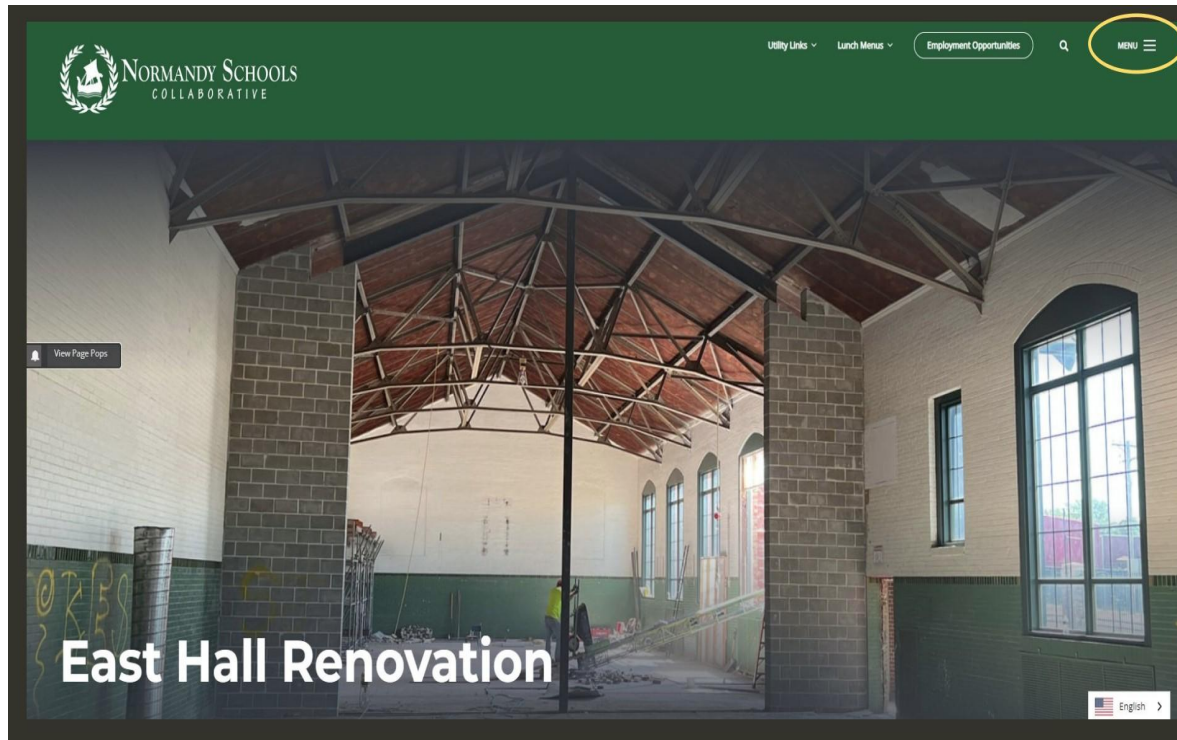



## ONLINE STUDENT ENROLLMENT INSTRUCTIONS

To begin the registration process for existing families, start at the Normandy Schools Collaborative website, [www.normandydc.org](http://www.normandydc.org). Select 'Menu' on the upper right corner of the website.



Follow the drop-down menu and select ‘Teaching & Learning’  
From the other drop down menu, select ‘Student Enrollment/Registration Information’.

NDY SCHOOLS  
LABORATIVE



ratulations 2022 Normandy

Utility Links

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When you get to the ‘**Student Enrollment/Registration Information**’ page, select ‘clicking here’ in the first paragraph. This will take you to the online enrollment site. We use the Tyler SIS Parent Portal for student registration.

## Student Enrollment/Registration Information

### Questions about online registration?

Still have questions about online registration? Please call Ms. Hudson at 314-493-3504 or via email, [info@normandydc.org](mailto:info@normandydc.org).

Please include a phone number and/or email address so that a member of our team can respond to your question.

Thank you!

STEP-BY-STEP  
ONLINE  
ENROLLMENT  
INSTRUCTIONS

### 2022-2023 Student Enrollment/Registration

We are now enrolling students for the 2022-23 school year. All returning students will complete the online enrollment process by **Clicking Here**. After completing the online component, you will need to report to the school with documentation for residency.

#### New Student Enrollment

Parents/guardians must provide proof of residency to enroll their child(ren).

- All documents provided must be current (within 30 days) and display the name of the parent or legal guardian, as well as the address (located within the district).
- If you have not received two utility bills due to just moving into your residence, you are required to bring two verification of service letters from the utility companies. If the parent/ legal guardian does not rent or own the district property and resides with a district resident, please contact 314-493-0454 for additional information.

#### A valid email address is required to enroll/register students online.

- Please use your email address on file as your username, along with your password.
- If you do not remember your password, you can click on the Forgot Your Password link in the system to reset it.

If you do not have an email address, a free email account can be set up with a service provider like [Google](#) or [Yahoo](#)!

#### Returning Students

Returning families do not need to have their residency/home address verified by district staff to enroll/register online. **Please use your email address on file as your username, along with your password.** If you do not remember your password, please click the "Forgot Your Password?" link and a new one will be sent to your email address.

Register returning (current) Normandy student(s) here: <https://sdm.sisk12.com/NM360x3/login>

English >

Once on the Tyler SIS Parent Portal, click on the ‘PARENT’ tab.

Use your user name (the email address you provided to the district) and your password if you are an existing parent. If you do not remember your password, you can request a new one by clicking ‘Forgot Your Parent Password’ and it will be sent to your email address account.

Tyler SIS

Normandy Schools Collaborative

STAFF PARENT STUDENT

User Name:

Password:

[Register New Family](#)

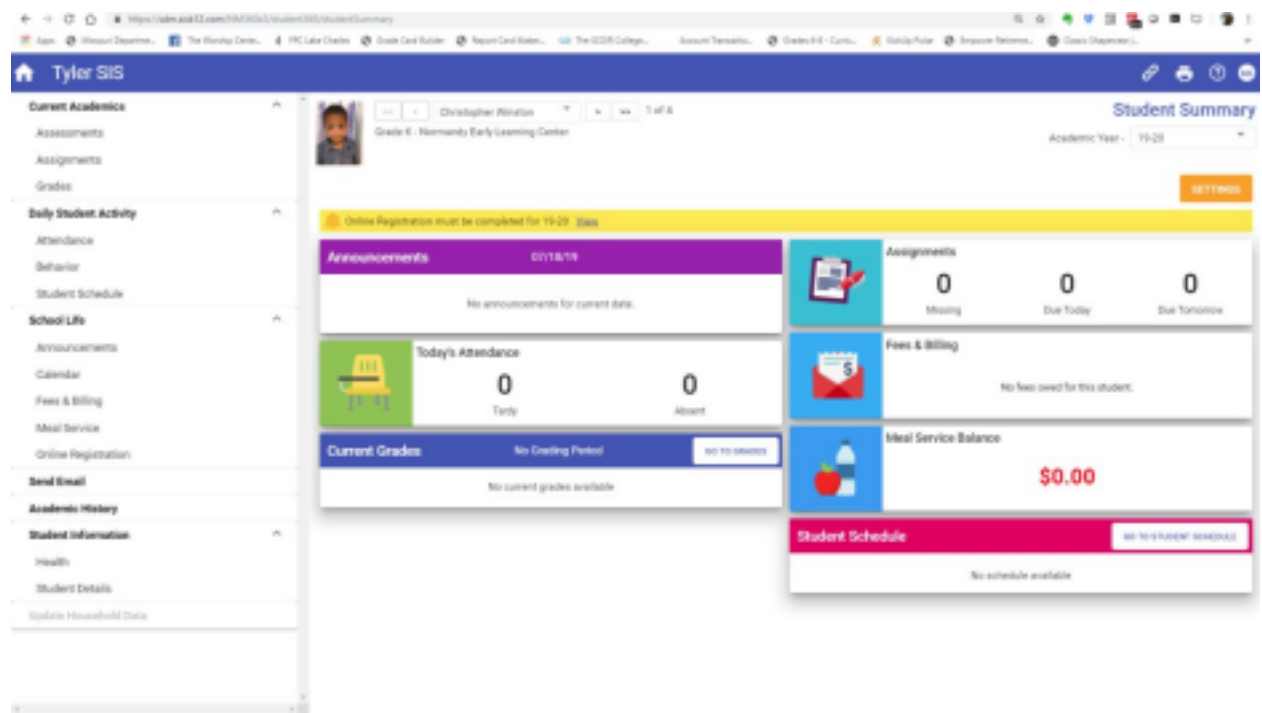
[Forgot your parent password?](#)

[Login](#)

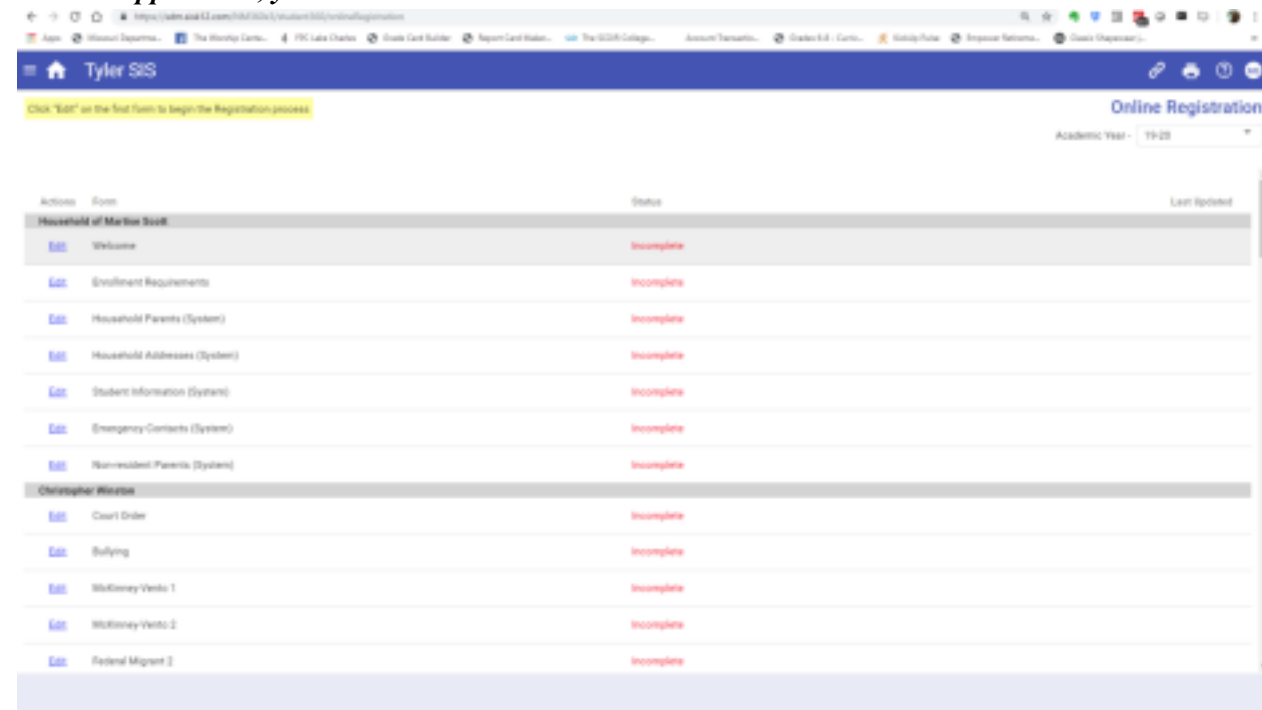
The next generation of Tyler SIS is a new portal for parents, students and staff.  
Parents-Please click on the "Parent" tab and then begin entering your "User Name" and "Password"  
For further assistance contact [cbounds@normandydc.org](mailto:cbounds@normandydc.org) or call 314-493-0441

2019 Version ©2019 Tyler SIS  
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After you enter your username and password, you will go to the Student Summary page. Select the ‘Online Registration’ link.



You must complete each form listed to complete the registration process.  
**PLEASE NOTE:** If you have more than one student to enroll, you must click the link that says ‘Add Students’ at the bottom of the page.  
*Once you submit the application, you will not be able to add other students.*



Your registration packet will be reviewed after submission and you will be notified when your enrollment process is complete.

## **NEW STUDENT ENROLLMENT**

To enroll a student in the Normandy Schools Collaborative, the parent or court-appointed legal guardian of the student must provide:

- A valid Driver's License or Photo I.D.
- Student's original Birth Certificate
- Student's immunizations
- Proof of residency documentation

All documents provided must be current (within 30 days) and display the parent or legal guardian's name and district address. Documents must be faxed or emailed to 314-385-3299, [registration@normandysc.org](mailto:registration@normandysc.org). Please send all documents at the same time. Please ensure all documents are complete since incomplete files will not be processed.

If you have not received two utility bills due to just moving into your residence, you must bring two verification of service letters from the utility companies.

If the parent/ legal guardian does not rent or own the district property and resides with a district resident, please contact [Michelle Gaskin](#) at 314-493-0454 for additional information.

### **If You Own or Rent Your Residence**

#### **List A (One)**

1. Current Paid Real Estate Tax Bill + **Current Occupancy permit listing enrolling parent and students.**
2. Signed Lease Agreement or rental agreement that has been *signed by all parties*. Landlord's contact information must be provided as well as lease start and end dates + **Current Occupancy permit listing enrolling parent and students.**
3. Current Mortgage Statement + **Current Occupancy permit listing enrolling parent and students.**
4. Property Deed + **Current Occupancy permit listing enrolling parent and students.**

#### **List B (Two)**

Electric Bill  
Gas Bill  
Water/Sewer/ Trash

#### **Additional Items Required**

Student's Original State Issued Birth Certificate  
Parent/ Guardian's Current Driver's License or Photo ID  
Student's Immunization Records  
Current Report Card/Transcript  
Discipline Record

(NOTE: Disconnection and past due notices are not acceptable forms of proof of residency. Occupancy permits will not be accepted in lieu of leases. Please bring ONLY the required documents listed here.)

Please contact the Student Services Office at 314-493-0456 if you have any questions or concerns.

**When your documents have been confirmed, your username will be your email address, and a password will be sent to your email address with a link for registration.**