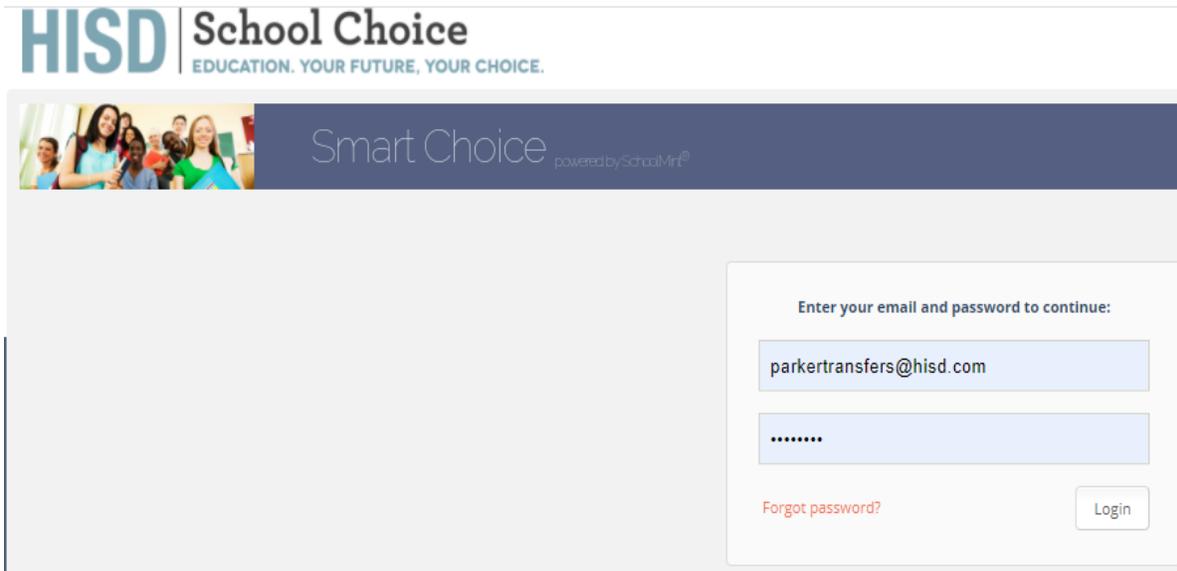


## Online Enrollment Process

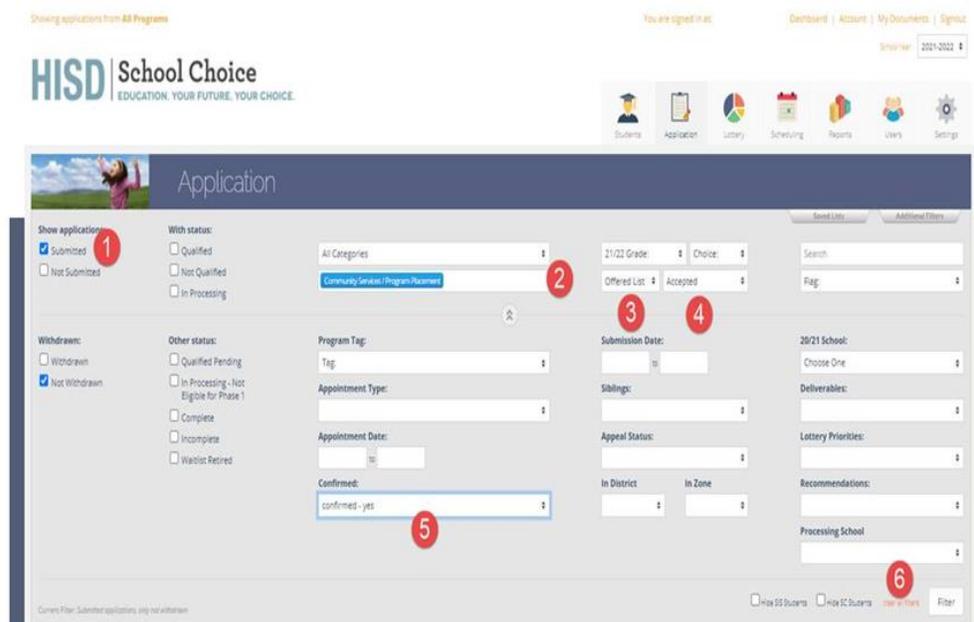
This document outlines the technical and manual process for the HISD Connect Online Enrollment application.

1. **Before logging onto HISD Connect**, SIR will follow these steps to produce a list of school's SmartChoice "Confirmed-YES" Applications. First SIR will **log onto SmartChoice**.



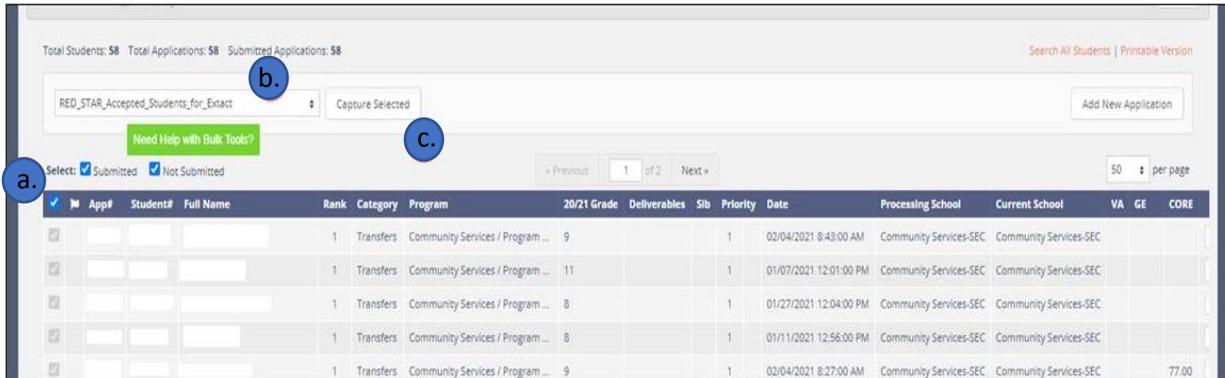
2. Once logged in, from school dashboard SIR will select Application and fill in the following criteria:

1. Submitted
2. Transfer type with school name
3. Lottery List = Offered List
4. Lottery Status = Accepted
5. Confirmed = confirmed – Yes
6. Filter

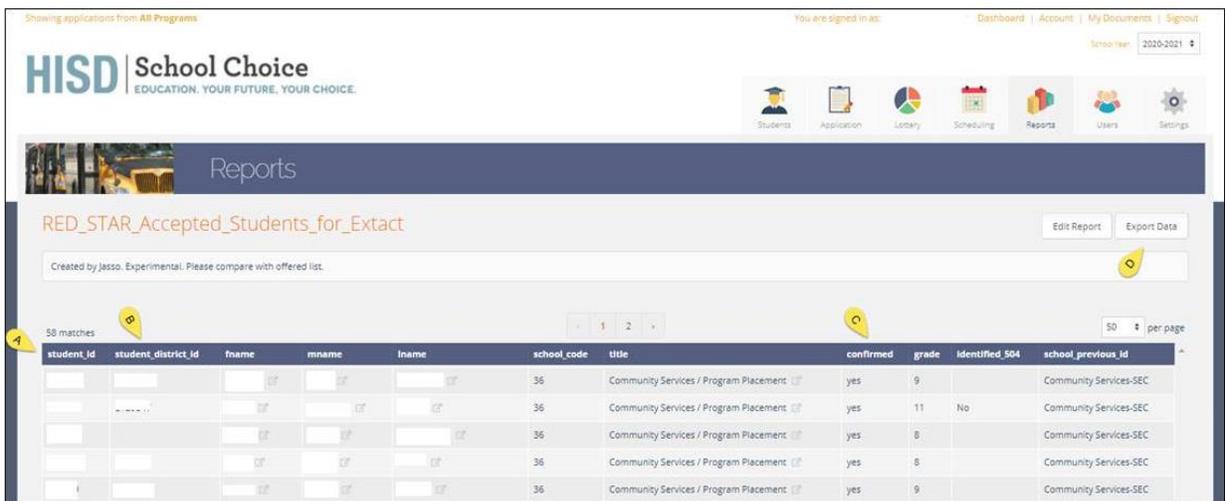


# Federal and State Compliance HISD Connect Enrollment Process

3. Below the filter area, a list of student applications matching the filtered criteria entered will appear. Select the empty box under “Submitted” to highlight all applications.
  - a. Check the box on blue column heading
  - b. Select the report titled “RED\_STAR\_Accepted\_Students\_for\_Extract” in the Capture/Report Options”:
  - c. Click on “Capture Selected”



4. The report will appear for exporting
  - a. Application ID number will appear with SC in front of the application number
  - b. HISD Connect Student ID number. This will be empty if the student has not been registered in HISD Connect. School Choice will not be able to approve a student without an HISD Connect ID.
  - c. Confirmed-Yes Status
  - d. Export Data to generate a CSV file for printing



# Federal and State Compliance HISD Connect Enrollment Process

5. Example of Report: Names were excluded for privacy purposes.

student_id	student_district_id	fname	mname	lname	school_code	title	confirmed	grade	identified_504	school_previous_id
36					36	Community Services / Program Placement	yes	9		Community Services-SEC
36					36	Community Services / Program Placement	yes	11	No	Community Services-SEC
36					36	Community Services / Program Placement	yes	8		Community Services-SEC
36					36	Community Services / Program Placement	yes	8		Community Services-SEC
36					36	Community Services / Program Placement	yes	9		Community Services-SEC
36					36	Community Services / Program Placement	yes	8		Community Services-SEC
36					36	Community Services / Program Placement	yes	11		Community Services-SEC
36					36	Community Services / Program Placement	yes	11		Community Services-SEC
36					36	Community Services / Program Placement	yes	7		Community Services-SEC
36					36	Community Services / Program Placement	yes	11		Community Services-SEC
36					36	Community Services / Program Placement	yes	10		Community Services-SEC
36					36	Community Services / Program Placement	yes	10		Community Services-SEC
36					36	Community Services / Program Placement	yes	11		Community Services-SEC
36					36	Community Services / Program Placement	yes	4		Community Services-SEC

6. **Log onto HISD Connect.** Use your HISD network Username and Password to log onto the system.

7. Scroll to **Applications** on the menu bar and click the **PowerSchool Registration Admin Portal** hyperlink.

- Applications**
- Forms
- PowerLunch
- PT Administrator
- ReportWorks Developer
- PowerSchool Registration Admin Portal**

Federal and State Compliance  
HISD Connect Enrollment Process

8. SIRs HISD Connect Registration page opens and SIR will select the 2021-22 School Year.

The screenshot displays the HISD Connect Enrollment Process interface. At the top, there is a dark blue header with the word "Enrollment" in white. Below this, the interface is divided into a left sidebar and a main content area. The sidebar contains two main sections: "Student Data" (with a person icon) and "Configuration" (with a gear icon). The main content area is titled "Student Data" and contains a table with the following columns: "Form", "Academic Year", and "Status".

Form	Academic Year	Status
New Student Registration	2021-2022	Open
New Student Registration	2020-2021	Open

## PENDING APPROVAL

The **Pending Approval View** displays all records that have been imported into the Submission Workspace and have not been approved. All records in this view will have a status of Pending Approval. Before being approved, these records must go through the agreed upon approval procedure. Once these records meet the approval criteria, they can be approved for delivery.

### 1. Click **New Student Registration**.

The *Submission Workspace* appears. This is the district-level view. Campus SIRs will only see their student data.

New Student Registration (2021-2022)

Submission Workspace

Select a... **View: Pending Approval** | Filter: None | Tag: None | Tasks | 5 Found | Page 1 of 1 | Find Records

<input type="checkbox"/>	ExternalStudentID	FirstName	LastName	DateOfBirth	Zoned School	Intended School	Grade	Submitted	Tags	LangUsedInForm	Notes	
<input type="checkbox"/>	2128381	Cody	Test	01/01/2001	Benbrook Elementary School	Alcott Elementary School	K	01/21/2021	Medical Concerns, Polished	English		
<input type="checkbox"/>	2128380	CodyTwo	Test	01/02/2001	Benbrook Elementary School		K	01/25/2021	Missing Immunizations, Missing Parent ID, Missing POR, Polished, Verified-zoned address or transfer on file	English	Student is zoned to Benbrook and intends to enroll there.	
<input type="checkbox"/>		CodyThree	Test	01/03/2001	No Zoned School Identified	Berry Elementary School	K	01/25/2021	Missing Birth Proof, Missing Immunizations, Missing Parent ID, Missing POR, Polished	English	Student is not zoned to a school, but intends to enroll at Berry.	
<input type="checkbox"/>		Jose	Test	04/08/2012	Parkar Elementary School	Kalter Elementary School	3	01/25/2021	Missing Birth Proof, Missing Immunizations, Missing Parent ID, Missing POR, Missing Transcript, Missing Withdrawal, Polished, Verified-zoned address or transfer on file	English		
<input type="checkbox"/>		CodyFour	Test	01/07/2010	No Zoned School Identified	Bell Elementary School	K	01/28/2021	Polished	English		

- SIR can click on column titles to sort by that column or (a)filter by entering data on blank boxes above column titles, (b)select specific records by checking box in front of name or (c)selecting box on column title row.
- Open student record of those selected by clicking pencil to the left of student name.

New Student Registration (2021-2022)

Submission Workspace

Select a... View: Pending Approval | Filter: None | Tag: None | Tasks | 5 Found | Page 1 of 1 | Find Records

(a)

(b)

(c)

<input type="checkbox"/>	ExternalStudentID	FirstName	LastName	DateOfBirth	Zoned School	Intended School	Grade	Submitted	Tags	LangUsedInForm	Notes	
<input type="checkbox"/>	2128381	Cody	Test	01/01/2001	Benbrook Elementary School	Alcott Elementary School	K	01/21/2021	Medical Concerns, Polished	English		
<input type="checkbox"/>	2128380	CodyTwo	Test	01/02/2001	Benbrook Elementary School		K	01/25/2021	Missing Immunizations, Missing Parent ID, Missing POR, Polished, Verified-zoned address or transfer on file	English	Student is zoned to Benbrook and intends to enroll there.	
<input type="checkbox"/>		CodyThree	Test	01/03/2001	No Zoned School Identified	Berry Elementary School	K	01/25/2021	Missing Birth Proof, Missing Immunizations, Missing Parent ID, Missing POR, Polished	English	Student is not zoned to a school, but intends to enroll at Berry.	
<input type="checkbox"/>		Jose	Test	04/08/2012	Parkar Elementary School	Kalter Elementary School	3	01/25/2021	Missing Birth Proof, Missing Immunizations, Missing Parent ID, Missing POR, Missing Transcript, Missing Withdrawal, Polished, Verified-zoned address or transfer on file	English		
<input type="checkbox"/>		CodyFour	Test	01/07/2010	No Zoned School Identified	Bell Elementary School	K	01/28/2021	Polished	English		

Federal and State Compliance  
**HISD Connect Enrollment Process**

4. Review the **Tags** section. Verify correct documents have been uploaded.

**Campus SIRs must check to ensure that ALL required documentation has been uploaded BEFORE proceeding to the next stage.**

- Note: Current required documentation includes Birth Record, Parent ID and Proof of Residence. Immunization record is not listed as a required document on the parent side, however Campus SIRs must continue to follow guidelines for student immunizations. There is only 4 criteria that allow for a 30 day waiver:
  - 1) Homeless
  - 2) Foster
  - 3) Military
  - 4) Coming from a TX school without documentation
- If all documents **match** the data entered by the parent, SIR will confirm by selecting the drop down menu and selecting Yes. Selection must be saved.

Field Name	New Value
Data entered matches documents provided	<input type="button" value="Yes"/>  

- If all required documents **have not** been uploaded, Campus SIRs must select No and leave the record for further review. Campus SIRs must contact the parent/guardian to validate the mismatching data.

5. Campus SIRS will then verify the zoned/intended school. **If Intended School is populated, parent is applying to non zoned school and SIRs must verify that student is listed on Campus "Confirmed-YES list. If student is found, SIR will select Yes.**

stu_EnrollSchool	Benbrook Elementary School
stu_IntentToEnroll	No
stu_IntendedSchool	Alcott Elementary School
I have verified that there is a confirmed "Yes" smart choice application.	<input type="button" value="Yes"/>  

6. If students are enrolling for Kindergarten, Campus SIRS will need to verify that student's age is 5 on or before September 1<sup>st</sup>. If student's age qualifies for Kindergarten, SIR will select Yes.

stu_DoBMonth	05
stu_DoBDay	11
stu_DoBYear	2016
stu_EnrollGrade	K
Confirmed the Kinder student is 5 yrs old on or before Sept. 1st	<input type="button" value="Yes"/>  

Federal and State Compliance  
HISD Connect Enrollment Process

- Campus SIRS will also need to verify if a student is enrolling for **GT Testing purposes** only. If this is the case for the student, SIR will also select No for the smart choice application to create ID and send to **Central Registration**. This will prevent having inactive records or having to withdraw students who only need an ID.

stu\_EnrollSchool Berry Elementary School  
stu\_IntentToEnroll No  
stu\_IntendedSchool Askew Elementary School  
Registering for GT Testing purposes only Yes

I have verified that there is a confirmed "Yes" smart choice application.  No 

- Once confirmed Yes, Campus SIR will select **Approve and Continue** after you have verified that the record meets the approval criteria.

**Approve**

This record meets the criteria for approval, but you still must **Approve** it. Please review the record, and when ready, click the **Approve & Continue** button.



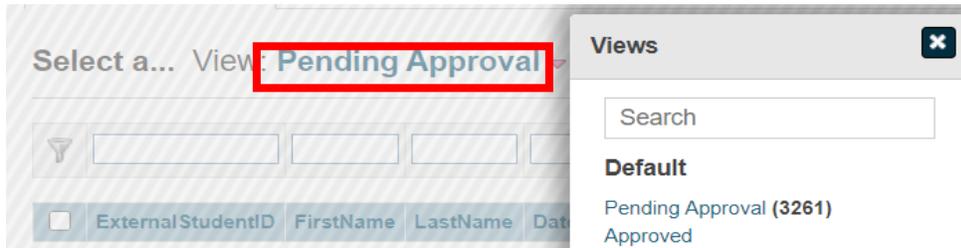
- Click the **Back to New Student Registration** tab.

[← Back to New Student Registration \(2021-2022\)](#)

## PENDING DELIVERY

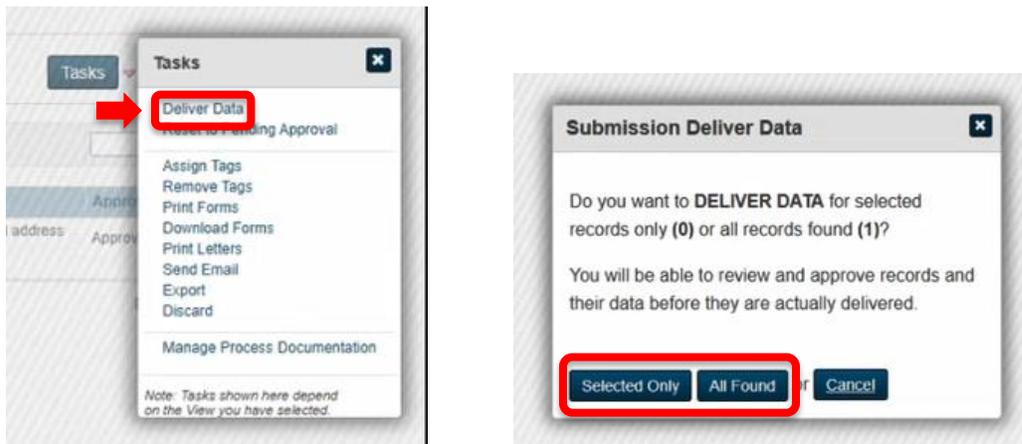
The Pending Delivery View displays all records that have been approved but not delivered. All records in this view will have a status of Pending Delivery. As records listed in this view are both approved and undelivered, there will be overlap with the records in the Approved View. Additional Review will need to take place.

1. Click **Pending Approval** to open the options menu.



Campus SIR can then select Pending Delivery to view files ready to be delivered.

2. SIR will then select Deliver Data in your Tasks menu and confirm the Submission Deliver Data by selecting "Selected Only" or "All Found".



3. This action will prepare to match records with existing records to avoid creating duplicates.

Campus SIR will then be prompted to Create Delivery Batch.



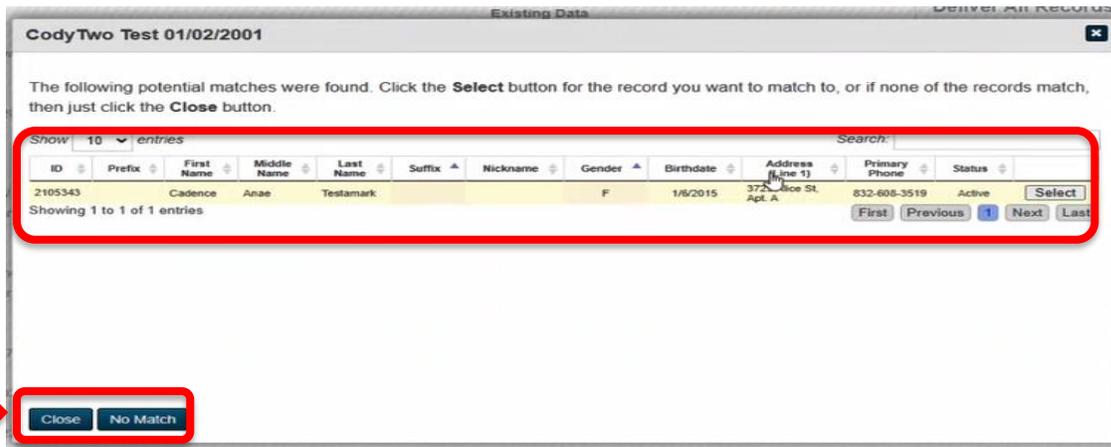
Confirmation will then appear, and Campus SIR will select Close when complete.

## Delivery

Important Note: When match is attempted, you will see a gray, green and yellow orb. Please be sure to review all potential matches when you see a yellow orb.



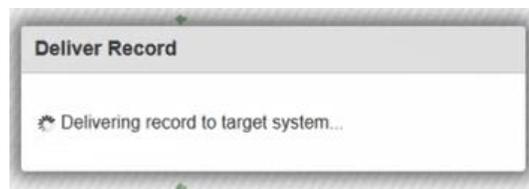
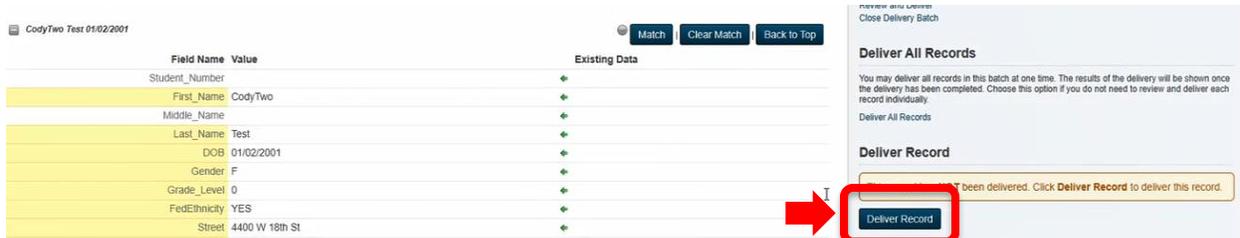
- Notice that Student Number is still not populated. If you find a match, the original number will be used.
1. If the system finds potential matches, possible matches will populate in a separate window for SIR to review. If SIR finds that one of the records does match, then SIR will select the record to match and therefore a new ID will not be created. Close can then be selected to close window.



- Once SIR has completed reviewing, SIR will then select No Match if match was not found.
- While system is matching existing records, the gray orb indicates “No Match Found” and no review is required.
- If system has found an exact match, the orb will already be green, and no review is required.

# Federal and State Compliance HISD Connect Enrollment Process

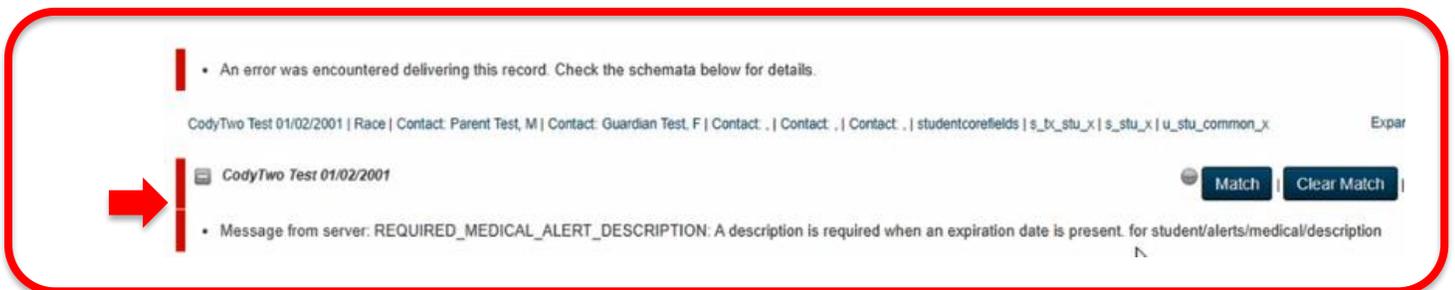
- When records have been reviewed and matches are complete, SIR can then deliver the record to the school SIS or to Central Registration depending on your selections.



- If there are any problems found, SIR will be prompted with an alert that will require further review.



- As indicated in the alert, the error description will be populated above the student record to the left of the screen.



SIR will need to correct the errors before delivering the record to SIS.

# Federal and State Compliance HISD Connect Enrollment Process

Once errors have been fixed and you successfully deliver the record, Student ID will be created and populated.



CodyTwo Test 01/02/2001 Match Clear Match Back to Top

Field Name	Value	Existing Data
Student_Number	2128380	2128380
First_Name	CodyTwo	CodyTwo
Middle_Name		
Last_Name	Test	Test
DOB	01/02/2001	2001-01-02
Gender	F	F
Grade_Level	0	0
FedEthnicity	YES	YES
Street	4400 W 18th St	4400 W 18th St
City	Houston	Houston
State	TX	TX
Zip	77092	77092

You can then exit out of the record by selecting “Close Delivery Batch”.



A confirmation will then indicate how many records were delivered and you can then select to “Close Delivery Batch” again.

## Close Delivery Batch

A summary of the current delivery batch is shown below. If there are still records to be delivered, you may go back and deliver them, or you may close the batch now and deliver those records at a later time. If you are done working on this batch, you should go ahead and close this delivery batch. Remember, you can always create another delivery batch at any time.

- 1 record(s) have been **DELIVERED**.
- 0 record(s) have not been delivered.

Close Delivery Batch

# Federal and State Compliance HISD Connect Enrollment Process

Campus SIR will now be directed to submission workspace and can now view “Delivered” records. Notice that the student ID is now populated.

Submission Workspace

Select a... View: **Delivered** | Filter: *None* | Tag: *None* Tasks | 1 Found | Page 1 of 1

Find Records

External Student ID	First Name	Last Name	Date of Birth	Zoned School	Intended School	Grade	Submitted	Tags	Delivery History	Delivery Date
2128380	Cody	Two	01/02/2001	Benbrook Elementary School		K	01/25/2021	Missing Immunizations, Missing Parent ID, Missing POR, Polished, Verified-zoned address of transfer on file	Student Contacts - Restricted - Generic	02/05/2021

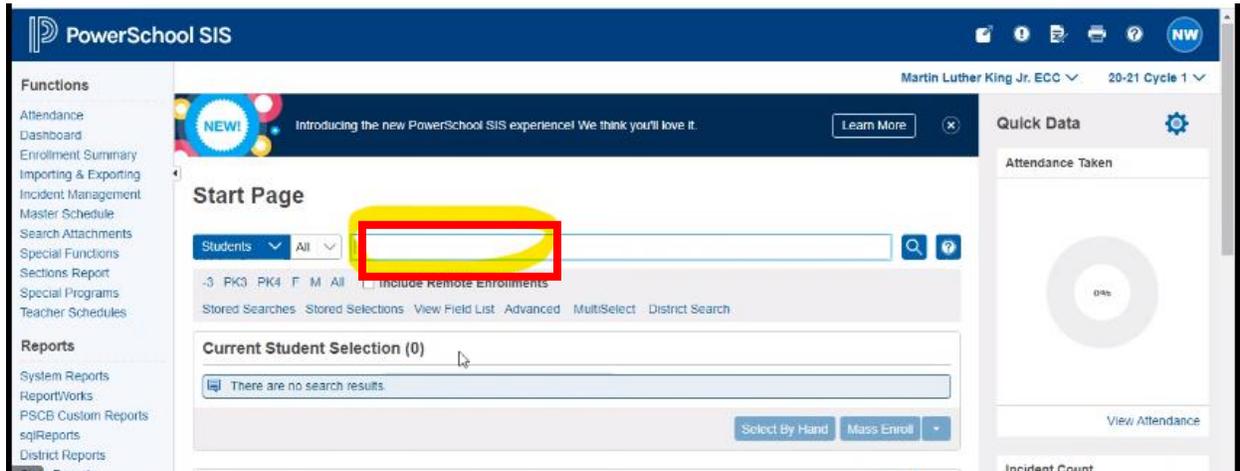
Page Size: 20 | 50 | 100 | 500

School new online records are complete and exported to HISD Connect. It is recommended to highlight recent records and print before returning to review records on HISD Connect to verify that all required fields are filled.

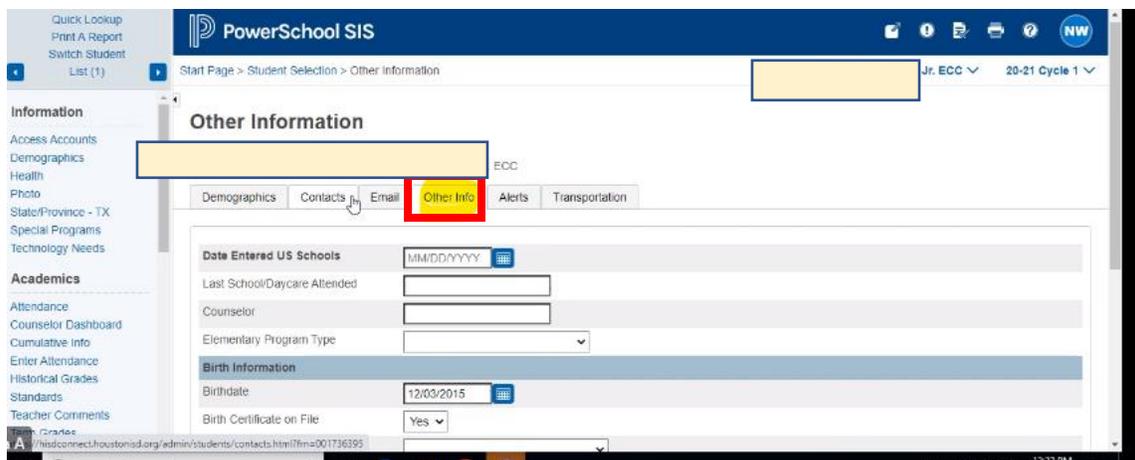
# Federal and State Compliance HISD Connect Enrollment Process

## HISD Connect Process after Online Enrollment Delivered

1. Log into HISD Connect and enter student's name in the search field.

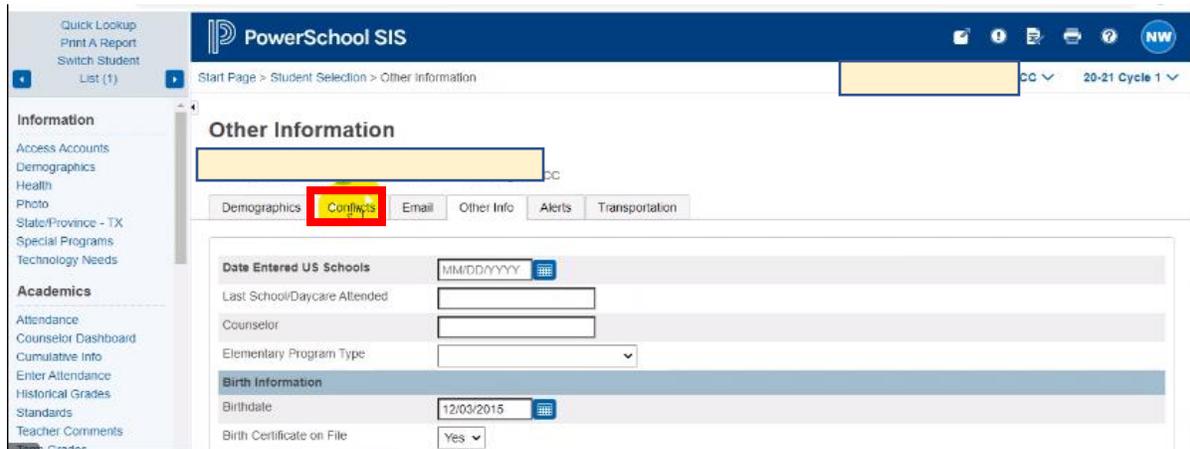


2. Click the student's name to open the record.
3. Select the **Other Info** tab. Review the information for accuracy and update if needed.



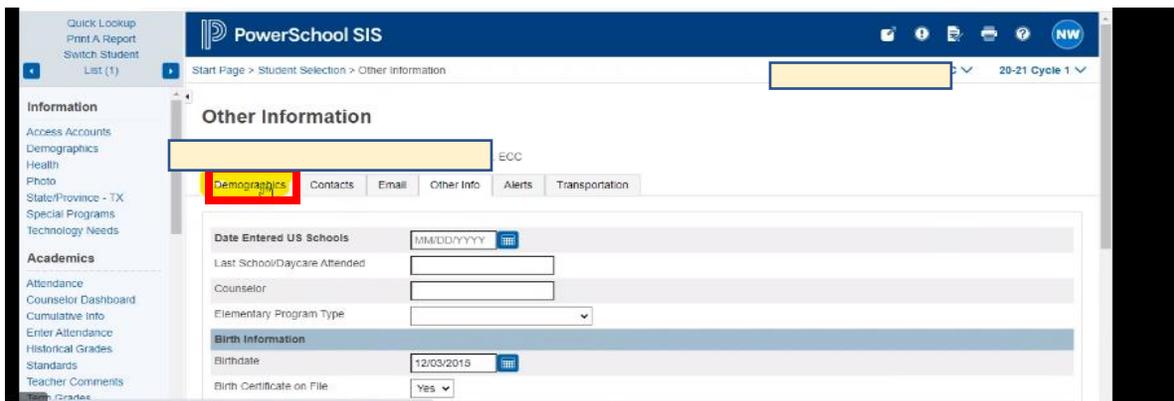
# Federal and State Compliance HISD Connect Enrollment Process

4. Click the **Contacts** tab. Review the information for accuracy and update if needed.



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes 'Quick Lookup', 'Print A Report', 'Switch Student List (1)', and 'PowerSchool SIS'. The breadcrumb trail is 'Start Page > Student Selection > Other Information'. The left sidebar lists 'Information' (Access Accounts, Demographics, Health, Photo, State/Province - TX, Special Programs, Technology Needs) and 'Academics' (Attendance, Counselor Dashboard, Cumulative Info, Enter Attendance, Historical Grades, Standards, Teacher Comments). The main content area is titled 'Other Information' and features a search bar with 'ECC' and a dropdown. Below the search bar are tabs: 'Demographics', 'Contacts' (highlighted in red), 'Email', 'Other Info', 'Alerts', and 'Transportation'. The form fields include: 'Date Entered US Schools' (MM/DD/YYYY), 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type' (dropdown), 'Birth Information' section with 'Birthdate' (12/03/2015) and 'Birth Certificate on File' (Yes).

5. Click the **Demographics** tab. Review the information for accuracy and update if needed.  
Note: Federal Ethnicity, Race, Gender, and SSN fields must be populated. If student is new to HISD, be sure to search for student on TSDS to match data if student attended another Texas Public School. This will either create or match the appropriate Unique ID for student.



The screenshot shows the PowerSchool SIS interface, similar to the previous one. The breadcrumb trail is 'Start Page > Student Selection > Other Information'. The left sidebar is the same. The main content area is titled 'Other Information' and features a search bar with 'ECC' and a dropdown. Below the search bar are tabs: 'Demographics' (highlighted in red), 'Contacts', 'Email', 'Other Info', 'Alerts', and 'Transportation'. The form fields are identical to the previous screenshot: 'Date Entered US Schools' (MM/DD/YYYY), 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type' (dropdown), 'Birth Information' section with 'Birthdate' (12/03/2015) and 'Birth Certificate on File' (Yes).

# Federal and State Compliance HISD Connect Enrollment Process

## 6. Validate Address at the Very End!!!

The screenshot displays the enrollment process interface. On the left, the 'Requested School' is set to 'Martin Luther-King Jr. ECC'. Below this, the 'Transfer Request Required' section has a 'Request Transfer' button highlighted with a red rectangle. The 'Student Info' section is partially visible. On the right, a map shows the location of the school, with a yellow box highlighting the address input field. The map includes labels for 'SOUTH ACRES / CRESTMONT PARK' and 'Brookside Village'.

## 7. Click **Submit**.

The screenshot shows the enrollment process interface with an 'Enrollment Exception' dialog box open. The dialog box has a 'Requested School' dropdown, an 'Exception Reason' dropdown, and a 'Year' field set to '20-21'. A 'Submit' button is highlighted with a red rectangle. The background shows the same map and form elements as in the previous screenshot.

Student's record is complete.

## HISD Connect Process for Paper Document Enrollment

1. Verify student is zoned at: <https://www.houstonisd.org/findASchool>

School Search

**School Search**

*Notice: This is only an information tool to locate campuses serving addresses within HISD; boundaries are subject to change. Enrollment eligibility must be confirmed with a campus registrar.*

Search by school name

Find your neighborhood school

(e.g: 4400 W 18th Street, Houston, TX)

(Note: Do not include apartment or suite numbers.)

Search

Map of all schools

Clear Selections

2. Once address has been verified you may proceed to enroll if student is zoned. If student is not zoned and student does not have an accepted seat through school choice, you must direct the parent to their zoned school and give them the directions to apply for a transfer if they request one. **(Do not attempt to request a transfer through HISD connect as this will cause an Inactive Record that will create PEIMS Errors.)**
3. Verify that paper documentation has been completed by parent and required documents have been provided:
  - a. Proof of student identity (Student Birth Certificate/Birth Facts/Baptismal Records/Passport)
  - b. Proof of Residency (Utility bill, lease agreement, tax receipts or mortgage payment receipts)
  - c. Parent ID (State issued ID/Passport/VISA)
  - d. Student Immunization Record (Verify record is up to date)
4. Log on to HISD Connect and select District Search.

PowerSchool SIS

Introducing the new PowerSchool SIS experience! We thank you'll love it.

Start Page

Students: All

PK3 PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 F M All

Stored Searches Stored Selections View Field List Advanced MultiSelect

District Search

Current Student Selection (0)

There are no search results.

Select By Hand Print Mailing Labels

Quick Data

Incident Count

Month	Incident Count
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	5
Jul	67
Aug	93
Sep	138
Oct	236
Nov	198
Dec	53

Average

View Incidents

Federal and State Compliance  
HISD Connect Enrollment Process

5. Fill in two criteria to search for student by using provided documents.

### District-Wide Student Search

Search by the criteria below

Student Number	equals	<input type="text"/>
Last Name	starts with	<input type="text"/>
First Name	starts with	<input type="text"/>
Date of Birth	equals	<input type="text" value="MM/DD/YYYY"/>
Home Phone	contains	<input type="text"/>
Match	all criteria	

2

6. If student is not found on District-Wide Search, search for student on TSDS.



**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:

[Forgot your password?](#)  
[Forgot your username?](#)

# Federal and State Compliance HISD Connect Enrollment Process

## 7. Select Texas Student Data System Portal Link:

**Texas Education Agency**  
User and Access Management

**Self-Service**

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

**Applications**

**Texas Records Exchange**

Texas Records Exchange

[District Viewer](#)  
HOUSTON ISD (101912)

**Texas Student Data System Portal**

Texas Student Data System Portal

**Texas Student Data System Portal**

HOUSTON ISD  
Roles: [PEIMS Data Completer, TIMS Level 1 Support],[Uniq-ID LEA]

## 8. Select Manage Unique IDs.

**tsds** texas student data system

Unique ID PEIMS Support

### Welcome

The Texas Student Data System (TSDS) is a data collection and reporting system that improves and standardizes Texas education data collection and management process and equips educators with timely, actionable and historical student data to drive classroom and student success.

TSDS replaces and expands on the existing Public Education Information Management System (PEIMS).

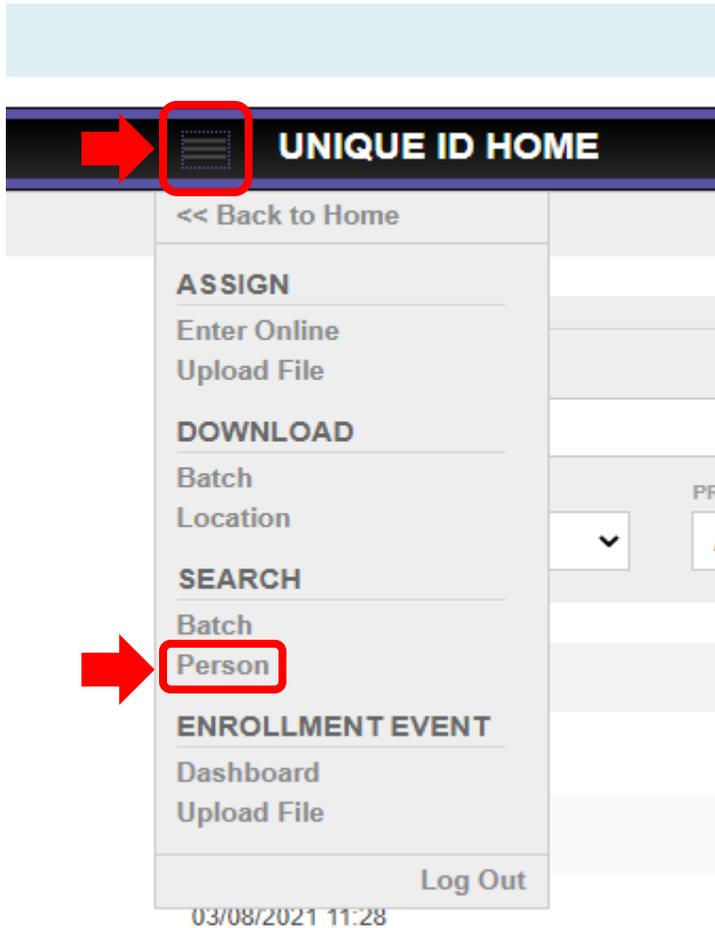
**GET STARTED**

- Manage Unique IDs**
- Promote Loaded Data
- Prepare/ Finalize Data
- View Reports

If you are not seeing expected function, you may have selected an organization for which you do not have the necessary permissions. Please select a different organization or visit [TEAL](#) to request new permissions.

Federal and State Compliance  
HISD Connect Enrollment Process

9. Click on menu and select "Person" under SEARCH.



10. First and Last Name are required. Then click on search.

BASIC SEARCH   ADVANCED SEARCH   ID SEARCH

First Name:\*

Middle Name:

Last Name:\*

Suffix:

Date Of Birth:  /  /

If you find a match, be sure to use SS# or Alt ID listed. Updates may be made if documentation is provided and submitted to FSC Sr SIR.

# Federal and State Compliance HISD Connect Enrollment Process

If no match is found, you can also attempt to find a match by searching by ID if parent provided SS#. This can be helpful if student's number was previously used in error or ID was input correctly, but error was made with name entry by other school. The goal is to not create duplicates and if you do find an error, please make a copy of your documentation, screen shot the error, and send to your Sr SIR for correction.

Person Search - Individual Person ?

BASIC SEARCH   ADVANCED SEARCH   ID SEARCH

ID:\*

ID Type\*  Unique ID  SSN  Alias ID

Source:

(\*) Required

11. Once verified that student has not registered at any HISD school in the past for testing or to attend, you will create a new record and student ID by clicking "Enroll New to District" and be sure to use the correct entry date.

#	Student Number	Student Name ^	DOB	Grade	Home Phone	TEA Unique Id	Entry Date	Exit Date	Enroll Status	School
No students matched your request										

Page 1 of 1   View 1 - 1 of 1

If the student is not in the list:

# Federal and State Compliance HISD Connect Enrollment Process

12. Select the **Other Info** tab. Review the information for accuracy and update if needed.

The screenshot shows the PowerSchool SIS interface. The 'Other Information' tab is selected and highlighted with a red box. The 'Other Info' sub-tab is also highlighted with a red box. The form contains fields for 'Date Entered US Schools', 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type', 'Birth Information' (including 'Birthdate' and 'Birth Certificate on File'), and 'Birth Certificate on File'.

13. Click the **Contacts** tab. Review the information for accuracy and update if needed.

The screenshot shows the PowerSchool SIS interface. The 'Contacts' tab is selected and highlighted with a red box. The form contains fields for 'Date Entered US Schools', 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type', 'Birth Information' (including 'Birthdate' and 'Birth Certificate on File'), and 'Birth Certificate on File'.

14. Open page to student demographics to fill in required fields (Federal Ethnicity, Race, Gender and SS# or populate Alt ID #s. If student was found on TSDS, be sure to match demographics on HISD Connect and include the Unique ID#.

The form shows three input fields, each with a red box around it. The first field is labeled 'SSN' and contains the letter 'S'. The second field is labeled 'Student Number' and contains the number '2'. The third field is labeled 'Unique Student Identifier' and contains the number '2'. The fields are partially obscured by black redaction marks.

# Federal and State Compliance HISD Connect Enrollment Process

## 15. Validate Address at the Very End!!!

The screenshot displays the enrollment process interface. On the left, the 'View Other Boundaries' dropdown is set to 'None Selected'. The 'Requested School' is 'Martin Luther-King Jr. ECC'. Below this, a yellow banner reads 'Transfer Request Required' with a red box around the 'Request Transfer' button. The 'Student Info' section includes fields for 'Student name', 'Address type', 'Selected address', and 'Geocode', with 'Accept' and 'Cancel' buttons at the bottom. On the right, a map shows the location of the school, with a red box around the 'Request Transfer' button overlaid on the map. A table on the far right shows a list of records with columns for 'Ex Extra' and '048'.

## 16. Click **Submit**.

The screenshot shows the enrollment process interface with an 'Enrollment Exception' dialog box open. The dialog box has fields for 'Requested School', 'Exception Reason', and 'Year' (set to '20-21'). A red box highlights the 'Submit' button. The background interface shows the 'Requested School' field is now highlighted in yellow, and the 'Request Enrollment Transfer' button is visible. The table on the right shows a list of records with columns for 'Ex Extract' and '048'.

Student's record is complete.

**ITEMS MAINTAINED IN THE CUMULATIVE FOLDER**

1. Elementary Permanent Record Card
2. Middle School Permanent Record Card – maintain two (2) perm cards. \*
3. Records transferred from other districts in which the student was enrolled.
4. Birth Certificate
5. Social Security Card
6. Original Home Language Survey
7. Parent /Guardian Identification
8. Immunization /Shot Record/ Health services records
9. Child Custody Papers
10. LEP Documentation
11. Latest Report Card from the current year
12. Student Score Report Results/Standardized test data/ Documentation regarding student’s testing history and accelerated instruction / grade placement committee actions
13. Enrollment/Admission data/Attendance records/ Student questionnaires/ personal and family data
14. Withdrawal data
15. Verified reports of serious or recurrent behavior patterns
16. Parent / Administrative conference copies
17. Records pertaining to participation in extracurricular activities/ fee payment records
18. Records pertaining to student and parent complaints
19. Other records that may contribute to an understanding of the student
20. Matrix Score Sheet (Magnet Transfer)

Remember to maintain two (2) copies of the middle school permanent record card. One (1) is kept in the cumulative folder and will follow the student to the next HISD School he/she attends and the other remains on the middle school campus permanently. Keep both perm cards up-to-date, accurate and complete with student demographic labels for the current year.

Federal and State Compliance  
**HISD Connect Enrollment Process**

**Registrars | Records Clerks**

**Cumulative Folder Clean Up** – Maintain the cumulative folder before forwarding to the next HISD school. Remember to place the permanent record card in the front of the cumulative folder so the next registrar can easily locate the perm card.

**High School Credits on Middle School Campus** – The District Registrar will add any distance learning courses, course grades and credit to student's Historical in Chancery.

**Attendance Appeals for High School Credit Courses** - Approved attendance appeals are awarded in Chancery by the District Registrar. Documentation from the campus is required prior to the student receiving credit. This documentation may be scanned, emailed or faxed. Include the following: middle school campus contact, student name, ID#, grade level, course, grade, semester course was taken and principal signature approval.

**Transferring records for fall semester, 2019**

The deadline to transfer cumulative folders to other HISD schools is **Friday, September 27, 2019**.

**HISD Records**

**Requesting records HISD to HISD only** – Requesting records via TReX is district policy as well as mandated by the State. Registrars may print the Last Year Campus Report (LYC) from Chancery then send it via email, fax or HISD mail to other HISD schools until **Friday, September 27, 2019**. Beginning **Monday, September 30, 2019**, all Registrars and Record Clerks must request records via TReX.

**Sending records to HISD campuses** – Registrars must receive a request for student records prior to sending any records. Records are sent via HISD Mail or TReX. It is imperative to know your campus' mail pick up days. When sending via HISD Mail, packaged or boxed student records **MUST** be clearly addressed to the Registrar | Records Clerk of the receiving campus. When sending large quantities of student records, clearly label and number the boxes (1 of 2 & 2 of 2). Include the following information within the address:

**TO:** Registrar Cynthia Nemons  
**SCHL:** Berry Elementary School, Rte XX  
**From:** Registrar Allease Shepard  
**SCHL:** Travis Hunt Middle School, Rte XX

**Requesting records from other districts outside Texas** – Contact school via email, fax or mail to request student records. Provide demographic information such as student name, DOB and grade level.

**Out of District Records**

**Requesting records from other Texas districts-** Requesting records via TReX is district policy as well as mandated by the State. If the campus is out of state, email or mail the request to the last attended campus.

Federal and State Compliance  
**HISD Connect Enrollment Process**

**Sending records to other districts in Texas** - Registrars must receive a request for student records prior to sending any records. Records are sent via TReX. Information from the cumulative folder is copied and scanned to the receiving school.

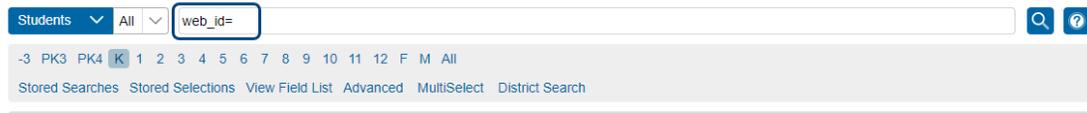
**Sending records to other districts outside Texas** - Registrars must receive a request for student records prior to sending any records. Information from the cumulative folder must be copied scanned or emailed and sent to the receiving school.

## Print Parent Portal Letters

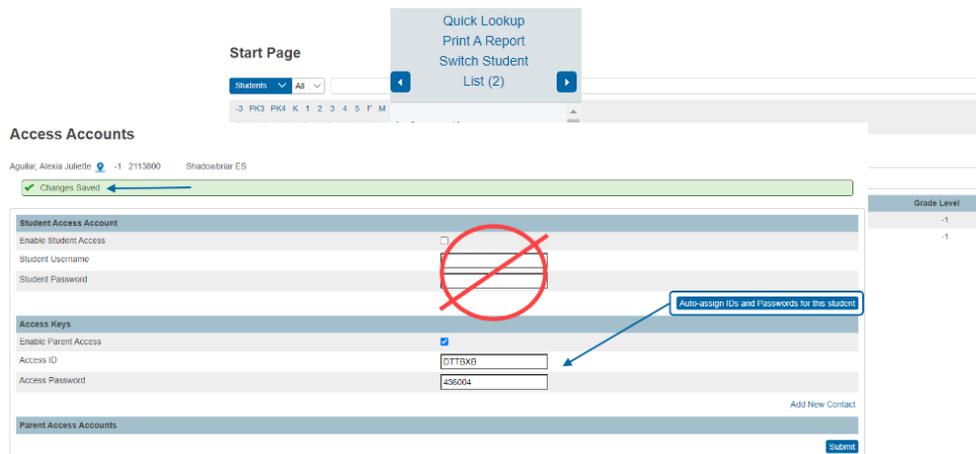
Confirm all students have a web id and password in the Student Profile

1. Search for blank values in the Web\_ID student field, e.g., web\_id =

### Start Page



2. If a list of students is returned, click the name of the first student.
3. Select **Access Accounts** from the Information section of the left navigation menu.

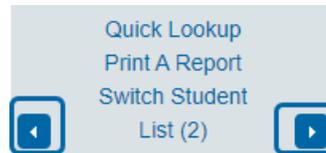


4. On the **Access Accounts** page, select **Auto-assign IDs and Passwords** for this student. Do not manually enter any information on this page.

**NOTE:** A green success message will display indicating the **Access Keys** have been created.

# Federal and State Compliance HISD Connect Enrollment Process

5. Use the Arrows in the top left corner to navigate to the next student



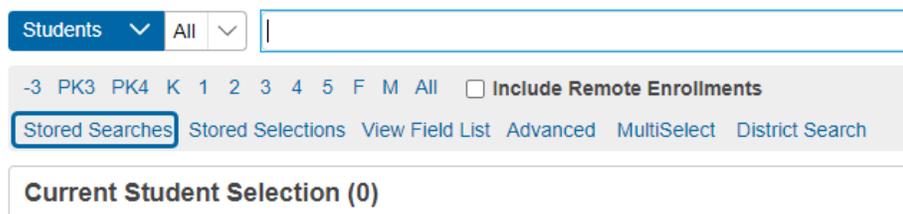
6. Repeat Steps 4 and 5 for all students who were returned by the search completed in Step 1.
7. When Access Keys have been assigned to all student profiles, select the **PowerSchool logo** to return to the **Start Page**.

## Printing Letters

### Print letters for students whose home language is Spanish:

1. Select **Stored Searches** on the PowerSchool Start Page.

### Start Page



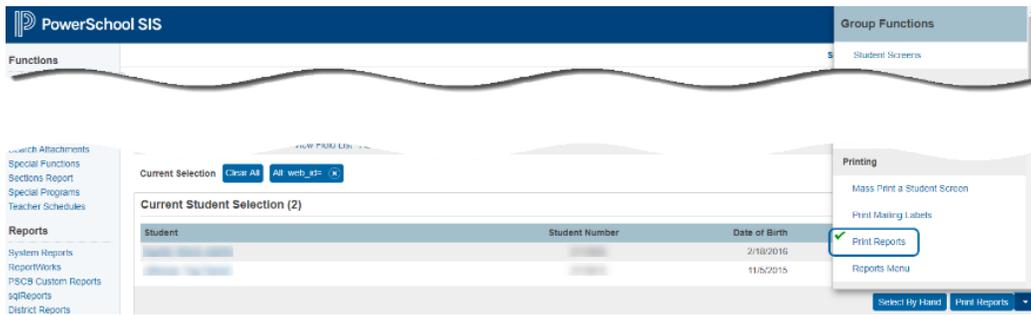
2. Click **Run Search** on the **Primary Language is Spanish line**.

### Stored Searches



# Federal and State Compliance HISD Connect Enrollment Process

3. Select **Print a Report** from the **Group Functions** menu displayed in the lower right under the selection of students.



4. Select **Portal Letter Spanish** from the “Which report would you like to print?” drop-down menu and click **Submit**.

### Print Reports

Option	Value
Which report would you like to print?	HISD P1 Progress Report
For which students?	<input type="checkbox"/> records. <input type="checkbox"/> records.
In what order?	<input type="radio"/> By grade, then alphabetical <input type="radio"/> By period <input type="text" value="HR"/> class, as of this date: <input type="text" value="08/28/2020"/> (takes extra time)

5. Click the arrow to the right of the **Refresh** button to set the time interval for **Report Queue** Refresh rate so that the page will automatically refresh and update the status of the Report.

### Report Queue (System) - My Jobs

System

Created	Job Name	Started	Ended	Status
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM		Running

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.  
 If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.  
 Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

6. When the status of the report changes to **Completed**, click the **View** link to review and download the letters for printing.

# Federal and State Compliance HISD Connect Enrollment Process

## Report Queue (System) - My Jobs

System ReportWorks Refresh

Created	Job Name	Started	Ended	Status
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM	08/19/2020 07:22 PM	Completed <a href="#">View</a>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can delete all completed or canceled jobs.

**\*Note: After you have run your initial Parent Portal Letter for 1<sup>st</sup> day, you can rerun report by following steps 1-6 and exclude the first day students by using the following search criteria:  
StudentCoreFields.primarylanguage=01;entry\_date>first day of school or last day letters were printed.**

## Start Page

Students All StudentCoreFields.primarylanguage=01;entrydate>09/08/2020

-3 PK3 PK4 K 1 2 3 4 5 F M All  Include Remote Enrollments

[Stored Searches](#) [Stored Selections](#) [View Field List](#) [Advanced](#) [MultiSelect](#) [District Search](#)

**Current Student Selection (0)**

**IMPORTANT:** Note the date the letters were created; you will use this date for searching the next time Parent Portal Letters are printed.

# Federal and State Compliance HISD Connect Enrollment Process

## Print letters for students whose home language is not Spanish:

1. Select **Stored Searches** on the **PowerSchool Start Page**.

### Start Page

The screenshot shows the PowerSchool Start Page search interface. At the top, there are dropdown menus for 'Students' and 'All'. Below these is a search bar. A navigation bar contains links for '-3 PK3 PK4 K 1 2 3 4 5 F M All' and an 'Include Remote Enrollments' checkbox. Below the navigation bar are buttons for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', 'MultiSelect', and 'District Search'. At the bottom, it says 'Current Student Selection (0)'.

2. Click **Run Search** on the **Primary Language is Not Spanish** line.

### Stored Searches

The screenshot shows a table with two columns: 'Name of Stored Search' and 'Perform Search Now'. There is a 'New' button at the top right. The table contains two rows: 'Primary Language is Not Spanish' with a 'Run Search' button, and 'Primary Language is Spanish' with a 'Run Search' button.

Name of Stored Search	Perform Search Now
Primary Language is Not Spanish	Run Search
Primary Language is Spanish	Run Search

3. Select **Print a Report** from the **Group Functions** menu displayed in the lower right under the selection of students.

The screenshot shows the PowerSchool SIS interface. The 'Group Functions' menu is open, showing 'Print Reports' as an option. The main area shows a table of student selections with columns for 'Student', 'Student Number', and 'Date of Birth'. A 'Print Reports' button is visible in the bottom right corner.

4. Select **Portal Letter** from the “Which report would you like to print?” drop-down menu and click **Submit**.

### Print Reports

The screenshot shows the 'Print Reports' form. It has a table with 'Option' and 'Value' columns. The 'Which report would you like to print?' dropdown menu is open, showing options like 'HISD P1 Progress Report', 'HISD P2 Progress Report', 'HISD P3 Progress Report', 'HISD P4 Progress Report', 'HISD P5 Progress Report', 'HISD P6 Progress Report', 'Parent Portal Letter', and 'Parent Portal Letter Spanish'. The 'Parent Portal Letter' option is selected. There are also checkboxes for 'Print Reports' and 'By grade, then alphabetical'.

Option	Value
Which report would you like to print?	HISD P1 Progress Report
For which students?	HISD P1 Progress Report HISD P2 Progress Report HISD P3 Progress Report HISD P4 Progress Report HISD P5 Progress Report HISD P6 Progress Report Parent Portal Letter Parent Portal Letter Spanish
In what order?	By grade, then alphabetical

# Federal and State Compliance HISD Connect Enrollment Process

- Click the arrow to the right of the Refresh button to set the time interval for **Report Queue** Refresh rate so that the page will automatically refresh and update the status of the Report

## Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	Started	Ended	Status
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM		Running

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.  
If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.  
Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

- When the status of the report changes to **Completed**; click the **View** link to review and download the letters for printing.

## Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	Started	Ended	Status
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM	08/19/2020 07:22 PM	Completed <a href="#">View</a>

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Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

**\*Note- After you have run your initial Parent Portal Letter for 1<sup>st</sup> day, you can rerun report by following steps 1-6 and exclude the first day students by using the following search criteria:  
StudentCoreFields.primarylanguage=01;entry\_date>first day of school or last day letters were printed.**

## Start Page

Students All StudentCoreFields.primarylanguage=01;entrydate>09/08/2020

-3 PK3 PK4 K 1 2 3 4 5 F M All  Include Remote Enrollments

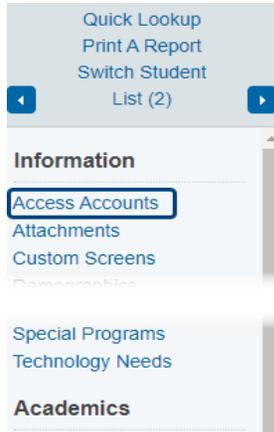
Stored Searches Stored Selections View Field List Advanced MultiSelect District Search

**Current Student Selection (0)**

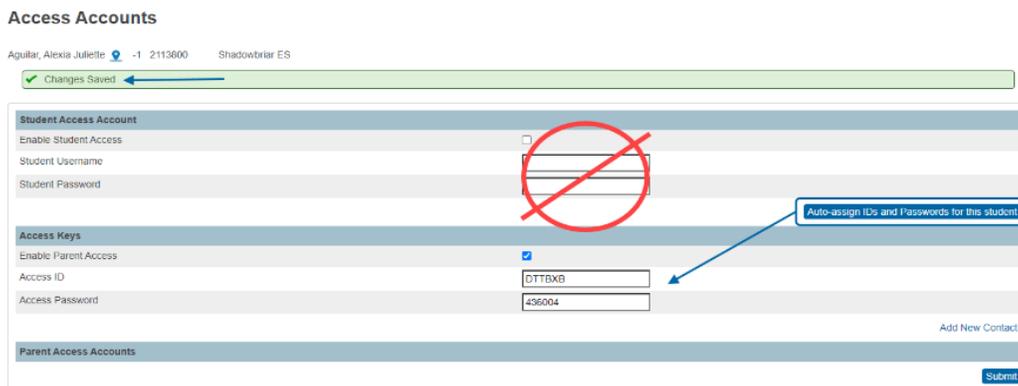
**IMPORTANT:** Note the date the letters were created; you will use this date for searching the next time Parent Portal Letters are printed.

## Print Parent Portal Letters at time of Enrollment

1. After completing enrollment screens, select **Access Accounts** from the **Information** section of the left navigation menu.

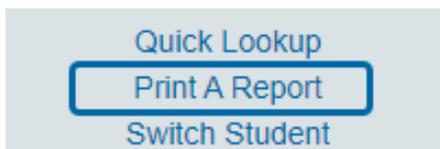


2. On the **Access Accounts** page, select **Auto-assign IDs and Passwords** for this student. **Do not manually enter any information on this page.**

A screenshot of the 'Access Accounts' page for a student named Aguilari, Alexia Juliette. At the top, there is a green bar indicating 'Changes Saved'. Below this, there are three main sections: 'Student Access Account', 'Access Keys', and 'Parent Access Accounts'. In the 'Student Access Account' section, there are fields for 'Enable Student Access', 'Student Username', and 'Student Password', which are crossed out with a red 'X'. In the 'Access Keys' section, there is a checked checkbox for 'Enable Parent Access', and fields for 'Access ID' (containing 'DTTEXB') and 'Access Password' (containing '436004'). A blue box with an arrow points to the 'Access ID' and 'Access Password' fields, with the text 'Auto-assign IDs and Passwords for this student'. At the bottom right, there is an 'Add New Contact' link and a 'Submit' button.

**NOTE: A green success message will display indicating the Access Keys have been created.**

3. Select **Print a Report** from the top left menu.



# Federal and State Compliance HISD Connect Enrollment Process

- Select **Parent Portal Letter** or **Parent Portal Letter Spanish** from **Which report would you like to print?**

## Print Reports

Option	Value
Which report would you like to print?	HISD P1 Progress Report
For which students?	<input type="text"/> words. <input type="text"/> records.
In what order?	<input type="radio"/> By grade, then alphabetical <input type="radio"/> Parent Portal Letter <input type="radio"/> Parent Portal Letter Spanish

- Click the Drop-down menu and click **Submit**.
- Click the arrow to the right of the **Refresh** button to set the time interval for **Report Queue Refresh rate** so that the page will automatically refresh and update the status of the Report.

## Report Queue (System) - My Jobs

System
ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
08/19/2020	<a href="#">Parent Portal Letter</a>	08/19/2020 07:22 PM	08/19/2020 07:22 PM	Completed <a href="#">View</a>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

- When the status of the report changes to **Completed**, click the **View** link to review and download the letters for printing.

## Report Queue (System) - My Jobs

System
ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
08/19/2020	<a href="#">Parent Portal Letter</a>	08/19/2020 07:22 PM		Running <span style="color: red;">⏹</span>

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.

Completed and canceled jobs will automatically be deleted after days. Click on the trash can icon to immediately delete an individual job, or you can [delete all](#) completed or canceled jobs.

## Parent Portal Sign-up and First Day Forms

As a reminder, campuses are responsible for sending out the Parent Portal letters and have the Student Access IDs, web passwords, and instructions for Parent Portal setup.

As planned, first day forms are loaded in HISD Connect so parents can complete and submit the forms via parent portal. **Remember:** forms completed here, feed directly into the system, saving campus staff **A LOT** of time and effort!

### Helpful videos for parents:

- [Setting up Parent Portal](#)
- [Completing and submitting forms](#)

## Online Enrollment Process *(Parents/Guardians)*

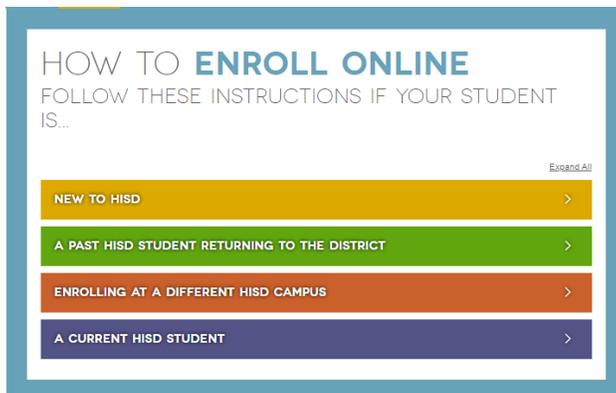
1. Log onto <https://www.houstonisd.org/>.
2. Click **Important Enrollment Information**.



3. Click **More Information here**.

Online enrollment now available for students new to HISD, current HISD students enrolling at a different campus, or past HISD students returning to the district. [More information here](#)

4. Select an option.



5. The parent will need to create a username and password.
6. Then follow the instructions as outlined.

# HISD Connect

## Parents' Guide to PowerSchool Forms



### Forms in HISD Connect Parent Portal

HISD Connect powered by PowerSchool, gives parents an EASY way for forms to be received, viewed, and returned. You will see a "Forms" link on the left-hand navigation bar of the Parent Portal. Use this link to access any forms shared with you – no more depending on your student to bring them home! Forms submitted by you are automatically accessible to school staff via their PowerSchool Portal.

### Logging On to the PowerSchool Parent Portal

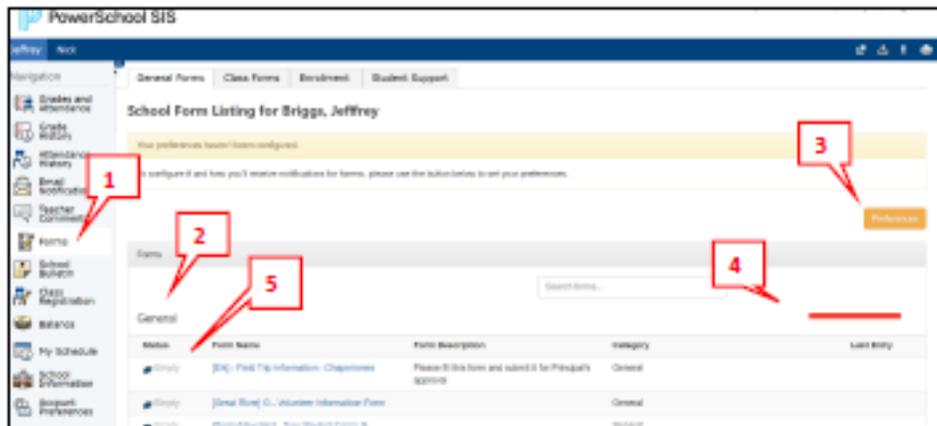
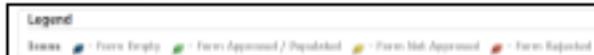
1. Log on to the PowerSchool Parent Teacher Portal by going to the URL: <https://hisdconnect.houstonisd.org/public/>
2. Sign into your PowerSchool account
3. If this is the first time you have signed in, create an account by selecting the Create Account tab
4. Click the blue Create Account to complete the process



### Accessing PowerSchool Forms

You can get to PowerSchool Forms from inside your PowerSchool Parent Portal. No separate login is required.

1. Click on Forms in the left menu and complete all necessary forms
2. Complete any form with an empty status (empty means the form has NOT been submitted)
3. You can set up to receive email notifications when a new form has been posted
4. The status bar lets you know if all forms in that category have been submitted (green means yes, red means no)
5. Forms are grouped in Categories
6. Click save once complete



# HISD Connect

## PowerSchool Forms



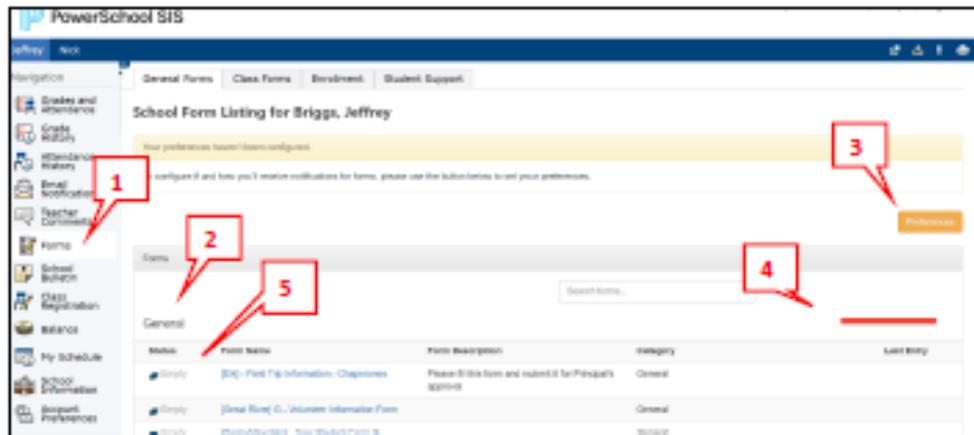
### Forms in HISD Connect Parent Portal

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### Accessing PowerSchool Forms

You can get to PowerSchool Forms from inside your PowerSchool Parent Portal. No separate login is required. Forms are tied to your individual child's record.

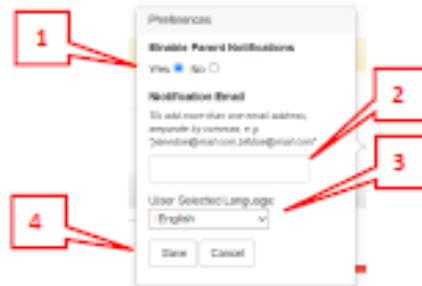
1. Click on Forms in the left menu
2. Each form will have a status (empty means the form has NOT been submitted)
3. You can set up to receive email notifications when a new form has been posted
4. The status bar lets you know if all forms in that category have been submitted (green means yes, red means no)
5. Forms are grouped in Categories



### PowerSchool Forms Preferences

Clicking on #3 above [Preferences] will open a new window. If you want to receive notifications, you can type in your email address so that you will be notified when you would like to be notified that a new form has been submitted by your student's teacher or administrator.

1. Select Yes
2. Enter your Email
3. Select your language
4. Click Save



# Federal and State Compliance HISD Connect Enrollment Process

## Filling Out a Form

To open a specific form, click on the form name within the form list.

1. At the top is the Form Ribbon. This allows you to move between forms within a category without having to return to the Forms page. Use the arrows on either end of the ribbon to scroll to see more forms.
2. Just below the Form Ribbon is the Archive Header. This is where you see forms you have already submitted.
3. The rest of the page is the Form itself. If you see a **\***, that is required information and must be filled out for the form to be submitted.

The screenshot shows a web form titled "[Houston] Student Change of Address". At the top, there is a "Form Ribbon" with tabs for "[Houston] Home Language Survey", "[Houston] Social Economic Information Form", "[Houston] Student Change of Address", and "[Houston] Student Contacts". A red box labeled "1" points to the "[Houston] Student Change of Address" tab. Below the ribbon is an "Archive Header" that says "There are no previous responses to this form." A red box labeled "2" points to this header. The main form area contains a section "Information on file with the District" with fields for "Address", "Mailing Address", and "Primary Phone". Below this is a question "Does this information need to be updated?" with "Yes" and "No" radio buttons. At the bottom, there are input fields for "New Street", "New City", "New State", and "New Zip Code".

## Submitting a Form

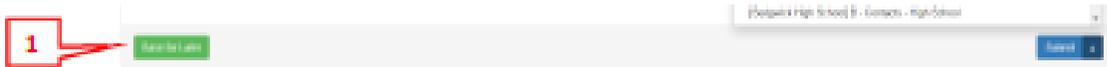
1. Once the form is filled out and completed, click on Submit at the bottom of the page. If everything was filled out correctly, you will see a pop-up window open thanking you for the submission.
2. Next to the submit button, there is an arrow that brings up options you can choose BEFORE you submit.
3. For some forms, you may see "Submit for Family" – check that if you want the same information submitted for all of your students such as emergency contacts. DO NOT use this if the form contains a student specific information (an individual student's name, an individual student's birthday, etc.)
4. Another option is "Submit and Jump To..." Below this option is a list of pages you can open after submitting this form.

The screenshot shows the bottom of the form with a "Submit" button and a dropdown menu. A red box labeled "1" points to the "Submit" button. A red box labeled "2" points to the dropdown arrow next to the button. The dropdown menu is open, showing several options. A red box labeled "3" points to the "Submit for Family" option. A red box labeled "4" points to the "Submit & Jump to..." option, which has a list of links below it: "Form Listing", "[OK] - Field Trip Information - Chaperones", "[Great River] G - Volunteer Information Form", "[RockyMountain] - New Student Form G - Check-out of Legal Status", "[Sedgewick High School] A - Student Demographics - High School", "[Sedgewick High School] J - Student Demographics - Junior High", and "[Sedgewick High School] B - Contacts - High School".

# Federal and State Compliance HISD Connect Enrollment Process

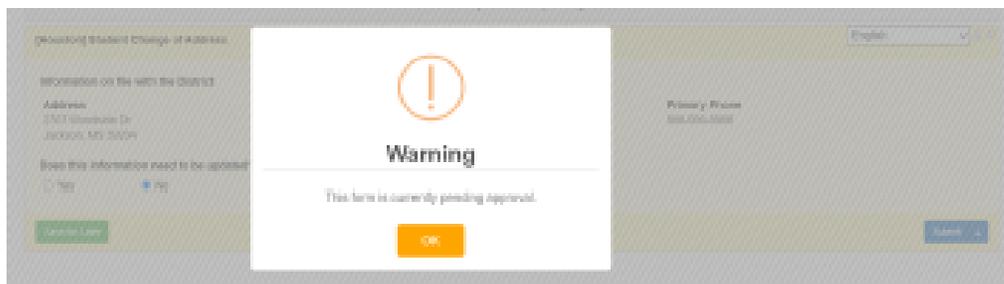
## Save vs. Submit

1. If you need to save a form BEFORE you submit (you may need to step away from your computer), click on "Save for Later" at the bottom of the screen. This is only an option if you will come back to the SAME computer to finish the form and submit it. You CANNOT start on one computer then move to another as the information does not save between different computers.

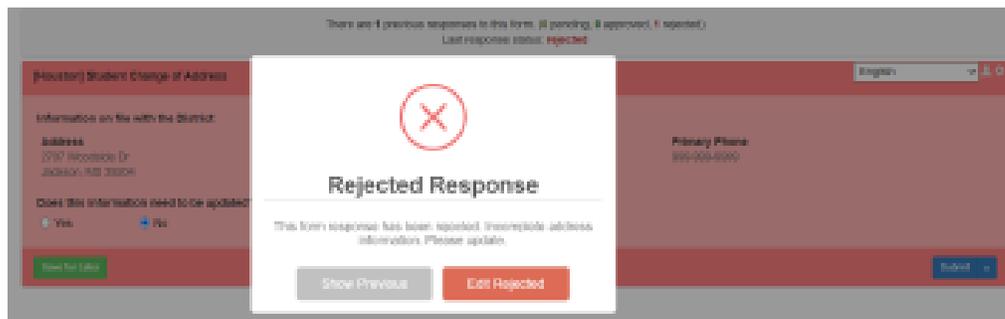


## Approval

Some forms may need approval. If so, you will see this approval alert message.



If a form you have submitted is NOT approved, you will receive a rejected alert. The form will appear in red in the form list (page 1 of this guide). If you click on a form that has been rejected, you will see why and be allowed to make the changes and submitted again. If the form is accepted, you will see the status change to "Form Approved/Populated".



As a reminder, these are the status icons.

Legend	
Icons	- Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

**If you have set up your account to send parent notifications, you will receive an email when a form's status moves from Pending to Approval or Rejected.**