



ASSIGNMENTS  
SCHEDULE  
ATTENDANCE  
GRADES



## 2018-2019

Laclede County R-1 Schools offers the SIS Parent Portal, an on-line resource for parents. SIS Parent Portal allows you to access attendance information, lunch account balances, discipline records, and grades for your children. Communication is greatly improved through the Parent Portal.

You will be able to access your childrens records by entering the school district web site, [www.lacledecountryr1.com](http://www.lacledecountryr1.com) and clicking on SIS Parent Portal on the home page.

In order for you to use the SIS parent portal, the school district must have your email address in our student database. Therefore, if you wish to participate, please fill out the form on the second page of this letter. Parents with more than one child in the school system will only need to fill out one form. Please submit the form to any school office in the district.

Upon receiving and processing your information, a user ID and password will be sent to you via email by the SIS Parent Portal. Once you have received your user ID and password, you may begin using the SIS Parent Portal.

When accessing the SIS Parent Portal via the school website you will be asked to enter your user ID and password, so please keep this information on file. Also, please note that it will be your responsibility to keep this password private. We cannot issue any passwords via phone and passwords will not be issued to students.

Only those returning this form will have access to the SIS Parent Portal. Information on the SIS Parent Portal will run one school day behind the current date. For example, if a parent sends in \$10 on Jan. 25 to be applied to a student's lunch balance, the credit will not show up on the SIS Parent Portal until Jan. 26 The same applies to grades and all other records.

SIS Parent Portal will be a valuable communication tool for our parents. If you have any questions, please contact the school at 417-589-2941.

Please fill out this form and return it to any Laclede County R-1 school office where you have a child attending. Please include the all the names of children in grades K-12 you would like to access via SIS Parent Portal.

**Student Name (first and last)**

**Student Grade**

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Please write in the email address that you would like to use for student information notifications. Please print legibly so that all addresses can be properly input into our computer system.

Parent1 Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Home email: \_\_\_\_\_

Other email: \_\_\_\_\_

Parent2 Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Home email: \_\_\_\_\_

Other email: \_\_\_\_\_

Parent3 Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Home email: \_\_\_\_\_

Other email: \_\_\_\_\_

Parent4 Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Home email: \_\_\_\_\_

Other email: \_\_\_\_\_

I understand that it is my responsibility to protect my SIS Parent Portal password. I should not share my password with my children. I understand that the SIS Parent Portal system may not be available 24 hours a day due to maintenance on the computer network, weather related interruptions, etc.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Please return this to any school office where you have a child attending.