b>	<b>Grade Level</b>	<b>Withdrawal Date</b>
1920	08/14/19	Edwards High School	12	
1819	01/21/19	Edwards High School	11	
1819	11/20/18	Edwards High School	11	01/21/19
1819	08/09/18	Edwards High School	11	10/08/18
SS18	05/28/18	Edwards High School	11	
1718	08/10/17	Midwest Regional Career Center	10	
1718	08/10/17	Edwards High School	10	
1617	08/10/16	Edwards High School	09	
SS16	05/30/16	Edwards High School	09	
1516	08/13/15	Edwards Middle School	08	
1415	08/14/14	Edwards Middle School	07	
SS14	05/26/14	Edwards Middle School	07	
1314	08/14/13	Edwards Middle School	06	
 				
Expand All Collapse All				

## Student Schedule Tile

This tile can be used to select the student's schedule for a Today's Schedule, the current term, or the full year. Click the + icon next to any schedule item to see details including links to Assignments, Attendance, Grades, and Email Teacher (corresponding to tiles on the Home screen).





**Christian Auyeung**  
Grade 01 - North Elementary School

**Student Schedule**  
Academic Year - 2018-19

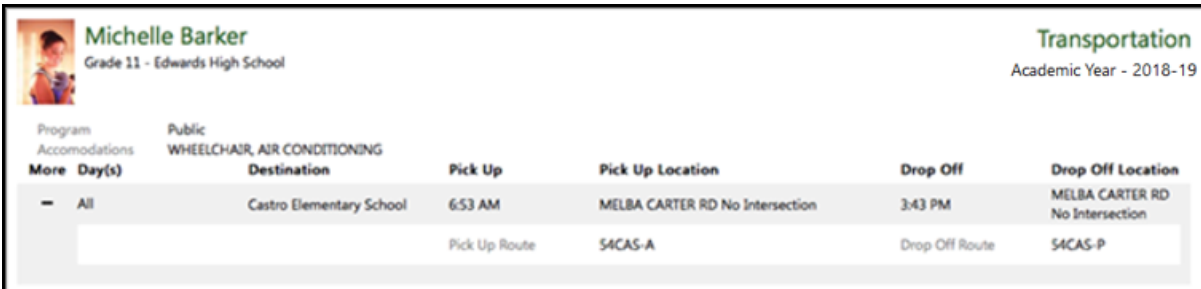
View: This Term Today's Schedule This Term All

Mo	Term	Course Name	Teacher	Room	Team
+ Year	1st Homeroom	Lafon K			
+ P2 F	Year	1st Art Standards	Harward L		
+ P2 MH	Year	1st PE Standards	Yelle M		
+ P2 MW	Year	1st Library Standards	Niblett M		
- P2 TH	Year	1st Computer	Burroughs E		
Course-Section E1700-01 <a href="#">Assignments</a> <a href="#">Attendance</a> <a href="#">Email Teacher</a> <a href="#">Grades</a>					
+ P2 WH	Year	1st Music Standards	Sparacino I		
+ P2	Year	1st Language Arts Standards	Lafon K		
+ P2	Year	1st Skills & Behaviors	Lafon K		
+ P2	Year	1st Mathematics Standards	Lafon K		
+ P2	Year	1st Science Standards	Lafon K		

  ☐ Display dropped classes

## Transportation Tile

[This screen only appears with Tyler's Versatrans RP and Traversa transportation systems. Both products provide a live look at student transportation and routing details. If your district is not using Versatrans or Traversa, you should remove this section from the document.]



**Michelle Barker**  
Grade 11 - Edwards High School

**Transportation**  
Academic Year - 2018-19

Program Accommodations: Public WHEELCHAIR, AIR CONDITIONING

More	Day(s)	Destination	Pick Up	Pick Up Location	Drop Off	Drop Off Location
-	All	Castro Elementary School	6:53 AM	MELBA CARTER RD No Intersection	3:43 PM	MELBA CARTER RD No Intersection
			Pick Up Route	54CAS-A	Drop Off Route	54CAS-P

The transportation screen shows student routing and bus information. The days, destination, pick-up time and location, drop-off time and location display on the grid.



## Update Household Data

[Remove the following if you do not allow parents to update household information on the portal]

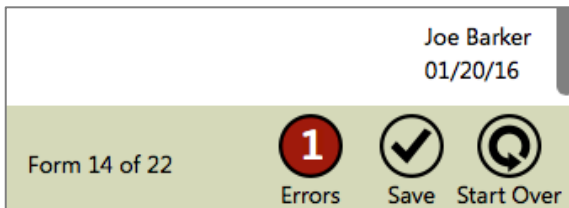
Rather than call or physically go to the school to update information about your household, submit updated information via the **Update Household Data** screen. These submissions are then accepted by the district, so they may not take effect immediately.

To update information about your household, click the **Edit** link for the desired form:

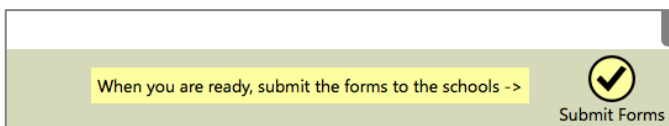
- **Household Parents** – Parents who live in the household and their relationships to each student.
- **Household Addresses** – The address information for the students' household parents.
- **Student Information** – The students' names, birthdates, ethnicity and race information, and other student-specific data.
- **Emergency Contacts** – Add or edit emergency contacts for each student. Edit contact data including phone number, calling order (priority), and relationship.

As you work, the data that is changed is highlighted in orange. Click **Save** on the Tool Bar to save your changes. To revert from the changes that you've made on a form, click **Start Over**. Click **Return to List** to go back to the list of editable forms.

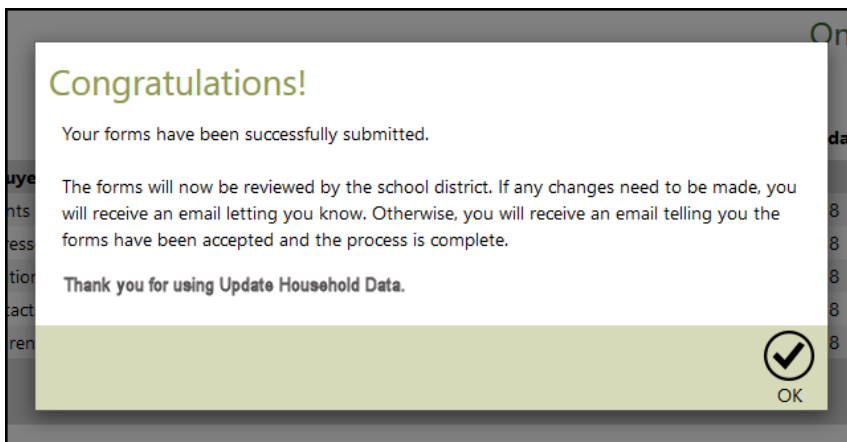
Some forms have required fields, which are indicated by an asterisk (\*) next to each one. If you mark a form complete but did not complete a required field, an error appears in the right-hand side of the Tool Bar. The number inside the circle shows how many incomplete required fields need to be addressed. Supply the information and click **Save** (or Start Over).



When all forms are completed, you must submit them. On the form list, the **Submit Forms** icon appears highlighted on the right-hand side of the Tool Bar. Click **Submit Forms** to send your forms to the school.



Upon submitting your registration, you'll receive a confirmation on the screen; click **OK** to close.



The Update Household Data tile on the Home page turns green and shows Submitted. Once your submission has been processed, the Submitted text changes to Accepted. If for some reason your forms require revision, the school will contact you and the icon will turn red. Simply update the data and re-submit.