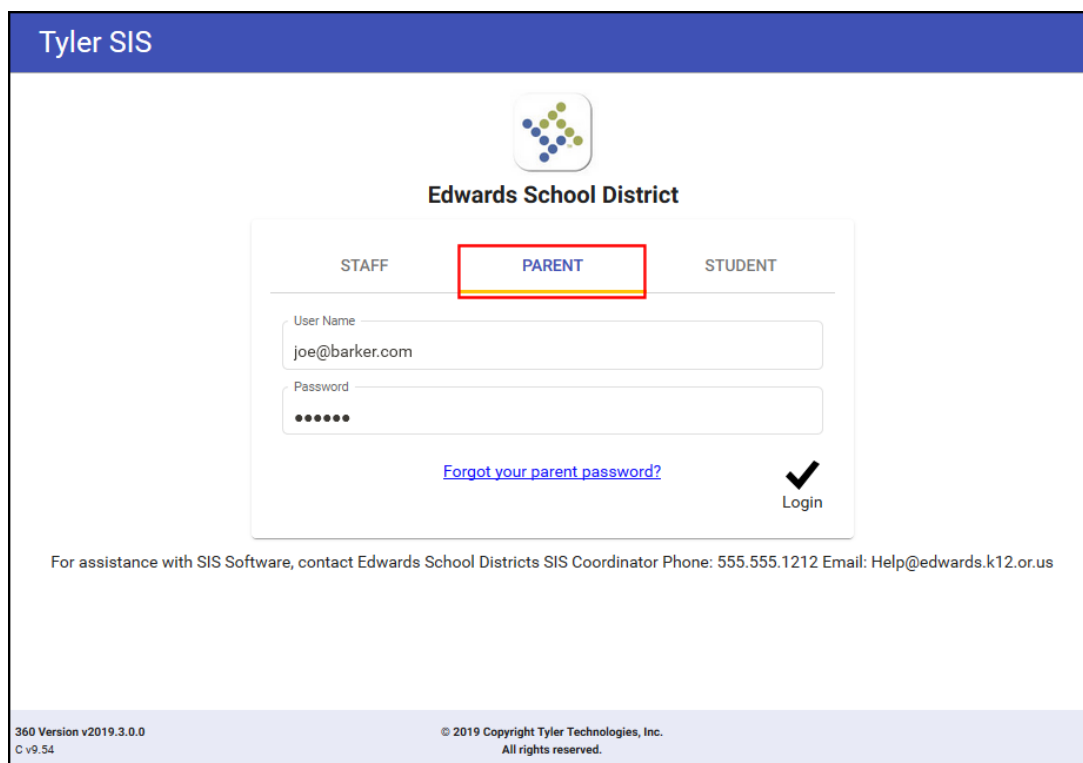


# Tyler SIS Student 360 Navigation for Parent Portal

To begin using the Parent Portal, follow these steps:

1. A link to setup your password will be emailed to the address you provided on the registration form.
2. Go to Richmond School web page and under For Parents SISK12 Parent Portal on the top.
3. 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 Tyler SIS login interface. At the top is a blue header with the text "Tyler SIS". Below it is the Edwards School District logo, which consists of a cluster of colored dots (blue, green, yellow) forming a stylized shape. Underneath the logo is the text "Edwards School District". There are three tabs: "STAFF", "PARENT", and "STUDENT". The "PARENT" tab is highlighted with a red and yellow border. Below the tabs are two input fields: "User Name" with the value "joe@barker.com" and "Password" with masked characters "•••••". A blue link "Forgot your parent password?" is located below the password field. To the right of the password field is a "Login" button with a checkmark icon. At the bottom of the login area, there is contact information: "For assistance with SIS Software, contact Edwards School Districts SIS Coordinator Phone: 555.555.1212 Email: Help@edwards.k12.or.us". The footer contains version information: "360 Version v2019.3.0.0 C v9.54" on the left and "© 2019 Copyright Tyler Technologies, Inc. All rights reserved." on the right.

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 or you can submit the changes yourself using the Update Household Data screen.

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

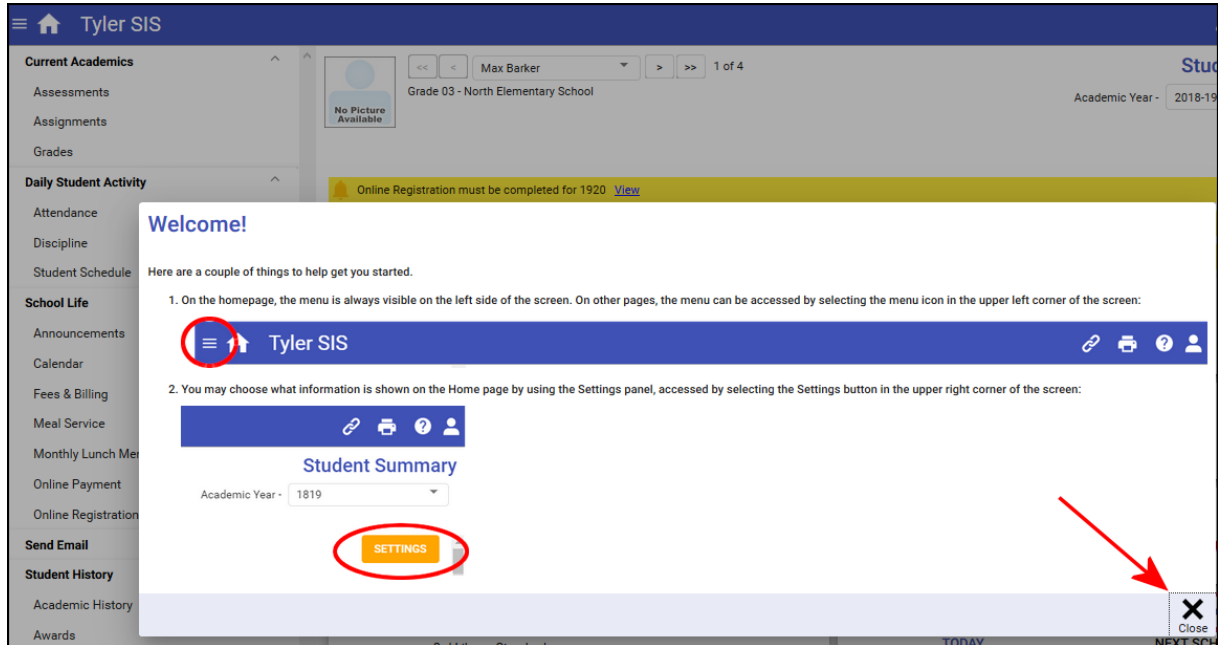
The Parent Portal supports the following web browsers, using the latest versions:

- PC with Firefox, Microsoft Edge, or Chrome
- Mac with Safari, Firefox or Chrome
- iPad 10" with built-in Safari browser

- Android 9" or larger with built-in Chrome browser

## First Time Logging In

When you log in to Student 360 for the first time, one or more Welcome dialogs explain some of the new settings to get you started. Click **Close** to continue.



## 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.

After logging in, the home screen appears with a menu to the left and cards arranged depending on the size of your screen. Some items may be taller (e.g., Schedule and Current Grades), and other cards may optionally be set to show details or a summary. Some cards, such as course requests, may only show at certain times of year and only for certain students by grade level.

---

**NOTE:** Depending on which options your district has enabled, some of these menu options may not be available.

---

Action Alert messages may display in yellow rows for actions that are available for a limited time (e.g., Online Registration or Course Requests) or for recently added records (Behavior Referrals or Health Visits as shown below).

**NOTE:** Go To... buttons appear on some cards to allow quick navigation to data.

## Student Screen Data/Select Options

Student screens display with the student's picture and name in the upper-left of the window. If student Alerts are activated by your district, student alert icons may appear next to the student picture; click the icon to access the data. Use the controls at the top of the Student screens to:

- **Select Students** – If you have multiple students in your household, choose a student to access by clicking/tapping arrows or selecting from the dropdown list. Students are listed youngest to oldest, and by default, the youngest student is displayed.
- **Switch Academic Year** – Switch between academic years to view student information. If a student does not have data in a year or if the current screen is disabled by the district, an academic year may be disabled on this selector.

## Navigation Bar

The blue navigation bar at the top of the Student 360 screen provides icons for navigation.



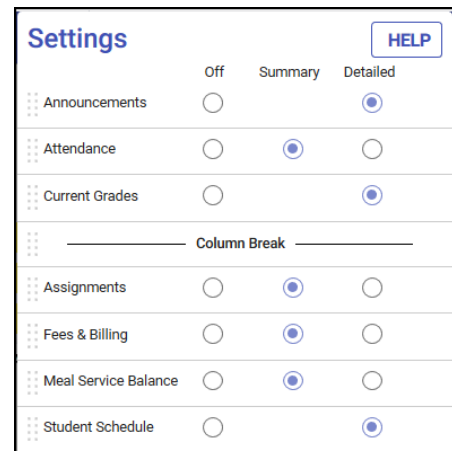
- **Menu** – Displays the menu when it is not otherwise visible. Choose an area to access. This menu matches the one on the home screen.
- **Home** – Returns to the Student Summary screen from any other area.
- **Links** – Navigate to external links set up by the district. These open in a new browser tab, and the tab displaying Student 360 remains open.
- **Print** – Send the data from the middle section of this page, below the blue navigation bar and right of the menu (if present), to a PDF so it can be printed.
- **Help** – Access support documentation for Tyler SIS Student 360.
- **Initials/User Preferences** – Shows initials of person logged in and provides access user-specific functions such as Language, Change Password, Set Notification Preferences, or log out of Student 360.

## Settings

**NOTE:** Data items turned Off on the Home screen remain on the Menu list and may be accessed from there. Cards can be arranged as you prefer – click **Settings** (top, right):

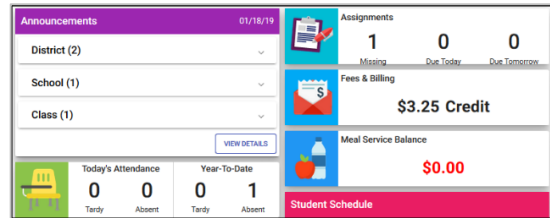
- On a PC, click/drag the parallel line of dots on left end of the card, moving it to its new location.
- On a touch-enabled device, touch/slide the parallel line of dots on the left end of the card.

Once arranged, the order they are displayed in is always the same, but if you view Student 360 from multiple devices, each device may have a different arrangement depending on screen size.

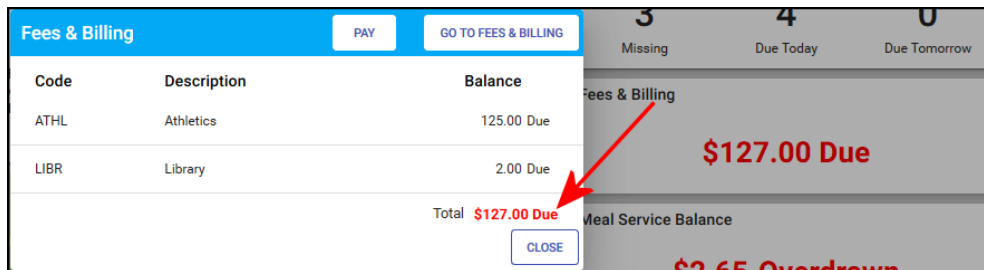


Note that Settings can also be used to turn off cards and switch the active cards between a Summary or Detailed version.

In the example shown, Attendance, Assignments, Meal Service Balance, and Fees & Billing are all showing numbers. They indicate that the student has absences, assignments due/missing, the balance in their meals account, and the balance for Fees & Billing.




## Viewing Student Data



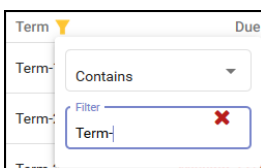
If the summary version of a card is being displayed, clicking/tapping the card opens a window providing more details on that information with a button to that area's full detail screen. The information in the window is what would have been shown in the card if the detailed version was being displayed.

If the detailed version of a card is being displayed, clicking **GO TO...** in the top right corner opens the full detail screen.

Some cards may have additional buttons. In the example above, Online Payment is activated in the district providing a **Pay** button that allows direct access to the Online Payment area from which money may be deposited to pay existing bills.

Clicking/tapping a menu selection displays the full detail screen. Data displays in a grid, with column headings that include a **Filter** icon . The small **arrow** next to the icon indicates which column is currently being used to sort data by ascending/descending order; click or tap the column heading to reverse the order or select/tap another column by which to sort.

More	Academic Year	School	Grade Level	Course Name	Attempted Credits	Earned Credits	S1	S2	Final
▼	1718	South Ruby Campus - HS	10	Band 2	1	1	89.00	99.00	94.00
▼	1718	South Ruby Campus - HS	10	Span2	1	1	92.00	88.00	90.00
▼	1718	South Ruby Campus - HS	10	Art 3	1	1	97.00	94.00	96.00
▼	1718	South Ruby Campus - HS	10	Chem1	1	1	86.00	86.00	86.00
▼	1718	South Ruby Campus - HS	10	W Hist AP	1	1	75.00	84.00	80.00
▼	1718	South Ruby Campus - HS	10	Alg 2:	1	1	93.00	85.00	89.00
▼	1718	South Ruby Campus - HS	10	Th Arts 1	1	1	97.00	98.00	98.00
▼	1718	South Ruby Campus - HS	10	Eng 2	1	1	96.00	93.00	95.00
▼	1617	South Ruby Campus - HS	09	Eng 1	1	1	90.00	95.00	93.00
▼	1617	South Ruby Campus - HS	09	Geom	1	1	91.00	93.00	92.00



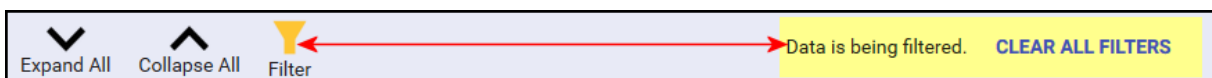
Click the filter icon at the top of a column to restrict the data by the chosen criteria. The filter icon on that column changes color to indicate where the filters has been applied. A notice appears in the bottom bar that **Data is being filtered Clear All Filters**. Click that option or click the filter icon at the top of the column and click the red **X** to remove the individual filter.

On screens that have expandable rows, **Expand All** and **Collapse All** are available in the bottom bar and can be selected to expand or collapse all rows in the grid. Additional actions may be available in the bottom bar, depending what page is being viewed. For example, Academic History shown above has the option to limit to the rows using **Show HS Transcript Only**.

If additional data is available for an individual row on the grid, a down/up arrow icon is displayed on the left in the **More** column. Click/tap it to expand that line and the icon changes to an up-arrow. Select again to collapse the row.

▲	1718	South Ruby Campus - HS	10	W Hist AP	1	1	75.00	84.00	80.00
Course-Section 31470-04 Teacher Medina Falcon N Course Complete Yes Include In GPA Yes									
▼	1718	South Ruby Campus - HS	10	Alg 2:qg	1	1	93.00	85.00	89.00

## Filtering All Data



If a filter has been applied to the entire view (as opposed to an individual column), the filter icon in the bottom tool bar changes color. Click the filter icon to view the details or click **Clear All Filters** to remove.

**Filter**

**Due Date**

From  To   
mm/dd/yy mm/dd/yy

**Assigned Date**

From  To   
mm/dd/yy mm/dd/yy

**Percentage**

From  To

Category

Grade

Clear Save Close

More	Due	Assigned	Assignment	Category-ID	Points Possible	Points Earned	Percentage	Special Mark
▼	Wed 03/13/19		HW#6 Surface Areas (Pink)	Homework-7	20	20	100	
▼	Missing 03/22/19		Unit 6 HW #5 Volumes (purple)	Homework-8	20	0	0	MSNG

## Assignments

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 Course views can display Standards-based assignments.

## 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 or narrower date range than the 30 day back/forward that shows by default or other criteria (see Filter setup next page).

**UPCOMING/MISSING**

More	Course Name	Term	Due	Assigned	Assignment	Category-ID	Points Possible
▲	GEOMETRY	Term-4	Missing 03/22/19		Unit 6 HW #5 Volumes (purple)	Homework-8	20
▲	COLLEGE PREP & ACT PREP & WRITING FLUENCY	Term-4	Thu 04/18/19		Paper #1 Student was to select 5 from the 10 s... Test-1		35
▼	COLLEGE PREP & ACT PREP & WRITING FLUENCY	Term-4	Thu 04/18/19		Paper #2 Student was to select 5 from the 10 s... Test-2		35
▼	COLLEGE PREP & ACT PREP & WRITING FLUENCY	Term-4	Thu 04/18/19		Paper #4 Student was to select 5 from the 10 s... Test-3		35

Data is being filtered. CLEAR ALL FILTERS

**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 pending assignments yet.

The following displays for each assignment:

- **More** – Click the **arrow** icon in the More column to see each standard's assignment details.
- **Course Name** – Name of the course the assignment is associated with.
- **Term** – Term of the course the assignment is associated with.
- **Due** – Date the assignment is due to be turned in.
- **Assigned** – Date the assignment given to students.
- **Assignment** – Abbreviated name of the assignment.
- **Category-ID** – The type of assignment (e.g., classwork, homework, extra credit, etc.).
- **Points Possible** – The number of points the assignment is worth.

The assignments view above indicates that the data is filtered. Click **Clear All Filters** to display all assignments or click the **Filter** icon to see how the assignments have been filtered.

The screenshot shows the Tyler SIS interface for a student named Jeanne Barker. The main content area is titled 'BY COURSE' and shows details for 'GEOMETRY - Yr' in 'Term-4' at 'Edwards High School'. The teacher is 'Griffing C'. Below this, a table lists assignments. The first row shows 'HW#6 Surface Areas (Pink) Homework-7' due on 'Wed 03/13/19' with 20 points possible and 20 earned. The second row shows 'Unit 6 HW #5 Volumes (purple) Homework-8' due on 'Missing 03/22/19' with 20 points possible and 0 earned. A 'Filter' icon is highlighted in a red box, and a message 'Data is being filtered' with a 'CLEAR ALL FILTERS' button is visible. A 'Filter' sidebar is open on the right, showing filters for 'Due Date', 'Assigned Date', and 'Percentage'.

## 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. Above the assignment list, the Teacher, Grade Level, School, Course-Section, and email link to the teacher (if available) are displayed. As with Upcoming, click the **arrow** icon to display details about the assignment.



More	Due	Assigned	Assignment	Category-ID	Points Possible	Points Earned	Percentage	Special Mark	Effective Score	Grade
▼	Fri 01/04/19		Warm-Up 1/8-1/10	Classwork-1	3	3	100		100	A
▼	Mon 01/07/19		Chapter 7 Section 1 Questions	Classwork-2	6	6	100		100	A
▼	Mon 01/07/19		Chapter 7 Section 2 Questions	Classwork-3	8	8	100		100	A
▼	Tue 01/08/19		Chapter 7 Section 3 Guided Re...	Classwork-4	16	16	100		100	A
▼	Tue 01/15/19		Chapter 7 Section 4 book ques...	Classwork-5	5	5	100		100	A
▼	Fri 01/18/19		Warm-Up 1/21-1/24	Classwork-10	3	3	100		100	A

The following displays for each assignment:

- **More** – Click the **arrow** icon in the More column to see each standard's assignment details.
- **Due** – Date the assignment is due to be turned in.
- **Assigned** – Date the assignment given to students.
- **Assignment** – Abbreviated name of the assignment.
- **Category-ID** – The type of assignment (e.g., classwork, homework, extra credit, etc.).
- **Points Possible** – The number of points the assignment is worth.
- **Points Earned** – Points awarded for the assignment.
- **Percentage** – The percentage of the points possible that the student earned.
- **Special Mark** – Special Marks are additional indicators of student performance. They may be used by teachers to affect a student's final score for an assignment.
- **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).

## Grades

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

The Secondary view shows a row for each course that has a grade and a column for each term. Underlined marks are links to the Assignments tile; click to display those details on that tile. Those marks in green boxes are calculated from teachers' gradebooks but not finalized for report cards. Click the **arrow** icon (plus) for period/course details.

The Elementary 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.

**Tyler SIS** | Max Barker | 1 of 4 | Grades | Academic Year - 2018-19

More	Meets	Term	Course-Section	Course Name	Teacher Name
▼	P1	Year	E3502-01	3rd Skills & Behaviors	Gilmore C
▼	P2	Year	E3122-01	3rd Language Arts Standards	Gilmore C
▼	P3	Year	E3202-01	3rd Mathematics Standards	Gilmore C
▼	P4	Year	E3302-01	3rd Science Standards	Gilmore C
▲	P5	Year	E3402-01	3rd Social Studies Standards	Gilmore C
▼	P6 F	Year	E3801-01	3rd Library Standards	Niblett M
▼	P7 M	Year	E3631-01	3rd Art Standards	Harward L

Standard	T1	T2	S1	T3	T4	S2
Understands social studies concepts taught	3	3		3		
Demonstrates and applies social studies concepts in real situations	3	3		3		

Expand All | Collapse All | Legend | Show Progress Grades

Click **Legend** to display an explanation of standards marks.

### Legend

Mark	Description
4	Meets
3+	3+
3	Progressing
2+	2+
2	Limited Progress
1+	1+
1	Needs Improvement

Close

# Daily Student Activity

## Attendance

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).

**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 Codes columns display a count of Excused/Unexcused 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 106.00 of 110.00 (96.36%)  
Hours 667.43 of 711.40 (93.82%)

By Date (Entire Year)  
By Student Schedule (Today Only)  
By Student Schedule (This Term)  
By Student Schedule (All)

Type	Duration	Codes
Absent	8 Periods	E
Absent	3 Periods	E

Meets	Term	Course-Section	Course Name	Code	Comment
P6	Year	H2060-07	AMERICAN HIST	E	Check-Out at 12:15 pm
P7	Sem2	H6510-02	LIFE ON YOUR OWN	E	Check-Out at 12:15 pm
P8	Year	H9036-04	SEMINAR 11	E	Check-Out at 12:15 pm

Wed 02/13/19      Absent      8 Periods      R

Expand All    Collapse All    Code Legend    Show All Codes

Click the bottom tool bar **Code Legend** to show 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
E	Excused
M	Medical on File
R	Truant

✕  
 Close

## Student Schedule

Used to select the student’s schedule for a **Today’s Schedule**, **This Term**, or **All** (full year). Click the **arrow** 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).

Tyler SIS
Student Schedule

Jeanne Barker

Grade 11 - Edwards High School

504 ELL RTI

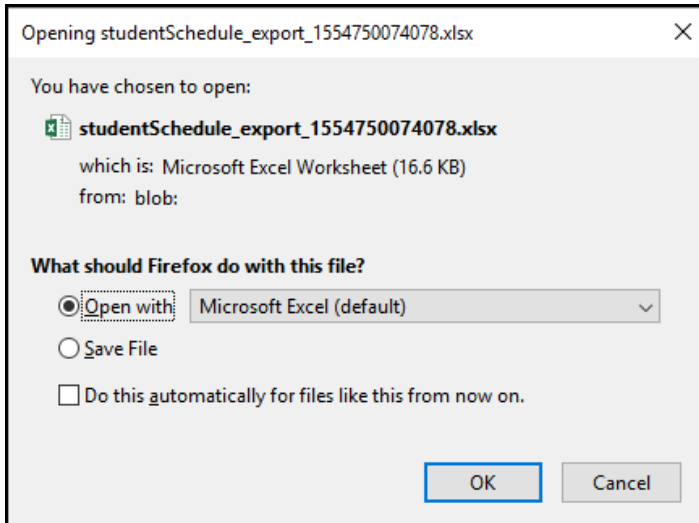
3 of 4

Academic Year - 2018-19

Term	Course Name	Teacher	Room	Team
This Term	BIOLOGY	Sligh E	301	
All	ENGLISH III	Sandiford J	105	
P2	ENGLISH III	Sandiford J	105	
P3	GEOMETRY	Griffing C	214	
P4 Lunch 2	ADV CHILD DEV, CARE & GUIDANCE	Mcintyre T	112	
P5	ACADEMIC CAREER LAB	Shoemaker P	209	

Expand All
Collapse All
Export
 Display dropped classes

Click **Display dropped classes** to include previously dropped classes. Click **Export** to send the schedule to a Microsoft Excel sheet.



## School LifeCalendar

By default, the Calendar displays the current date's entries in a single day view. Click **Previous**, **Today**, or **Next** to display a different single day.

The screenshot shows the Tyler SIS interface for a student named Jeanne Barker. The header includes the user's name, a dropdown menu, and navigation arrows. Below the header, there are icons for 504, ELL, and RTI. The main content area displays the date "Friday, May 3, 2019" and navigation buttons for "PREVIOUS", "TODAY", and "NEXT". To the right, there are buttons for "DAY", "WEEK", and "MONTH". The calendar grid shows the following entries:

- 9:53 AM - 10:45 AM: GEOMETRY (green block)
- 10:45 AM - 12:10 PM: ADV CHILD DEV, CARE & GUIDANCE (green block)
- Cell Phone Misuse (red block)
- 12:10 PM - 1:02 PM: ACADEMIC CAREER LAB (green block)

The Day calendar (above) displays the student's scheduled classes, incidents (red), and assignments. Click any entry to access details or links to Assignments, Attendance, Grades, or Email Teacher.

Click **Week** or **Month** for a weekly or monthly calendar. As shown below, a checkbox indicates attendance entries, a gavel indicates behavior events, and books to indicate assignments. Click any day's cell to display details. Dates outside of the currently-selected academic year may be displayed. If displaying the current Week/Month, the current day is highlighted in Green; otherwise, past dates have no highlights.

## Fees & Billing

More	Fee Code	Description	Balance															
▲	ATHL	Athletics	125.00	Due														
<table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Type</th> <th>Fee</th> <th>Payment</th> <th>Balance</th> <th>Additional Details</th> </tr> </thead> <tbody> <tr> <td>02/23/19</td> <td>Softball</td> <td>Fee</td> <td>125.00</td> <td></td> <td>125.00</td> <td>Due</td> </tr> </tbody> </table>					Date	Description	Type	Fee	Payment	Balance	Additional Details	02/23/19	Softball	Fee	125.00		125.00	Due
Date	Description	Type	Fee	Payment	Balance	Additional Details												
02/23/19	Softball	Fee	125.00		125.00	Due												
▼	LIBR	Library	2.00	Due														
▼	TEXT	Textbook	0.00															

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 as 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 **arrow** icon in the More column to see individual fee and payment transactions.

## Meal Service

**NOTE:** Listed on the menu with separate items for Meal Service and Monthly Lunch Menu.

The Meal Service screen has two tabs: **Charges and Deposits**, and the **Monthly Lunch Menu**. By default, the Charges and Deposits view is displayed first. At the top of the screen, the student's rollover (start of year) balance if one exists, along with the total of deposits and charges for the student throughout the school year, is followed by current **Balance**. The student's Meal PIN may be viewed by clicking the security icon.

The screenshot shows the Tyler SIS Meal Service interface for Michelle Barker, Grade 11 at Edwards High School. The account summary at the top right displays: Deposits \$10.65, Charges \$16.25, and a Balance of \$5.60 Overdrawn. Below this is a table of charges and deposits for the academic year 2018-19. The table has columns for Date, Breakfast (Meal, A La Carte), Lunch (Meal, A La Carte), Snack (Meal, A La Carte), Total Charges, Deposits, Net, and Balance. The balance column is highlighted in yellow. A red box highlights the 'More' column arrow for the date 02/26/19. Below the table, a detailed view for 02/26/19 shows a deposit of 8.00 and a charge of 0.00 for a Staff/Student Breakfast Charge. At the bottom right, there is a red box around the 'Online Payment' button.

More	Date ↓	Breakfast Meal	Breakfast A La Carte	Lunch Meal	Lunch A La Carte	Snack Meal	Snack A La Carte	Total Charges	Deposits	Net	Balance
▼	Fri 03/01/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.60 Overdrawn
▼	Thu 02/28/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.60 Overdrawn
▼	Wed 02/27/19	0.00	0.00	0.00	2.50	0.00	0.00	2.50	0.00	-2.50 Charge	5.60 Overdrawn
▲	Tue 02/26/19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00 Deposit	3.10 Overdrawn
▼	Fri 02/22/19	0.00	0.00	0.00	5.75	0.00	0.00	5.75	0.00	-5.75 Charge	11.10 Overdrawn

The Charges and Deposits data grid displays daily meal service detail. Each date the student had a meal service transaction displays on the data grid. Click the **arrow** icon in the More column to display additional information about a date. Overdrawn amounts are yellow highlighted.

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.

## Online Lunch Payment

When using it, parents are requested to deposit sufficient funds to cover the next month's lunch expenses. Cash or checks may be sent to the school office, or payments may be made online through the E-funds website.

Parents should monitor the balance in the account through the Parent Portal and are encouraged to deposit funds on a regular basis. If your child(ren)'s lunch account balance reaches zero or below, our system generates an email notifying you to make a payment immediately.

**Cash or Check Payments:** Payments are deposited in an individual student account. If you have more than one child at Richmond you must make separate deposits into each account. One family check



can be written out as long as you indicate on the memo line how much you would like allocated to each child's account. Please make checks payable to "Richmond School".

### **Electronic Payments:**

You can make an electronic deposit through E-funds via our Richmond School website. The link can be found under the "For Parents" tab, then "Lunch Information" and "Online Account Payments."

If you are new to E-funds, you will be asked for your student's ID number. It is your child's lunch pin number. Please be sure to link all of your children to your account and allocate money for each child.

**Transaction History** shows all online payment transactions for the school year for all students associated with the adult logged in. 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 that follows, 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 **arrow** icon in the More column to see which specific student accounts were included in the transaction.

## Student History

### Academic History

The Academic History screen displays the student's past 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 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 year first/last.

- **Show HS Transcripts Only** – In the bottom tool bar, uncheck/check to show all course records or only those that qualify to appear on transcripts.
- **Expand All/Collapse All Arrows** – Click to show/hide for all courses extra information including the course number, teacher, and, if applicable, the source school for transferred-in grades.

More	Academic Year	School	Grade Level	Course Name	Attempted Credits	Earned Credits	S1	S2
▼	1819	Edwards High School	11	ACAD/CAREER LAB	0.5	0.5	C-	
▼	1819	Edwards High School	11	CHILD DEV CARE	0.5	0.5	B	
▼	1819	Edwards High School	11	ENGLISH III	0.5	0.5	C-	
▼	1819	Edwards High School	11	SEMINAR 11	0	0.25	P	
▼	1819	Edwards High School	11	BIOLOGY	0.5	0.5	D-	
▼	1819	Edwards High School	11	AMERICAN HIST	0.5	0.5	C	
▼	1819	Edwards High School	11	GEOMETRY	0.5	0.5	D+	
▼	1819	Midwest Regional Career Center	09	PERSONAL FINANCE	0.5	0.5	D	
▼	1718	Transferred-In	10	ALGEBRA 1 LAB	1	1	A	A

- **More** – Click the **arrow** icon in the More column to display extra information about the course, including the course number, teacher, and, if applicable, the source school for transferred-in grades.
- **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.
- **Course Name** – Name of 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.
- **Grading Period/Grade (displayed as S1 and S2 in the example above)** – The semester for each grade and the grade earned.

## Documents

Tyler SIS can store documents for students and for 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 document 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 the date it was added and who added it. Note that the bottom tool bar indicates that the list may be filtered.

**Tyler SIS** Documents

Jeanne Barker 3 of 4  
Grade 11 - Edwards High School

File Name	Description	Category	For	Added	Added by
<a href="#">Jeanne Proof of ResidencyDocument.pdf</a>	Proof of Residency	Proof of Residency	Family	01/09/20	sdmadmin s

Filter

In addition to the general documents area, several other areas within the 360 support adding documents to records. Documents may be added to records in these areas:

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

## Student Information

### Health

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. The **Doses Received** column shows what dates the student received those immunizations. If the student was exempt for an immunization, that reason code 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.

**Health**

Academic Year - 2018-19

IMMUNIZATIONS    MEDICATIONS    HEALTH VISIT LOG    DOCTORS    INSURANCE

Name	Doses Received	Exemption Code
DTap (Acellular alt. to DTP)	06/25/03 08/28/03 10/29/03 06/29/04 10/22/08	
Gardasil (Human Papillomavirus)	11/06/14 04/23/15	
Hemophilus Influenza	06/25/03 08/28/03 10/29/03 09/29/04	
Hepatitis-A	07/25/07 07/09/08	
Hepatitis-B	04/24/03 05/27/03 09/29/04	
Inactive Polio (alt. to OPV)	07/25/07	
Measles/Mumps/Rubella	06/29/04 10/09/08	
Oral Polio Vaccine	06/25/03 08/28/03 10/29/03	
Tetanus, Diphtheria, Pertussis (adolescent/adult booster)	11/12/16	
Varivax/Chicken Pox	07/25/07	

**Medications** – Shows any medications which can be administered to the student. Click the **arrow** 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.

**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	

Pharmacy      Phone      Rx Number      Doctor

Walgreens      (573) 581-3353      0195004-10587      Bunge

Comments

Melissa has been coming to the Health Room @ 09:45 to use before PE.

▼	ALBUTEROL	Daily	02/16/15	05/24/15	2 puffs Q 4-6H & PE	Y
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Expand All    Collapse All

**Health Visit Log** – If the student has visited the health office for any reason, and it was logged into Tyler SIS Student 360 v3, 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, **Action**, and **Sent To** display for each record on the grid.

Date	Time In	Time Out	Visit Reason	Action	Sent To
03/19/19	10:50 AM	10:54 AM	CRMP		Class
03/19/19	9:09 AM	9:11 AM	MENS		Class
03/13/19	11:03 AM	11:05 AM	SORM	Ice pack	Class
03/08/19	11:57 AM	12:01 PM	MISC	Ice pack, Assessment, Counseling/instruction /refer	Class
02/15/19	8:26 AM	8:30 AM	CRMP	Medicine-Given, IBUPROFEN	Class
02/14/19	9:08 AM	9:15 AM	CRMP	Medicine-Given, IBUPROFEN	Class
02/07/19	8:19 AM	8:21 AM	MENS	Personal Product	Class
01/17/19	11:40 AM	11:42 AM	MENS	Personal Product	Class
01/10/19	9:01 AM	9:05 AM	JOIP	Ice pack, Assessment, Counseling/instruction /refer	Class

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

Name	Telephone
Dr. Waltman	(555) 555-5555

## Student Details

**NOTE:** To update student or contact information, use **Update Household Data** on the menu to submit changes to the school (see page 23).

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.

**NOTE:** Emergency Contacts are associated with each student and may differ for students in the same household.

Tyler SIS

<< < Jeanne Barker > >> 3 of 4

Grade 11 - Edwards High School

**Student Details**

Academic Year - 2018-19

**Student Details**

Student #	9992326421	State ID	9992326421	Gender	Female
Enrollment Status	Active	Email Address	JeanneBarker@edwards.k12.mo.us	Age	15
Graduation Plan	2010 & beyond	Locker #	1S-73	Ethnicity	Non- Hispanic/Latino
Bus	64	Locker	*****	Race	White
		Combination		Birth Date	06/25/03

**Current Location**

Course	ADV CHILD DEV, CARE & GUIDANCE
Room	112
Teacher	Mcintyre T

**Household Parents**

	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

**Emergency Contacts**

	Relationship	Name	Home Phone	Cell Phone
▼	Aunt	Lisa T Barker	(555) 497-5659	(555) 314-6982
▼	Friend	Allen S Samuels	(555) 497-0246	

**Siblings**

▼ Expand All
▲ Collapse All

If necessary, scroll down to view **Siblings** and **Enrollment History** records.

Tyler SIS

<< < Jeanne Barker > >> 3 of 4

Grade 11 - Edwards High School

**Student Details**

Academic Year - 2018-19

	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

**Siblings**

Name	School	Grade	Age
Max Barker	North Elementary School	03	8
Debbie Barker	Edwards Middle School	07	13
Michelle Barker	Edwards High School	11	16

**Enrollment History**

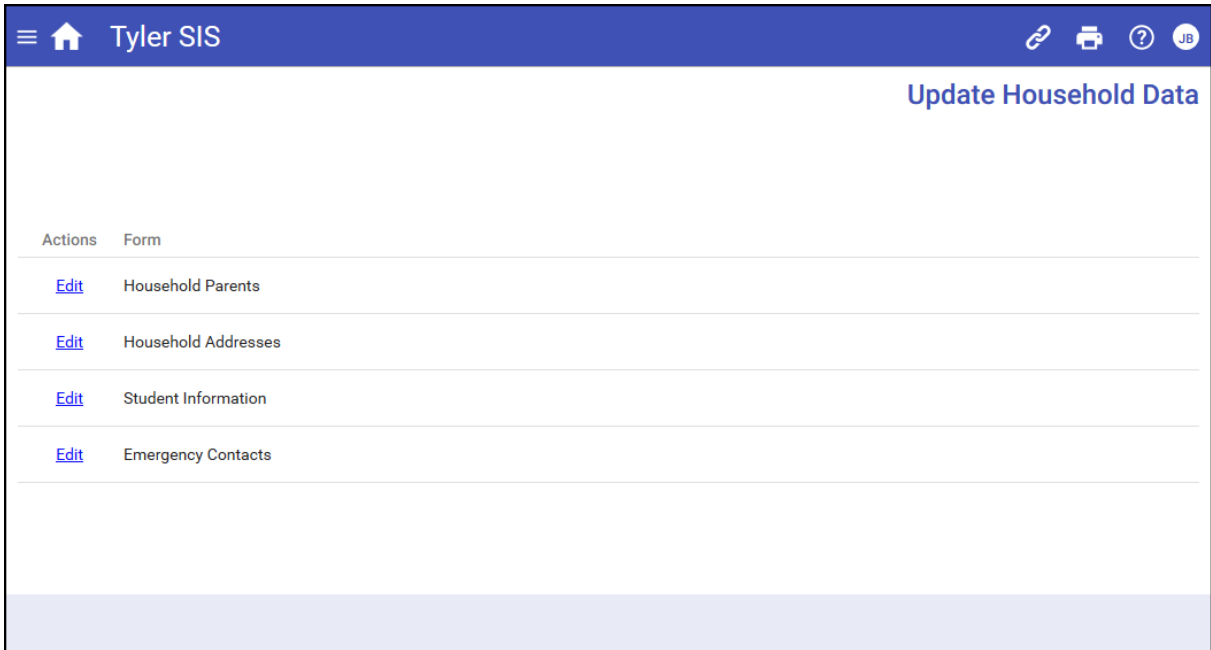
Year	Entry Date	School	Grade Level	Withdrawal Date
1920	08/14/19	Edwards High School	12	
1819	09/25/18	Midwest Regional Career Center	09	
1819	09/25/18	Edwards High School	11	

▼ Expand All    ▲ Collapse All

# Utilities and Settings

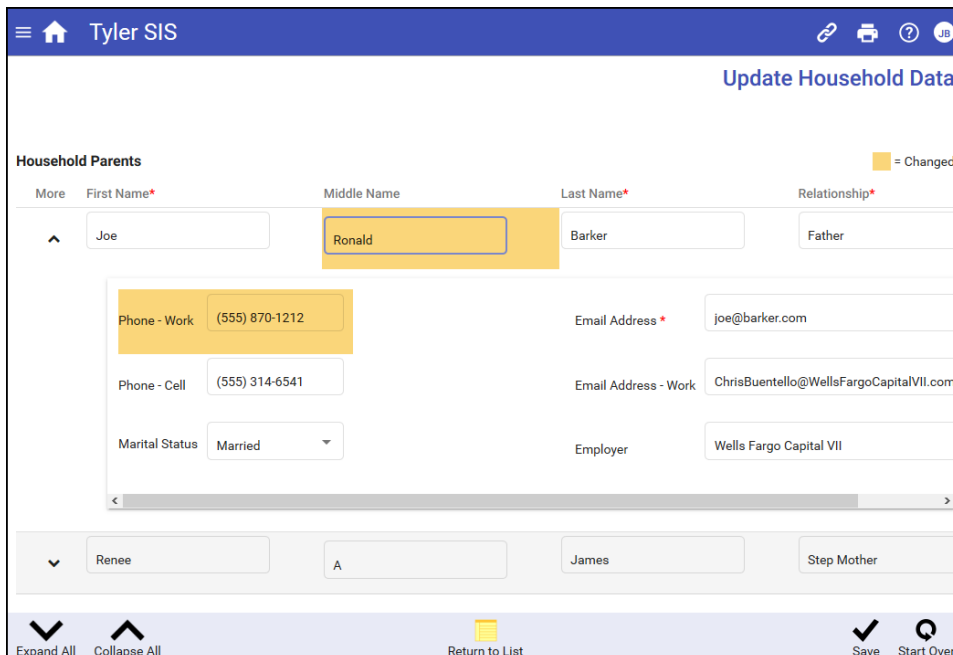
## Update Household Data

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.

**NOTE:** Emergency Contacts are associated with each student and may differ for students in the same household.

[Update Household Data](#)

**Emergency Contacts** = Changed

More	First Name*	Middle Name	Last Name*	Calling Order	Actions
^	Lisa	T	Barker	1	⋮

**Associated Students**

Student	Student May Leave with This Person	Relationship of Contact
Barker, Max	Y	Aunt
Barker, Jeanne	Y	Aunt
Barker, Michelle	Y	Aunt
Barker, Debbie	Y	Aunt

^	Allen	S	Samuels	2	⋮
---	-------	---	---------	---	---

Expand All Collapse All Add Contact Return to List Save Start Over

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; click to see what field(s) need to be addressed. Supply the information and click **Save** (or **Start Over**).

**Household Addresses** = Changed

**Primary Residence**

House #

Direction

Street\*

Required field

**Preferred Mailing Address**

Same as Primary Residence

Address Line 1

Address Line 2

Address Line 3

Errors were found. Please see details below.

[Street: Required field.](#)

Return to List 1 Errors Save Start Over



When each form is Saved it is submitted. The Updated Household Data screen displays a message that the updated data has been submitted and on what date; it indicates that the changes must be approved.

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.

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.

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