

Federal and State Compliance HISD Connect Enrollment Process

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**.

HISD School Choice
EDUCATION. YOUR FUTURE. YOUR CHOICE.

Smart Choice powered by SchoolMini®

Enter your email and password to continue:

parkertransfers@hisd.com

.....

Forgot password?

Login

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

Showing applications from All Programs

You are signed in as

Dashboard | Account | My Documents | Logout

September 2021-2022

HISD School Choice
EDUCATION. YOUR FUTURE. YOUR CHOICE.

Students | Application | Lottery | Scheduling | Rooms | Users | Settings

Application

Show applications: 1
☒ Submitted
☐ Not Submitted

With status:
☐ Qualified
☐ Not Qualified
☐ In Processing

2
All Categories
Community Services / Program Placement

Program Tag:
Tag

Appointment Type:
Appointment Date:

3
21/22 Grade: 5
Choice: 5

4
Offered List: 5
Accepted: 5

Submission Date: 5

Siblings: 5

Appeal Status: 5

In District: 5
In Zone: 5

20/21 School: 5
Choose One

Deliverables: 5

Lottery Priorities: 5

Recommendations: 5

Processing School: 5

5
Confirmed: 5
confirmed - yes

6
Filter

Current Filter: Submitted applications only not withdrawn

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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”

The screenshot shows the HISD Connect Enrollment Process interface. At the top, it displays statistics: Total Students: 58, Total Applications: 58, Submitted Applications: 58. Below this is a search bar with the text "RED_STAR_Accepted_Students_for_Extract" and a "Capture Selected" button. A green button labeled "Need Help with Bulk Tools?" is also visible. Below the search bar, there are checkboxes for "Submitted" and "Not Submitted". A table of student applications is displayed below, with columns for App#, Student#, Full Name, Rank, Category, Program, 20/21 Grade, Deliverables, Sib, Priority, Date, Processing School, Current School, VA, GE, and CORE. The table contains five rows of data, all showing "Transfers" and "Community Services / Program ...".

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

The screenshot shows the HISD School Choice Reports page. The header includes the HISD School Choice logo and navigation links: Dashboard, Account, My Documents, Signout. Below the header is a "Reports" section with a sub-header "RED_STAR_Accepted_Students_for_Extract". There are buttons for "Edit Report" and "Export Data". Below the report title, it says "Created by Jasso. Experimental. Please compare with offered list." A table of student applications is displayed below, with columns for student_id, student_district_id, fname, mname, lname, school_code, title, confirmed, grade, identified_504, and school_previous_id. The table contains five rows of data, all showing "Community Services / Program Placement" and "yes" for confirmed status.

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

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



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



The screenshot shows the HISD Connect Enrollment Process interface. At the top, there is a dark blue header with the 'Enrollment' logo. Below this, the 'Student Data' section is visible, featuring a sidebar with icons for 'Student Data' and 'Configuration'. The main content area displays a table of registration forms. The table has columns for 'Form', 'Academic Year', and 'Status'. The first row is highlighted with a red box, showing 'New Student Registration' for the '2021-2022' academic year with a status of 'Open'. The second row shows 'New Student Registration' for the '2020-2021' academic year with a status of 'Open'.

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

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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	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	Parker 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	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	Parker 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	

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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.**

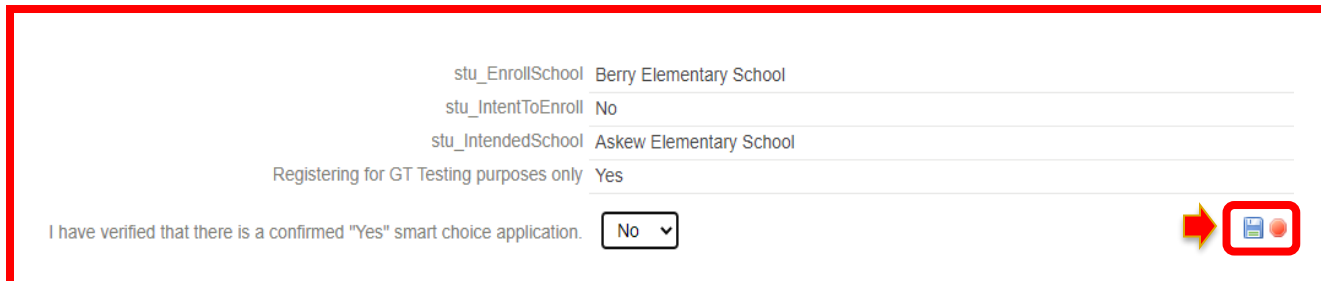
stu_EnrollSchool	Benbrook Elementary School
stu_IntentToEnroll	No
stu_IntendedSchool	Alcott Elementary School
I have verified that there is a confirmed "Yes" smart choice application.	<input type="button" value="Yes"/>  

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

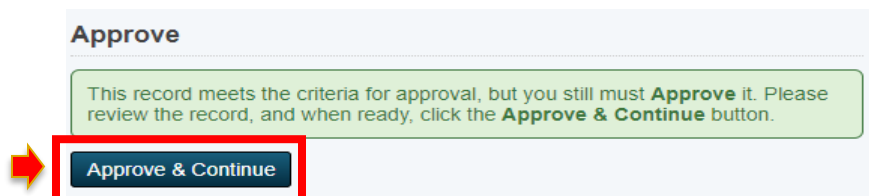
stu_DoBMonth	05
stu_DoBDay	11
stu_DoBYear	2016
stu_EnrollGrade	K
Confirmed the Kinder student is 5 yrs old on or before Sept. 1st	<input type="button" value="Yes"/>  

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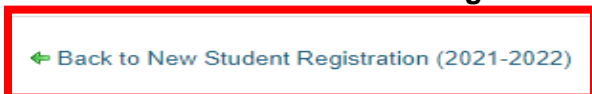
- Campus SIRS will also need to verify if a student is enrolling for **GT Testing purposes** only. If this is the case for the student, SIR will also select No for the smart choice application to create ID and send to **Central Registration**. This will prevent having inactive records or having to withdraw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



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



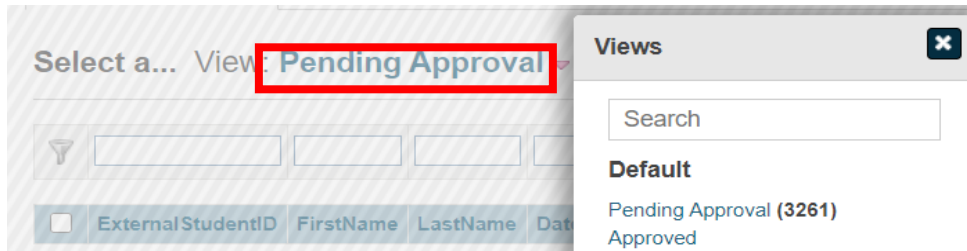
- Click the **Back to New Student Registration** tab.



PENDING DELIVERY

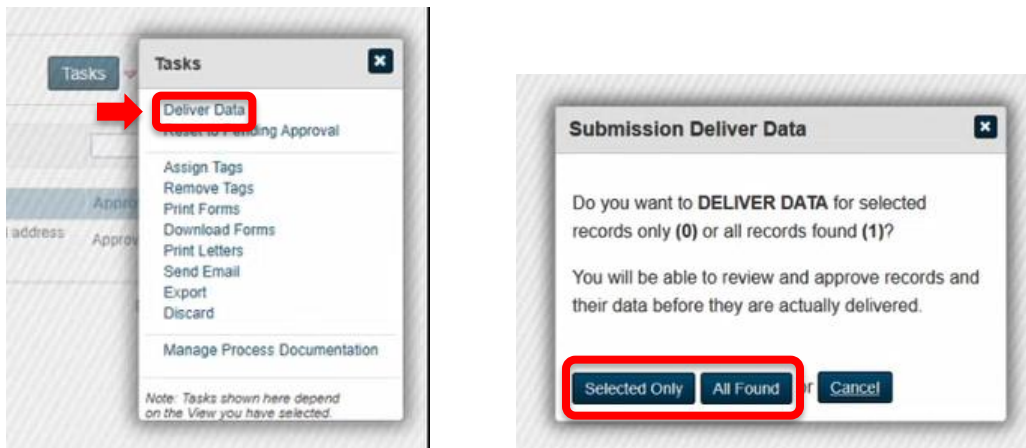
The Pending Delivery View displays all records that have been approved but not delivered. All records in this view will have a status of Pending Delivery. As records listed in this view are both approved and undelivered, there will be overlap with the records in the Approved View. Additional Review will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

Review and Edit - 1 of 1 (CodyTwo Test)

CodyTwo Test 01/02/2001 | Race | Contact: Parent Test, M | Contact: Guardian Test, F | Contact: | Contact: | Contact: | studentcorefields | s_bx_stu_x | s_stu_x | u_stu_common_x

CodyTwo Test 01/02/2001

Field Name	Value	Existing Data
Student_Number		

Match

- Notice that Student Number is still not populated. If you find a match, the original number will be used.

- 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.

CodyTwo Test 01/02/2001

The following potential matches were found. Click the **Select** button for the record you want to match to, or if none of the records match, then just click the **Close** button.

Show 10 entries

ID	Prefix	First Name	Middle Name	Last Name	Suffix	Nickname	Gender	Birthdate	Address (line 1)	Primary Phone	Status	Select
2105343		Cadence	Anae	Testamark			F	1/6/2015	3725 Rice St Apt. A	632-608-3519	Active	Select

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Close No Match

- 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.

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- 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.

The screenshot shows a student record for 'CodyTwo Test 01/02/2001'. The record includes fields for Student Number, First Name, Middle Name, Last Name, DOB, Gender, Grade Level, Fed Ethnicity, and Street. To the right of the record is a table for 'Existing Data'. Below the record, there are buttons for 'Match', 'Clear Match', and 'Back to Top'. On the right side, there is a 'Deliver Record' button, which is highlighted with a red box and a red arrow pointing to it. Above this button, there is a message: 'This record has NOT been delivered. Click Deliver Record to deliver this record.'

The 'Deliver Record' dialog box shows a progress bar and the text 'Delivering record to target system...'. There is a green checkmark icon at the bottom right of the dialog box.

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

The 'Deliver Record' dialog box shows an error message: 'There are one or more problems with this record which have prevented it from being successfully delivered. Please check for details on the left side of this screen.' Below the message is a 'Deliver Record' button. A red arrow points to the message box.

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

The screenshot shows the error message: 'An error was encountered delivering this record. Check the schemata below for details.' Below the message, there is a list of error details: 'CodyTwo Test 01/02/2001 | Race | Contact: Parent Test, M | Contact: Guardian Test, F | Contact: . | Contact: . | Contact: . | studentcorefields | s_bx_stu_x | s_stu_x | u_stu_common_x'. Below the error details, there is a message from the server: 'REQUIRED_MEDICAL_ALERT_DESCRIPTION: A description is required when an expiration date is present. for student/alerts/medical/description'. A red arrow points to the error message.

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

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

Deliver Record

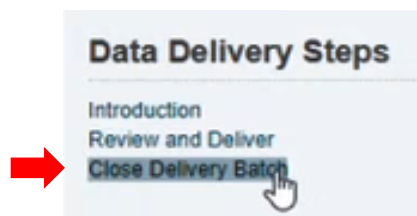
This record has been **Delivered**. You may deliver it again if necessary.

[Deliver Record](#)

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](#)

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

Select a... View: **Delivered** | Filter: **None** | Tag: **None**

Tasks | 1 Found | Page 1 of 1

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

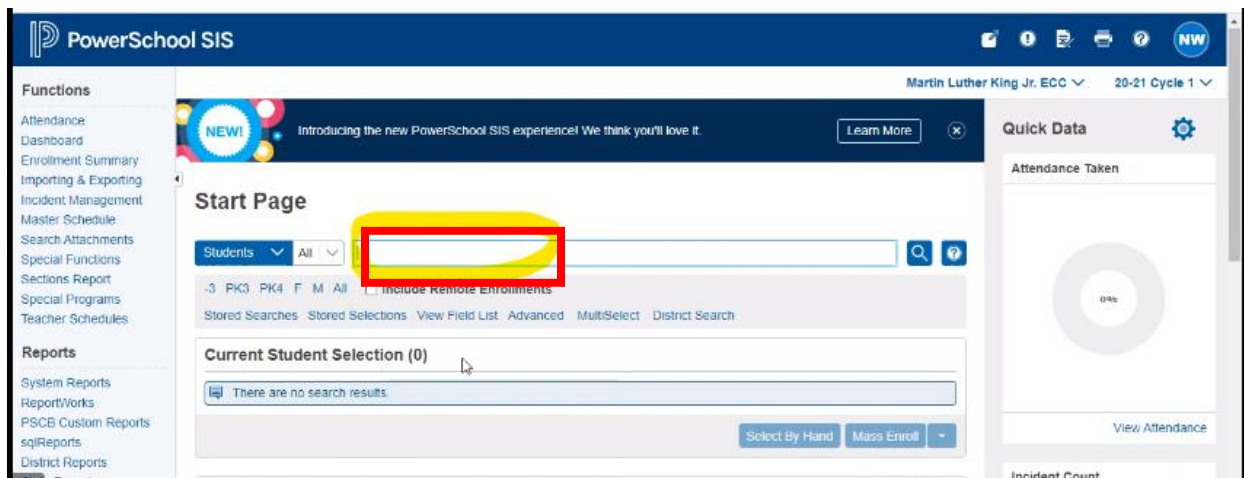
Page Size: 20 | 50 | 100 | 500

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.

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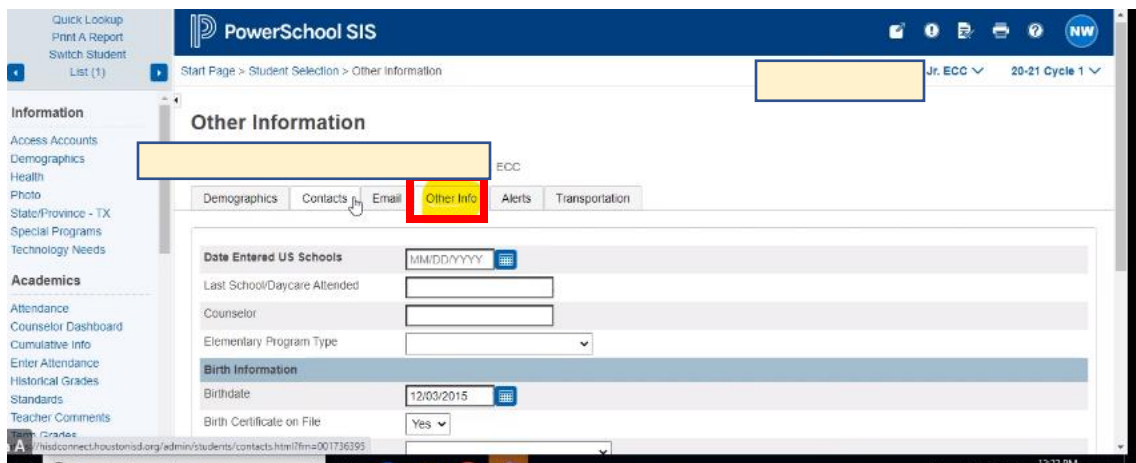
HISD Connect Process after Online Enrollment Delivered

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



The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the PowerSchool SIS logo and user information: Martin Luther King Jr. ECC and 20-21 Cycle 1. A sidebar on the left lists various functions and reports. The main content area is titled "Start Page" and features a search bar with a dropdown menu set to "Students" and "All". The search bar is highlighted with a red box. Below the search bar, there are buttons for "Select By Hand" and "Mass Enroll". The "Current Student Selection (0)" section shows "There are no search results".

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.



The screenshot shows the "Other Information" tab selected in the PowerSchool SIS interface. The tab is highlighted with a red box. The page displays various fields for student information, including "Date Entered US Schools", "Last School/Daycare Attended", "Counselor", "Elementary Program Type", "Birth Information", "Birthdate", and "Birth Certificate on File". The "Birthdate" field is set to 12/03/2015. The "Birth Certificate on File" field is set to "Yes". The "Other Info" tab is highlighted with a red box.

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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', and 'List (1)'. The main header displays 'PowerSchool SIS' and '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 tabbed interface with 'Demographics', 'Contacts' (highlighted in red), 'Email', 'Other Info', 'Alerts', and 'Transportation'. The 'Contacts' tab is active, showing fields for 'Date Entered US Schools' (MM/DD/YYYY), 'Last School/Daycare Attended', 'Counselor', and 'Elementary Program Type'. Below these is the '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, but with the 'Demographics' tab highlighted in red. The 'Other Information' section is still visible, showing the same fields for 'Date Entered US Schools', 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type', 'Birth Information', 'Birthdate', and 'Birth Certificate on File'. The 'Demographics' tab is active, indicating the next step in the enrollment process.

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6. Validate Address at the Very End!!!

The screenshot displays the HISD Connect Enrollment Process interface. On the left, the 'View Other Boundaries' dropdown is set to 'None Selected'. Below it, the 'Requested School' is 'Martin Luther-King Jr. EDC'. A yellow circle highlights the 'Request Transfer' button, which is also enclosed in a red box. The 'Student Info' section shows fields for 'Student name', 'Address type', 'Selected address', and 'Geocode', with a large yellow rectangular placeholder for the address. To the right is a map showing the location of the requested school. On the far right, a table with columns 'Ex', 'Extra', and '048' is partially visible.

7. Click **Submit**.

The screenshot shows the HISD Connect Enrollment Process interface with an 'Enrollment Exception' dialog box open. The dialog box contains fields for 'Requested School', 'Exception Reason', and 'Year' (set to '20-21'). A yellow circle highlights the 'Submit' button, which is also enclosed in a red box. The background shows the same form as in the previous screenshot, with the 'Request Transfer' button now disabled. On the far right, a table with columns 'Ex', 'Extra', and '048' is partially visible.

■ Student's record is complete.

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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 think you'll love it.

Start Page

Students

Search

District Search

Current Student Selection (0)

There are no search results.

Quick Data

Incident Count

236

198

138

63

53

Average


View Incidents

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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: [Show Password](#)

[Login](#)

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

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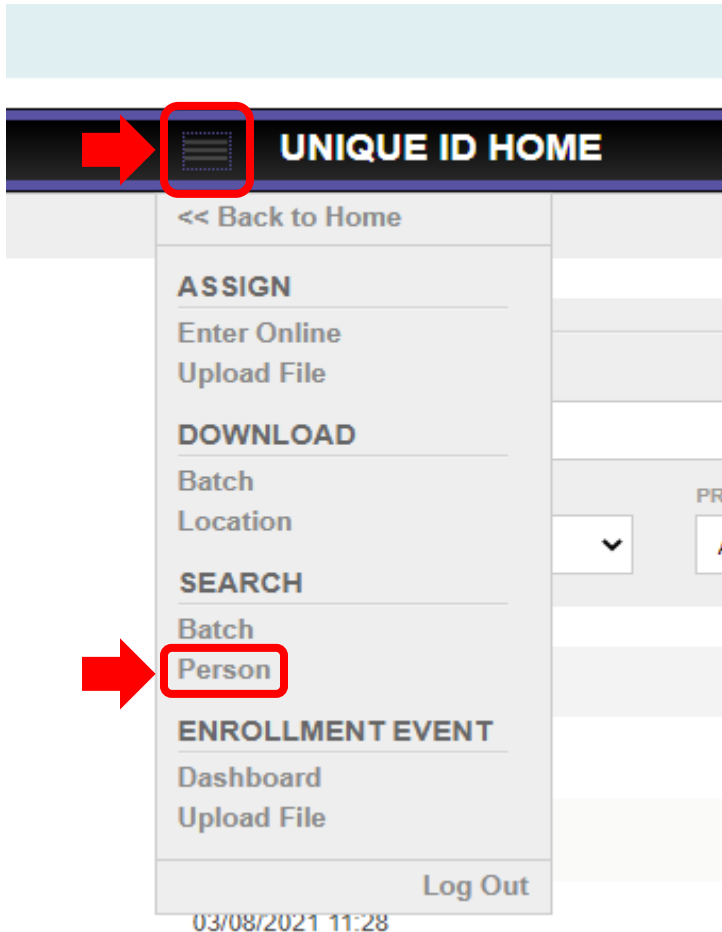
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7. Select Texas Student Data System Portal Link:

8. Select Manage Unique IDs.

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

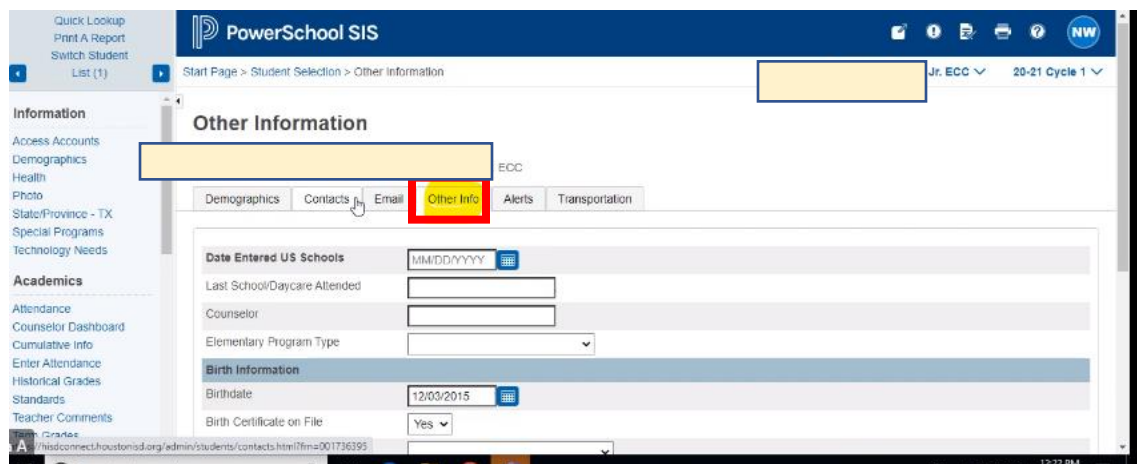
CLEAR
SEARCH

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										
<div style="display: flex; justify-content: space-between; align-items: center;"> Page 1 of 1 View 1 - 1 of 1 </div>										<div style="display: flex; align-items: center;"> If the student is not in the list: Enroll New to District Search Again </div>

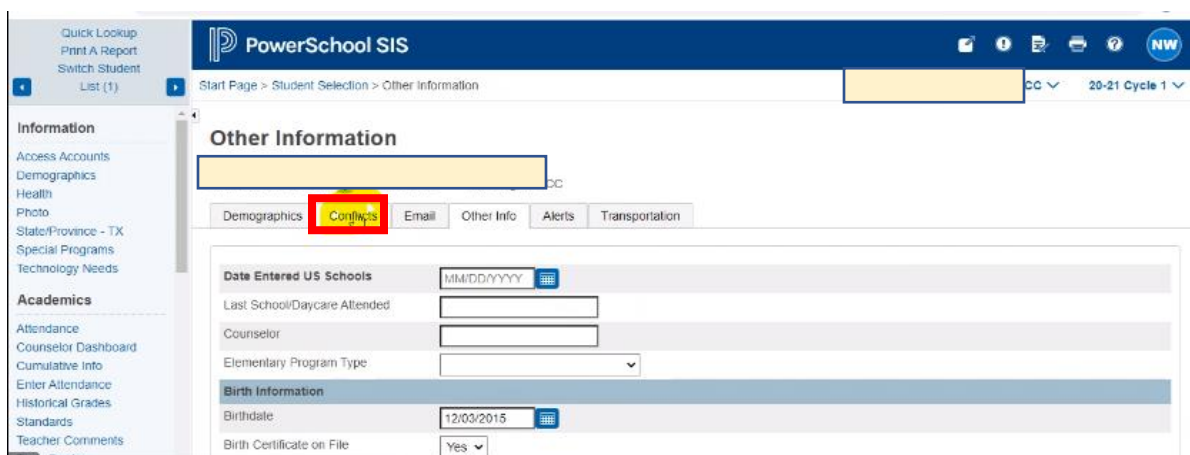
Federal and State Compliance HISD Connect Enrollment Process

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 'Demographics' tab is also visible. The 'Other Information' section contains fields for 'Date Entered US Schools', 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type', 'Birth Information', 'Birthdate', and 'Birth Certificate on File'. The 'Birth Information' section is expanded, showing 'Birthdate' as 12/03/2015 and 'Birth Certificate on File' as Yes.

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 'Other Information' section is visible, containing fields for 'Date Entered US Schools', 'Last School/Daycare Attended', 'Counselor', 'Elementary Program Type', 'Birth Information', 'Birthdate', and 'Birth Certificate on File'. The 'Birth Information' section is expanded, showing 'Birthdate' as 12/03/2015 and 'Birth Certificate on File' as Yes.

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 screenshot shows the student demographics form. The 'SSN' field is highlighted with a red box. The 'Student Number' field is highlighted with a red box. The 'Unique Student Identifier' field is highlighted with a red box. The 'SSN' field contains the value 'S'. The 'Student Number' field contains the value '2'. The 'Unique Student Identifier' field contains the value '2'.

Federal and State Compliance

HISD Connect Enrollment Process

15. Validate Address at the Very End!!!

The screenshot displays the HISD Connect Enrollment Process interface. On the left, the 'View Other Boundaries' dropdown is set to 'None Selected'. Below it, the 'Requested School' is 'Martin Luther-King Jr. EDC'. A yellow circle highlights the 'Request Transfer' button, which is also enclosed in a red box. The 'Student Info' section shows fields for 'Student name', 'Address type', 'Selected address', and 'Geocode', with a large yellow rectangular placeholder for the address. At the bottom of this section are 'Accept' and 'Cancel' buttons. On the right, a map shows the location of the requested school, with a yellow rectangular placeholder for the address. The map includes labels for 'SOUTH ACRES / CRESTMONT PARK' and 'Brookside Village'. A yellow circle highlights the 'Request Transfer' button, which is also enclosed in a red box.

16. Click **Submit**.

The screenshot displays the HISD Connect Enrollment Process interface. On the left, the 'View Other Boundaries' dropdown is set to 'None Selected'. Below it, the 'Requested School' is 'Martin Luther-King Jr. EDC'. A yellow circle highlights the 'Request Transfer' button, which is also enclosed in a red box. The 'Student Info' section shows fields for 'Student name', 'Address type', 'Selected address', and 'Geocode', with a large yellow rectangular placeholder for the address. At the bottom of this section are 'Accept' and 'Cancel' buttons. On the right, a map shows the location of the requested school, with a yellow rectangular placeholder for the address. The map includes labels for 'SOUTH ACRES / CRESTMONT PARK' and 'Brookside Village'. A yellow circle highlights the 'Request Transfer' button, which is also enclosed in a red box.

Student's record is complete.

Federal and State Compliance
HISD Connect Enrollment Process

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.

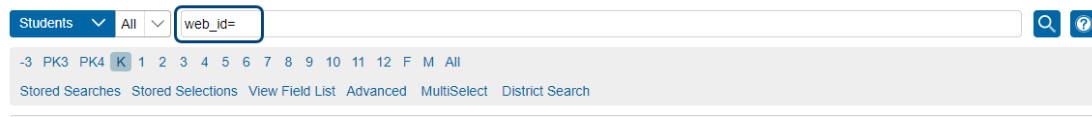
Federal and State Compliance HISD Connect Enrollment Process

Print Parent Portal Letters

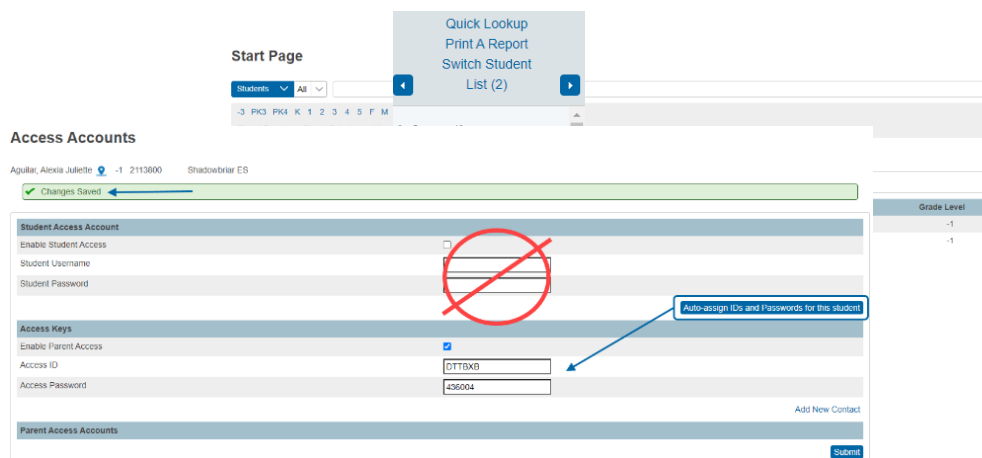
Confirm all students have a web id and password in the Student Profile

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.

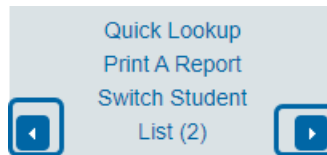


4. On the **Access Accounts** page, select **Auto-assign IDs and Passwords** for this student. Do not manually enter any information on this page.

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

A screenshot of the PowerSchool Start Page. At the top, there are two dropdown menus: 'Students' and 'All'. Below them is a search bar. Under the search bar is a row of filters: '-3', 'PK3', 'PK4', 'K', '1', '2', '3', '4', '5', 'F', 'M', 'All', and a checkbox labeled 'Include Remote Enrollments'. Below the filters is a row of tabs: 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', 'MultiSelect', and 'District Search'. The 'Stored Searches' tab is highlighted with a blue border. Below the tabs is a section titled 'Current Student Selection (0)'.

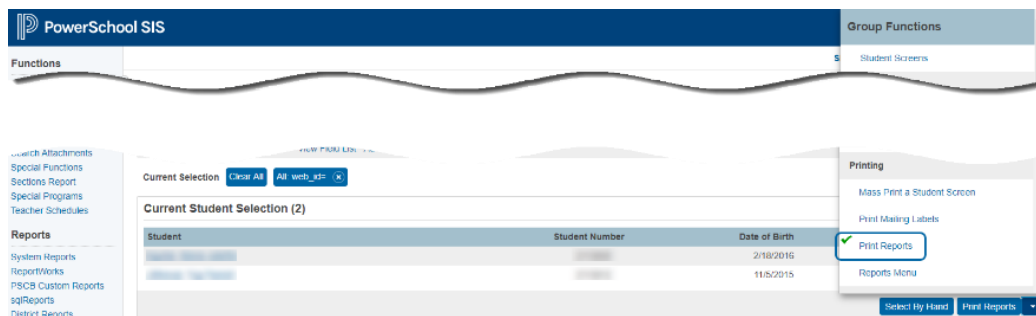
2. Click **Run Search** on the **Primary Language is Spanish** line.

Stored Searches

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

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?

For which students?

In what order?

By grade, then alphabetical

By period HR class, as of this date: 08/28/2020 (takes extra time)

Options in the dropdown menu:

- 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**

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 ReportWorks

Refresh

Options: 30, 1.00, 5.00, 10.00

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 View

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.

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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 1st 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

Students ▾ All ▾

-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)

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

Stored Searches

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.

PowerSchool SIS

Functions

Group Functions

Student Screens

Current Selection: **Print All** **All web_app**

Current Student Selection (2)

Student	Student Number	Date of Birth
		2/18/2015
		11/5/2015

Printing

Mass Print a Student Screen

Print Mailing Labels

Print Reports

Reports Menu

Select by Head Print Reports

4. Select **Portal Letter** 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?	HISD P1 Progress Report HISD P2 Progress Report HISD P3 Progress Report HISD P4 Progress Report HISD P5 Progress Report HISD P6 Progress Report
In what order?	Parent Portal Letter Parent Portal Letter Spanish <input type="checkbox"/> 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

Refresh

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

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 View

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.

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***Note-** After you have run your initial Parent Portal Letter for 1st 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)

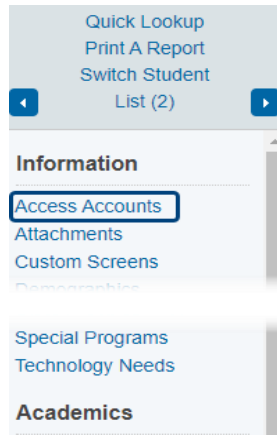
IMPORTANT: Note the date the letters were created; you will use this date for searching the next time Parent Portal Letters are printed.

Federal and State Compliance

HISD Connect Enrollment Process

Print 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.**

Access Accounts

Aguilar, Alexia Juliette -1 2113600 Shadowbriar ES

✓ Changes Saved

Student Access Account	
Enable Student Access	<input type="checkbox"/>
Student Username	<input type="text"/>
Student Password	<input type="text"/>
Access Keys	
Enable Parent Access	<input checked="" type="checkbox"/>
Access ID	DTT6XB
Access Password	436004
Parent Access Accounts	

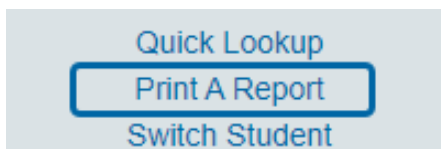
Add New Contact

Student

Auto-assign IDs and Passwords for this student

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

4. 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?	<div>HISD P1 Progress Report</div>
For which students?	<div>HISD P1 Progress Report</div> <div>HISD P2 Progress Report</div> <div>HISD P3 Progress Report</div> <div>HISD P4 Progress Report</div> <div>HISD P5 Progress Report</div> <div>HISD P6 Progress Report</div> <div>-----</div> <div>Parent Portal Letter</div> <div>Parent Portal Letter Spanish</div> <div><input type="radio"/> By grade, then alphabetical</div>
In what order?	

5. Click the Drop-down menu and click **Submit**.
6. 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	Parent Portal Letter	08/19/2020 07:22 PM	08/19/2020 07:22 PM	Completed View

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.

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7. 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

⌵

:30 1:00 5:00 10:00

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.

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Federal and State Compliance

HISD Connect Enrollment Process

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)*

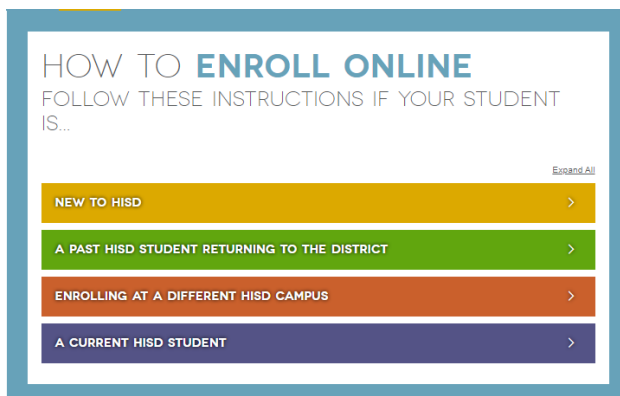
1. Log onto <https://www.houstonisd.org/>.
2. Click **Important Enrollment Information**.



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.

Federal and State Compliance HISD Connect Enrollment Process

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

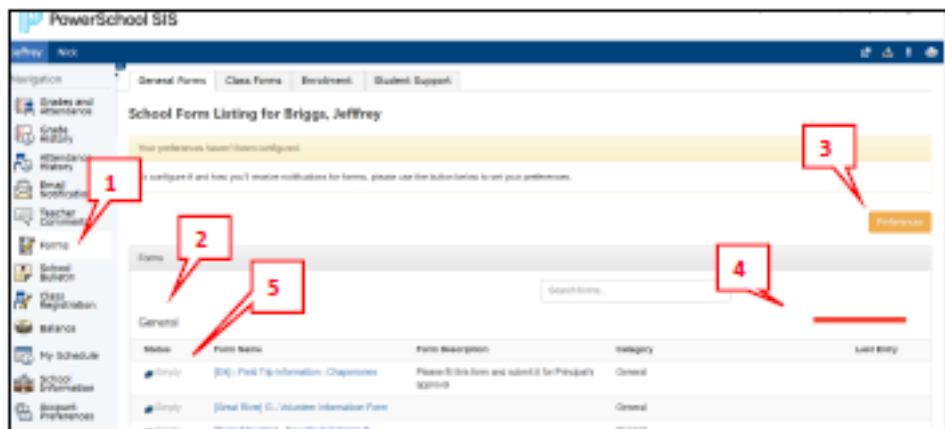
1. Log on to the PowerSchool Parent Teacher Portal by going to the URL: <https://hisdconnect.houstonisd.org/public/>
2. Sign into your PowerSchool account
3. If this is the first time you have signed in, create an account by Selecting the Create Account tab
4. Click the blue Create Account to complete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

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.

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 the 'Student Change of Address' form. At the top, there is a ribbon with four tabs: 'Home Language Survey', 'Social Economic Information Form', 'Student Change of Address', and 'Student Contacts'. The 'Student Change of Address' tab is selected. Below the ribbon, there is a message: 'There are no previous responses to this form.' Below this, there is a section titled 'Information on file with the District' containing 'Address', 'Mailing Address', and 'Primary Phone'. Below this, there is a question: 'Does this information need to be updated?' with 'Yes' and 'No' radio buttons. Below this, there is a section titled 'Address' with 'New Street', 'New City', 'New State', and 'New Zip Code' fields. The 'New Street' field is filled with '2707 Woodside Dr', 'New City' is 'Jackson', 'New State' is 'Mississippi', and 'New Zip Code' is '39204'.

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.

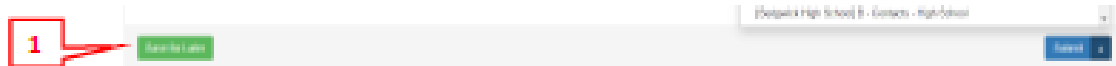
The screenshot shows the bottom of the form. At the bottom right, there is a blue 'Submit' button with a right-pointing arrow. To the left of the button, there is a dropdown menu. The dropdown menu has two options: 'Submit for Family' and 'Submit & Jump to...'. Below 'Submit & Jump to...' is a list of links: 'Form Listing', '[JDK] - Field Trip Information - Chaperones', '[Great River] G - Volunteer Information Form', '[RockyMountains] - New Student Form G - Disclosure 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

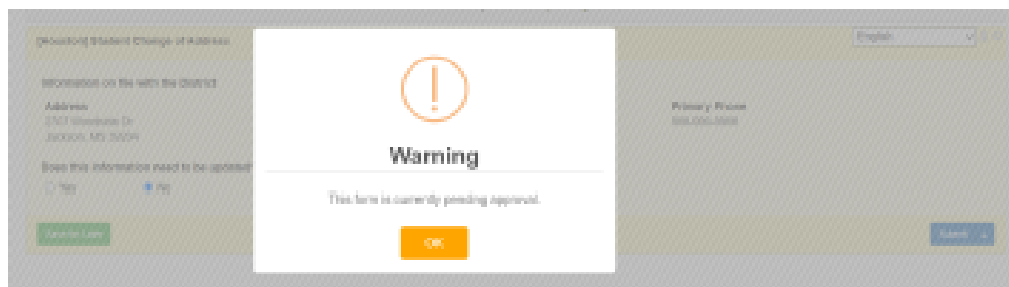
Save vs. Submit

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.

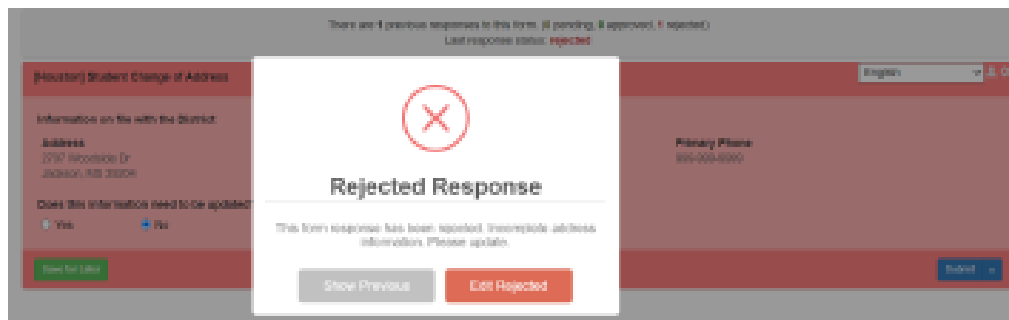


Approval

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.