

## Instructions for Online Registration

First, you must log on to the Parent Portal.

You can get to the Parent Portal by going to the district's website, [lacledecountryr1.com](http://lacledecountryr1.com)

Click the "SIS Portal" button on the right column. [Notice: this button is always here to give you quick access to your student's grades, lunch account balance, etc.]



With the "Parent" button highlighted (Yellow Underline), log into SIS K-12 using your Username and Password. Your Username should be the email address you have on file with the district.

If you have forgotten your Password, please click the "Forgot your parent password?" link. Instructions to change your password will be sent to your email.

***We have found that most individuals do have a User Name and Password. The Username is typically your email address the district has on file.***

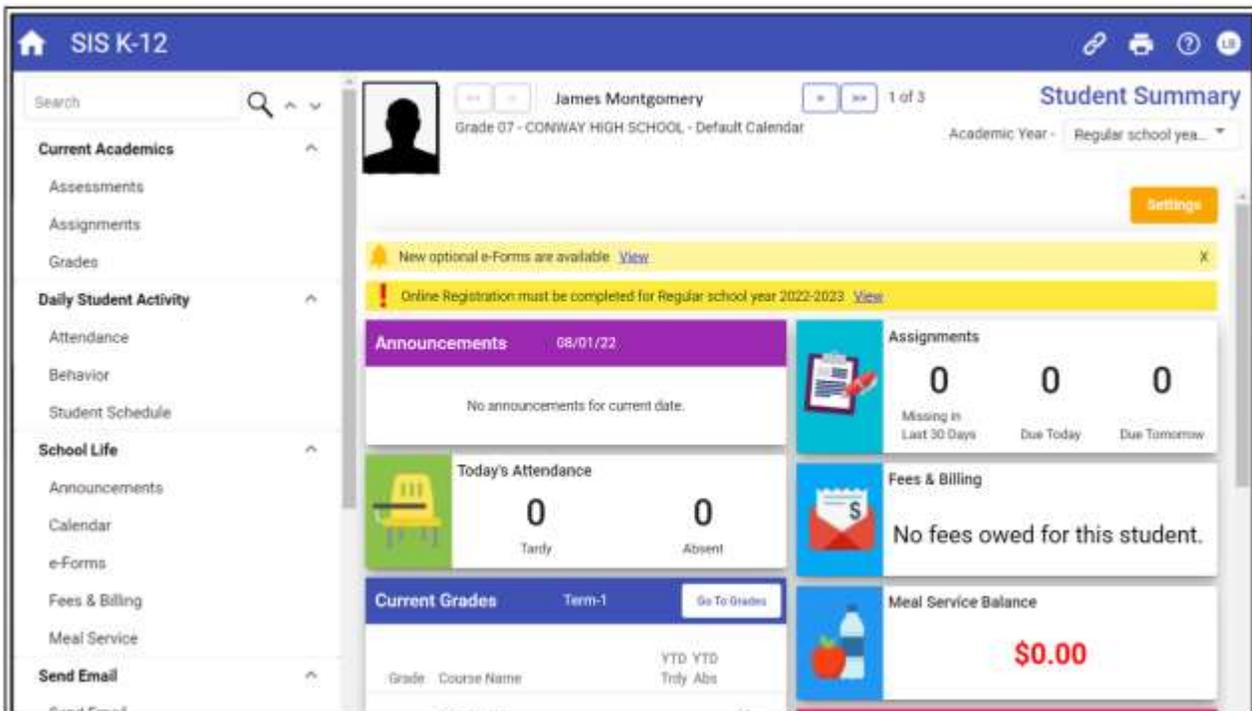
If you do not have a Username or Password, please contact the school for more information.

Email: [HelpDesk@lcr1.org](mailto:HelpDesk@lcr1.org)  
Elementary: 417-589-2171  
High School: 417-589-2941

Once you get into the program, you will see your child’s name. If you have more than one student, you will have to use the  buttons to move to the next student. In this example, the user has 3 students assigned to them.

Now you will see 2 Yellow Bars that need attention. One Yellow Bar is for 2022-2023 Online Registration. Click “[View](#)” to begin registration.

You will also see a Yellow Bar that says New Optional e-Forms. Most likely you will need to fill out one or more of these e-Forms. These e-Forms include items such as Free & Reduced Meal Application, Participations Agreements, etc.



After clicking “[View](#)”, you will see a list of forms that need to be completed. To access a form, click “[Edit](#)”. Once the form has been completed, you will see the status of the form change to “Complete.” You must complete all forms. This list should include the forms for all of your students.

Actions	Form	Status	Last Updated
<b>Household of Lisa Montgomery</b>			
<a href="#">Edit</a>	Welcome and Instructions	Complete	08/01/22
<a href="#">Edit</a>	Household Parents	Complete	08/01/22
<a href="#">Edit</a>	Household Addresses	Complete	08/01/22
<a href="#">Edit</a>	Student Information	Incomplete	
<a href="#">Edit</a>	Emergency Contacts	Incomplete	