



Halfway R-III School District

"Home of the Cardinals"

2150 Highway 32
Half Way, Missouri 65663
Phone 417-445-2200
www.halfwayschools.org



Erin Butler
PK-6 Principal

Lance W. Roweton
Superintendent

Lawrence Graves
7-12 Principal

August 8, 2023

Dear Parent/Guardians:

Halfway School District is excited to announce a new online registration process for the 2023-2024 School Year. This registration process will replace the colored paper packets that you have completed for registration in the past.

To complete the registration process, you will be using our new Student Information System (SIS) called Lumen Touch. This system replaces the Tyler SIS system that we have used for many years. **The Tyler SIS App & Tyler Parent Portal will no longer be in use.**

You will soon be receiving an **email notification letter from the Lumen system with a username and password for you to access your parent portal.** A link to the portal can be found on the Halfwayschools.org website under the Online Registration links for each school building.

Lumen requires Safari or Chrome browser on a desktop/laptop computer to operate properly. It also works on most mobile/tablet platforms. However, Internet Explorer is NOT supported.

1. Once you have the Lumen notification email, go to the district website at Halfwayschools.org and select Elementary or Junior High/High School Online Registration or go to <https://halfway-mo.lumentouchhosts.com/light/lumen/signin>. The school website will have documents such as school handbooks, the internet usage policy, and other important documents that you can reference.
2. Once you have the Lumen Parent Portal pulled up, enter the login information (*Location #, Parent Access User ID, and Parent Access User Password*) from the Lumen Parent Portal notification email letter. If you did not get this email, call the school at 417-445-2200 and verify your email address.
3. Click on "View Student Summary" next to your student's name, then your student's summary screen will appear on the next screen.
4. Your student's summary screen will appear with a list of menus down the left side of the screen. Look for the heading **"Student Registration Information"** and click the arrow pointing to the right. This will expand that menu into detailed information in the large panel.

Elementary Office (Gr. PK-6)
Amy Bruce, Secretary
Phone 417-445-2215, Ext. 1
Fax 417-445-6714

Superintendent's Office
Kim Brannon, Bookkeeper
Phone 417-445-2351, Ext. 4
Fax 417-445-2026

High School Office (Gr. 7-12)
Barbara Covert, Secretary
Phone 417-445-2211, Ext. 5
Fax 417-445-3330

5. A list of forms to be completed will populate the right side of the screen. Click on each form title to open/view the document.
6. Scroll through the document and update the fields as shown. All pink fields require information. Information for your student that already exists in the Lumen system will pre-populate in the various fields. **Please update/correct existing information and add information to any empty fields.**
7. When you reach the bottom of the page, click the Save and Finish at the bottom of the form. You will be directed to the "To Do list" to start the next form and repeat the process.
8. After you have completed the "Student Registration Information" form, on the left under the heading "**F & R Application**" you will find the last Confidential form to complete, the "Free and Reduced Applicant form". You will be notified if you qualify for Free, Reduced or Full Pay. If you have any questions regarding the Free and Reduced Lunch program please call Amy Bruce in the elementary office at 417-445-2200, ext. 1.
9. After all forms have been completed, click the check box to the right of each form and click the submit button.
10. You will need to complete forms for each of your children you have enrolled in the district.
11. **If your child will not be returning to Halfway Schools, please notify the school as soon as possible at 417-445-2200.**
12. If you have a child in your family that will be a new student at Halfway Schools, please contact the school office to get them registered.

It is important that you complete the registration process for all of your children by or before August 25th. Your children will be considered enrolled for the 2023-24 school year once you complete the forms on the Lumen Portal.

If you need help completing the registration prior to school starting, please contact the building secretaries or you may stop by the school offices between the hours of 9 am - 3 pm for assistance. There will also be help available during our open house on August 18th. However, we encourage you to complete this process as soon as you are able as seating will be limited during open house. Please don't hesitate to call the school with any questions.