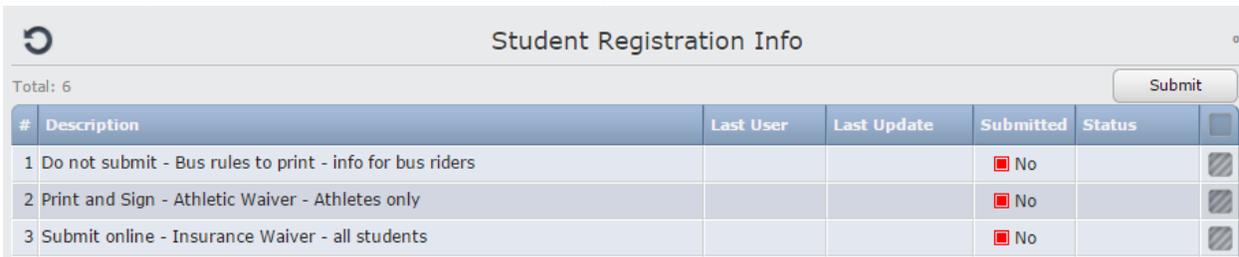


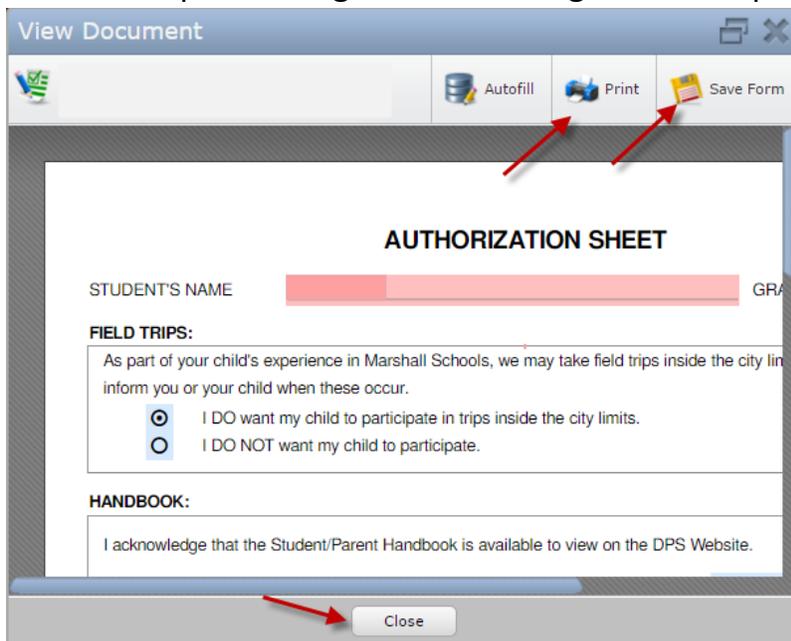
# Completing Online Registration Forms on the Lumen Parent Portal

1. Log into your parent portal at [websis.marshall.k12.il.us](http://websis.marshall.k12.il.us) We recommend using Firefox  or Chrome  browser . Safari has known issues so we do not recommend it.
2. Click your child's name ( you may first need to complete the "User Information Access Agreement")
3. In the main pane of the window there will now be a list of available registration forms. The title of each form tells you whether it should be turned in as a printout or online. It also tells you for which students it is required.



#	Description	Last User	Last Update	Submitted	Status	
1	Do not submit - Bus rules to print - info for bus riders			<input type="checkbox"/> No		
2	Print and Sign - Athletic Waiver - Athletes only			<input type="checkbox"/> No		
3	Submit online - Insurance Waiver - all students			<input type="checkbox"/> No		

4. Click each form and complete the requested information. When you are finished click save. If it is a form that you need to print, click the print button and see details below. If it is to be submitted online, you can save and then close (you will still need to submit these in step 5. Saving and submitting are two separate steps).



View Document

Autofill Print Save Form

**AUTHORIZATION SHEET**

STUDENT'S NAME  GRA

**FIELD TRIPS:**

As part of your child's experience in Marshall Schools, we may take field trips inside the city limits. We will inform you or your child when these occur.

I DO want my child to participate in trips inside the city limits.

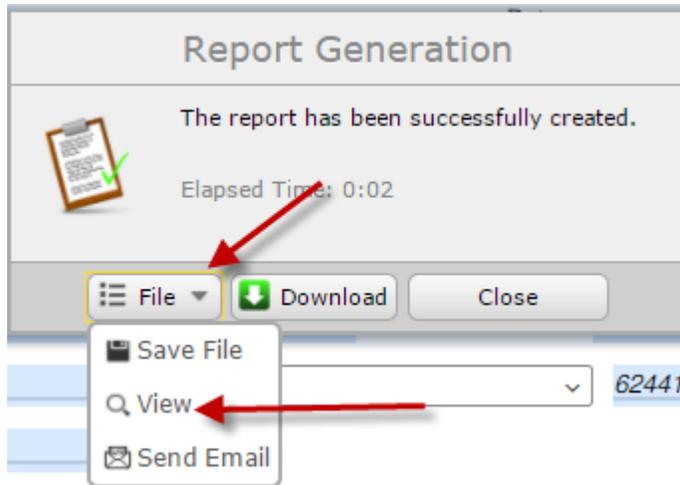
I DO NOT want my child to participate.

**HANDBOOK:**

I acknowledge that the Student/Parent Handbook is available to view on the DPS Website.

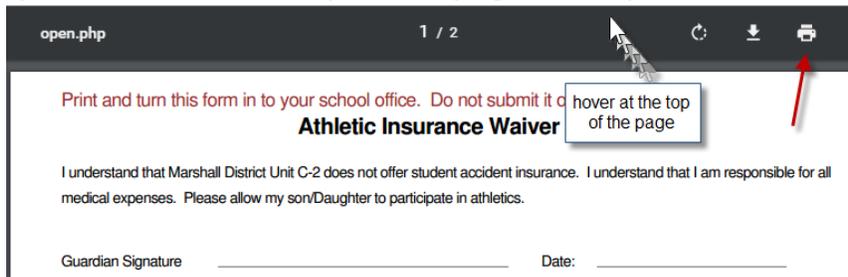
Close

- a. Printing Forms – After you click print, a window will appear. Choose File and then



view.

- b. Hover your cursor at the top of the page and a print icon will appear. Click it to



print

5. When you have completed and saved all of the applicable forms, check the box next to any that are listed as: “submit online” and click the “submit” button in the top right corner. The listed status will change from “not submitted” to “submitted”.

Student Registration Info						
#	Description	Last User	Last Update	Submitted	Status	
1	Do not submit - Bus rules to print - info for bus riders			<input type="checkbox"/> No		<input type="checkbox"/>
2	Print and Sign - Athletic Waiver - Athletes only			<input type="checkbox"/> No		<input type="checkbox"/>
3	<u>Submit online</u> - Insurance Waiver - all students	Imorris	07/10/2017 03:12 pm	<input type="checkbox"/> No	Not Submitted	<input type="checkbox"/>

Please note: any form that is listed as “print and sign” will need to be printed in order to sign it. Even though the system will allow you to click submit, office staff will still need a printed, signed paper copy from you.

6. When you are done, you may sign out by clicking the large round button at the bottom



left and then click the power symbol at the top center

