Magnet Processes in HISD Connect

This guide will assist you in completing Magnet processes in HISD Connect.

Magnet Matrix

The Magnet Matrix is now available in HISD Connect system. At this time, the ability to run the “Matrix Detail Report” is not yet accessible to users. The “Magnet Detail Report” is used to print matrices for multiple students, for example an entire grade level. Although the report is not available, Matrix Calculations can be provided to students individually by following the process below.

1. Login to HISD Connect

2. Search for the student requesting a matrix score using the search tool or select an entire grade level to work with, by clicking the grade level option below the search bar.
3. Select the student requesting their matrix score, and from the menu on the left-hand side, select “Magnet Matrix Calc”

4. Click “Magnet Matrix Detail”

5. Use the printer icon at the top of the page to print the report
Entering a Transportation Request

1. Login to HISD Connect

2. From the “Start Page” search for the student requesting transportation and press enter.
3. Select “Demographics” from the page on the left-hand side

4. Click on the “Transportation” tab

5. Select “New Transportation Request”
6. Enter the “Start Date” (the date should always match the date the request is being entered). All other fields should populate automatically except the “End Date” which should be left blank.

7. Click submit

8. If you have a list of students that need transportation inputted, use the “switch student” option to remain on the transportation screen under a different student record.
Finding Students on a Magnet Transfer (or any other transfer to your campus)

1. Login to HISD Connect

2. From the “Start Page” select the “District Report” option from the menu on the left-hand side
3. Scroll down to the “Registration and Enrollment” section and select “Address Exception Overview”

4. The report that pops up in the new window details every student enrolled in your campus on a transfer. To narrow down students on a specific transfer, Magnet for example, click “Actions” and select “Filter”
5. Under “Column” select “address Exception” from the drop-down menu. Under “Exception” select the transfer type you are attempting to isolate, for this example select “Magnet” and click “Apply”

6. Once your results populate, right click anywhere on the report to print

This report can aide you in accurately coding students as magnet in the HISD Connect system
Coding Magnet Students

1. Login to HISD Connect

2. From the “Start Page” select the grade level that contains the students you wish to code as Magnet
3. Click on the first student on this list that is eligible to be coded as Magnet (see chart below). Student eligibility should be confirmed in smart choice via the “Red Star” report, and the Address Exception report covered earlier in this manual.

4. Once you have clicked on an eligible student scroll down the menu on the left-hand side to the section titled “Special Populations” and select “Magnet.”
5. Click “New”

6. Enter the start date of “9/08/2020” and click submit
7. Repeat for all students eligible to be coded as magnet

8. If you have a list of students that need to be coded as Magnet, you can use the “switch student” option to remain on the Magnet Coding screen under a different student record or you can return to the grade level list and open a new student record from there.