



HOUSTON R-1 SCHOOL DISTRICT 2021-2022 ONLINE REGISTRATION INSTRUCTIONS

Welcome to Houston R-1 School District school year 2021-22. Registration begins with our online registration process.

ONLINE REGISTRATION IS REQUIRED FOR ALL STUDENTS ATTENDING THE HOUSTON R-1 SCHOOL DISTRICT.

Student Registration - Our online registration provides important student information to register and enroll your student(s) for the 2021-2022 school year. Our online registration forms will display family and household information as well as individual forms for each student. Online registration also provides quick and easy access to your Parent Portal account for your student(s) information throughout the academic school year.

- **A Parent Portal account will be required.**
- **An active email address will be required.**

Parents without an active email address can choose from several free providers, such as Gmail).

Set up your free account here:

[https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn
&flowEntry=SignUp](https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp)

- **Online Registration works best with Google Chrome and is not compatible with cell phones to complete the process.**
- If you do not have internet access: Computers are available at each building during normal business hours.

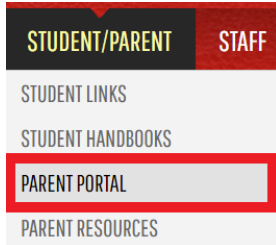
If at anytime you have questions or need assistance please contact your school office building at 417-967-3024

RETURNING FAMILIES TO THE DISTRICT

Step 1. SELECT PARENT PORTAL

Go to our Houston R-1 School District webpage at <https://www.houston.k12.mo.us/>

➤ **SELECT STUDENT/PARENT TAB > PARENT PORTAL**

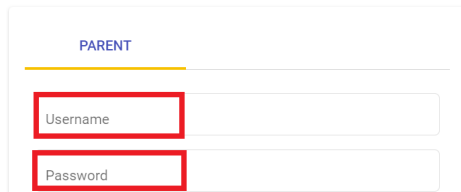


Step 2. RETURNING FAMILIES > ENTER YOUR USERNAME AND PASSWORD

*This option is intended for use by families who are currently attending the Houston R-1 School District or **have at any time attended the Houston R-1 School District.***



Houston R-1 School District



Your **Username** is your personal email address that we have on file. ***If you need to update your email address please contact your school office before proceeding with Parent Portal.***

Your **Password** is your personal password that you have selected. **If you do not remember your password please select:**

[Forgot your parent password?](#)

Please Note: For *current families* if your address has changed you are **required** to provide new proof of residency to the school office by one of the approved forms as listed below to have your address information updated. **You cannot update your address in the Parent Portal.**

Proof of residency by one of the approved forms as listed:

- Utility Bill
- Real Estate Property tax receipt (Personal Property tax receipt is not accepted)
- Lease/Rental agreement
- Landline phone bill (cell phone bill is not accepted).

Step 3. Select the Highlighted Yellow Ribbon

! Online Registration must be completed for 2021-22 School Year [View](#)

Step 4: You will notice forms listed as Household forms and as Student forms.

- **Household Forms** - Will update all information for each student listed in your household family.
- **Student Forms** - Will only update student information for the individual student. If you have more than once student they will be listed separately.

Actions	Form	Status	Actions	Form	Status
Edit	Household Parents	Incomplete	Edit	Student Photo Release 2021-22	Incomplete
Edit	Household Addresses	Incomplete	Edit	McKinney-Vento Online Registration Form 2021-22	Incomplete
Edit	Student Information	Incomplete	Edit	Military Questionnaire 2021-22	Incomplete
Edit	Emergency Contacts	Incomplete	Edit	Student Bus Transportation 2021-22	Incomplete

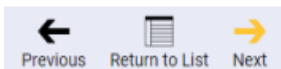
On the first form **Select Edit** > Complete form information.

[Edit](#) Household Parents

Step 5. Once your form is completed at the bottom of each page, make sure to mark **'I have completed this form.'** before moving to the next form.

X 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.

Use the **arrow buttons** on each form to move to next screen -- NOT internet arrow buttons



To update field information on an individual form enter the updated information and **select SAVE.**

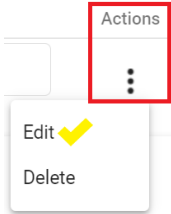


Please Note: Emergency Contact Information will list each individual contact family in the numeric contact order to call that you have selected for your student(s).

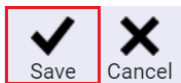
To update the numeric order each select the individual family and drag to the correct numeric call order.



To edit and/or delete an individual contact information select the three dots under **Actions > Edit**



Be sure to select SAVE.



Step 6. Proceed to the next form until all forms are complete.

Once all forms have been successfully completed you will receive the following message.

Forms Completed

All of the forms have been marked complete but changes can still be made if desired.

When you are satisfied with the information on all of the forms, then select the Submit Forms button in the bottom bar to submit them.



Submit Forms?

If you are satisfied with the information on all the forms, select the Continue button below to submit them.

If you wish to make changes, select Cancel, make the changes, then select the Submit Forms button in the bottom bar.



You will receive the following message.

Congratulations!

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.



Please Note: If you DO NOT receive the following messages your forms are not completed and will not be processed.