

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

1. Log onto PowerSchool. Use your HISD network Username and Password to log onto the system.

D PowerSchool SIS							
Administrator Sign In							
Select Language	English	~					
Username							
Password							
		Sign In					

Before going to Power School Registration, have the following application open to research the student:

Search for the student in Power School

Start Page

Students	~	All		- [
-3 PK3	PK4	к	1 :	23	4	5	6	7	8	9	10	11	12	F	М	All					
Stored Se	earche	es s	Store	ed Se	electi	ons	V	iew	Fie	ld L	.ist	Adv	ance	d	Mu	ltiSel	ect	District S	Search		
Curren	t Stu	ıde	nts	Sele	ecti	on	(1)														
Student												Stud	dent	Nu	mbe	er	Da	te of Birth	ı	Grade	Level
	t ato	8-1			n be	-						-				7		7/4/2014			1

Search for student in TSDS



Applications Verify My Information	
Texas Records Exchange	
Texas Records Exchange	
District Viewer HOUSTON ISD (101912)	Add/Modify Access
Texas Student Data System Portal	
Texas Student Data System Portal	
Texas Student Data System Portal	Add/Modify Access
HOUSTON ISD Role: [Uniq-ID LEA, TIMS Level 1 Support, PEIMS [Data Completer]

Find your neighborhood school



- 2. Scroll to Applications on the menu bar.
- 3. Click the PowerSchool Registration Admin Portal hyperlink.

Applications
Forms
PowerLunch
PT Administrator
ReportWorks Developer
PowerSchool Registration Admin Portal

The PowerSchool enrollment screen opens.

D Enro	llment		?
	Student Data		
Student Data			_
28			=
Appointments	Form	Academic Year 🗸	Status
Eamily Accounts	New Student Registration	2020-2021	Open
	Returning Student Registration	2020-2021	Open
Configuration			

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 (2020-2021)

Subr	nission Workspace									
Sele	ect a View: I	Pending	Approva	ı l ⊸ Filter:	None ᠵ	Tag: No	one 🔻	Tasks 🔻 32	61 Found Page	1 of 164 🔌 🕨
Y										Find Records
	External StudentID	FirstName	LastName	DateOfBirth	School	Grade	Submitted	Tags	LangUsedinForm	

- 2. Click school column to place list in alphabetical order.
- 3. Find a student.
- 4. Click check box next to student's name. Click pen to the left of student's name.

D Enro	llment									?	ME
	New Student	t Registration (2020	-2021)								
Student Data		· · ·			ECC						
10101		-1771 - 1777 -	Miller	12/03/2015	Martin Luther King Jr. ECC	PK4	08/24/2020	Polished	English	l 🛛	
,28			Nebroon	06/15/2016	Martin Luther King Jr. ECC	PK4	08/25/2020	Polished	English	S (6)	
Appointments		Non Instant of	Oungora	05/06/2014	McGowen EL	1	08/16/2020	Polished	English	۹ 📝	
<u></u>		A	Kondrix	02/09/2010	McGowen EL	5	08/16/2020	Polished	English	۹ 🏹	
Family Accounts		Damian		08/17/2012	McGowen EL	3	08/16/2020	Polished	English	۹ 🌌	
		L THE	Deloid	11/22/2015	McGowen EL	PK4	08/16/2020	Polished	English	۹ 🌌	
		Barrell	Mark ins	10/17/2014	McGowen EL	К	08/17/2020	Polished	English	۹ 📝	
Configuration		Bere	Dazona	07/19/2009	McGowen EL	5	08/17/2020	Polished	English	۹ 📝	
	_	or 1		0010010010			0011710000	B		<u> </u>	

5. Review the **Tags** section. Verify all info has been received.

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

- If all documents have been uploaded, move the record to the next phase.
- If all required documents <u>have not</u> been uploaded, campus SIRs must check the Administrative Follow-up box to flag the record for further review. Campus SIRs must contact the parent/guardian to secure the missing documents. Records can be moved to the next stage when all required documents are received.

6. Verify the address. Campus SIRS will need to verify address against utility bill.

- a. If address matches, then
- b. If address does not match, then....
- 7. Once address is verified, select Verified zoned address or transfer on file.

	McKenzie Miller (Submission)		
Student Data	 Back to New Student Registration (2020-2021) Record 1719 of 3103 All Fields 		Tags
<u></u>	Field Name New Value	l 🗋	You may assign or remove tags for this record here. Changes are automatically saved.
Family Accounts	stu_ReturningRegistration No		Administrative Follow-up
⇔	stu_TransferBack stu_TransferRequest		Polished
Configuration	stu_PreviousHISDSchool		
	stu_DCID		Verified-zoned address or transfer on file
	stu_D		Tasks

Do a TSDS search to avoid duplicate enrollments

Person Search - Individual Person				
	BASIC SEARCH	ADVANCED SEARCH	ID SEARCH	
First Name:*				
Middle Name:				
Last Name:*				
Suffix:	~			
Date Of Birth:	mm 🗸 /	dd 💙 / уууу 🍾		
(*) Required			CLEAR	SEARCH

8. Select **Approve and Continue** after you have verified that the record meets the approval criteria.

D Enro	llment	0
8	Kayvion McAfee (Submission)	
Student Data	stu_MiddleName	Polish Data Discard Record
28	stu_Suffix	Print Forms
Appointments	stu_Gender	Language
12	stu_EnrollGrade	English
Family Accounts	stu_EnrollSchool . stu HPh	Approve
¢ ·	stu_Address	This record meets the criteria for approval, but you
Configuration	stu_Address2	still must Approve it. Please review the record, and when ready, click the Approve & Continue button.
	stu_State	Approve & Continue
	stu_Zip stu_DifferentMailingAddress	Delivery History
	stu_MailingAddress stu_MailingAddress2	This record has not been delivered.

9. Click the Back to New Student Registration tab.

D Enro	llment		e 😡
8	Jaih Johnson (Submission)		
Student Data	Back to New Student Registration (2020-2021)		
	Record 10 of 10 All Fields	(d) (b)	Tags
	Field Name New Value		You may assign or remove tags for this record here. Changes are automatically saved.
	stu_ReturningRegistration No		Administrative Follow-up
	stu_TransferBack		Polished
	stu_TransferRequest		Printed
	stu_PreviousHtSDSchool		Special Services
	slu_DCID		Verified-zoned address or transfer on file
	stu_ID		Proto
	stu_FirstName_Jaih		IASKS
	stu_MiddleName_LLoyd		Polish Data
	stu_LastName_Johnson		Discard Record Frint Forms

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.

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

Select a View: Pending Approval	Views X
	Search
	Default
ExternalStudentID FirstName LastName Dat	Pending Approval (3261) Approved

11. Select **Missing Required Docs** to determine if all required documents have been submitted. **This is a new view.** It will be automatically applied to records they meet the

same criteria for the Missing Required View. It provides an additional way to easily see records that have missing documents.

- Enrollment form
- Birth documents
- Attached documents, parent ID, court documents
- School records if available, ex: report card



To match your current process of approving enrollments, regardless of whether they have all approved documents, records will come into this view regardless of their position (Pending Approval, Approved, Delivered) in the workflow.

To export the list from the Missing Required Docs view, go to Tasks menu and select Export.



From the Export modal that pops up, there is no need to select any of the checkboxes. They will already be selected for you. Choose **Selected Only** if you have selected certain students or **All Found** to export all records with missing documents.

Export			F
Export			
This will export data t	o a CSV file,	which can be	
opened in Excel. The	columns in th	ne current viev	V
will be included by de	fault. You car	1 change the	
columns exported be	DW.		
Selec <mark>t</mark> All Deselect A	.II		
PROP:SubmissionRe	ordID		
PROP:FirstName			
PROP:LastName			
PROP:DateOfBirth			
PROP:ExternalStuder	tID		
PROP: External Family	D		
PROP:Household			
PROP:School			
Selected Only All F		ancel	

As a reminder, records come into this view if they did not upload the following:

- Parent ID
- Proof of Residency
- Birth Proof
- Immunizations
- Transcript
- Withdraw Form

To upload choose the document to upload and upload to the student record



×

Upload Document

Choose the document to upload, find and select the file, and then click the **Upload** button.



12. Select Pending Delivery.



13. On the **Pending Delivery** screen, click the check box next to the student's name.

New St	tudent Regis	stration (20	20-2021)							
Submis Selec	ssion Workspace	Pending De	livery - Filt	er: None → T	ag: None 🛩			Tasks	JFJ 1 Found Pag	e 1 of 1] 🧃
¥ [Find Record
	External StudentID	FirstName	LastName	DateOfBirth	School	Grade	Submitted	Tags	ApprovalHistory	
•								Polished, Verified-zoned address or transfer on file	Approved 🚉	98
416									Page Size. 20	50 100
4								an anathanan an Alla	Page Size. 20	1 50

DELIVERY

The Delivered View displays all records that have been delivered to your database. All records in this View will have a status of Approved and will have a Delivery History indicating when it was delivered.

Manual Process

Campus SIRs will deliver records.

- Select Approve and Continue.
- Confirm the record you approved is not in the Pending Approval view. *Student's record will be assigned a snap code.*
- Notify the parent that the records have been approved.
- 14. Click Tasks to open the options menu.

15. Select Deliver Data.

	New Student Regi	stration (20	020-2021)						
a	Submission Workspace								
	Select a View:	Pending D	elivery ~ Fil	ter: None - T	ag: None 😽			Tasks	Tasks
	γ								gesver Data
	External Studentill	FirstName	LastName	DateOlBath	School	Grade	Stimuland	Tags	Remove Tags Print Forms
		McKenzin	Mullar	12/03/2015	Martin Luther King Jr. ECC	PK4	08/24/2020	Polished, Venilied-zoned address or transfer on file	Download Forms Print Letters Send Empli
									Export Discard
		# 2105-2121 Pee	with the second second second second	en orde efficients, Alter	nte severcert All Inscisor	area ana adhar a ana	el se longeneri lo: PowerCehr	d Grand J IC and an in official local state	Note: Tasks shown here depend on the View you have selocied



16. On the Submission Deliver Data screen, click **Selected Only**.



WARNING – Click 1 time only. Be patient as this process takes time to complete.

	New Student Regis	stration (20	20-2021)					
Data	Submission Workspace							
	Select a View:	Pending De	elivery ~ Fil	lter: No	Submission Deliver Data	Tasks	▼ (1 Found (Page 1 of 1 4/19
	Υ [20	Do you want to DELIVER DATA for selected			Find Records
	External StudentilD	FirstName	LastMame	Date	records only (1) or all records found (1)?	Tags	Approxabilist	xy
		McKenzie	Miller	12/00	You will be able to review and approve records and	Polished, Verified-zoned address of transfer on the	Approved	4 🖾
	4.5			1	non-data bittle mey are actuary contered.		Page Size.	20 50 100 500
		# 2010-2020 (tea	er Skrices Group LLC. A	95 - 1 - 1	Selected Only All Found OF Cancel	unitic and or its attracts, Legal - Ve	ner 203 1 0	

17. Select Create Delivery Batch.

D Enro	liment	o ໜ
4	Deliver Data	
Student Data	Back to New Student Registration (2020-2021) Introduction	Data Delivery Steps
	This wizard will guide you through the data delivery process. You may leave this process and return later and your changes will be saved. You have selected 1 record(s) to deliver. Calck the Create Delivery Batch button to begin the data delivery process. You will be able to review and edit each record prior to delivery. Please be patient, as the initial set up for this process may take a few minutes.	Introduction Cancel Data Delivery You may cancel the data delivery process at any time. Changes you have made to the copy of data in the data delivery batch will be test, but ag assignments and notes with be avered to the
		original records. Centrel
a A	6 2008-2020 Reversioned Group LLC and or its affliated). All rights reserved All Indonesias are other evened or learneed by Reversioned Genup	LLC and of to afflices: Lagar Version: 20.5.1.3

18. Review the results listed in **Records to Process** and **Records Processed**. Both numbers should match. (What should the SIRs do if the numbers do not match?)

<u>.</u>	Deliver Data		
erit Data	 Back to New Student Registration (2020-2021) 	Create Data Delivery Batch	
	Introduction	Creating data delivery batch	Data Delivery Steps
	This wizard will guide you through the data delivery process. You sayed.	Creating bala derivery balon.	Introduction
	Click the Oreate Delivery Batch button to begin the data delive to delivery. Please be patient, as the initial set up for this proces Create Delivery Ratch	Done processing records. Please check results below Click the Close button to continue.	Cancel Data Delivery You may cancel the data delivery process at any time. Changes you have made to the coor of data in the data delivery batch will be loct, but tag assignments and nodes will be saved to the ensame records.
		Records to Process: 1 Records Processed 1 Records Skipped: 0	
	& 2008 2026 Power School Greup LLC and or its at		LC and it is attains Long Version 20.5.1.0

19. Click Close.

IMPORTANT NOTE – All matches must be GREY before you submit the record. If YELLOW appears, more information is needed.

20. Click Match.

D Enro	liment		o 🔊
÷	Deliver Data		
Student Data	Back to New Student Registration (2020-2021)		i
	Review and Edit - 1 of 1		Data Delivery Steps
		Contact Contact Contact Contact	Introduction Raviev and Deliver Close Delivery Balch
	McKenzie Miller 12/03/2015	Match Clear Match Back to Top	Deliver All Records
	Field Name Value	Existing Data	You may deliver all records in this batch at one time. The results
	Student_Number	•	of the delivery will be shown once the delivery has been
	First_Name		deliver each record individually.
	Middle_Name	*	Deliver Al Records
	Last_Name	•	
	DOB	+	Deliver Record
	Gender	•	
_	Grade_Level	+	This record has NOT been delivered. Click Deliver Record to deliver this second
A riptvoid(0)	FedEthnicity		Record to deliver this record

21. Once match is clear, select **No Match.** Notice that the record has not been delivered.



D Enro	llment			0 NW
+	Deliver Data	(
Student Data	McKenzle MPer stadentoreheid	then just click the Close button.	ar e e arred Select arred Select arred Select arred Select arred Select	es The results. a Useri Its review and
Α		Activity of the second	ve Select 4 Next Last	ck Deliver
🗄 О Тур	e here to search		a ^a ∧ ₽ to	4∜ ^{11:56} AM 8/28/2020 □

22. Select **Deliver Record.**

D Enro	liment		@ NW
	Deliver Data		
Student Data	J. Q.	Contact., Contact., Contact., Expand All Collapse All	Introduction Review and Deliver Close Delivery Batch
		Match Clear Match Back to Top	Deliver All Records
	Field Name Value	Existing Data	You may deliver all records in this batch at one time. The results of the delivery will be shown once the delivery has been
	First Name	•	completed. Choose this option if you do not need to review and deliver each record individually.
	Middle_Name	•	Deliver All Records
	Last_Name	•	
	DOB	+	Deliver Record
	Gender	•	
	Grade_Level	+	This record has NOT been delivered. Click Deliver Record to deliver this record.
	FedEthnicity		
	Street	+	Deliver Record
	City	*	
	State	+	Notes M
A	Zip	*	Add/Edit Notes

23. Select Close Delivery Batch to open the screen.

oliment	9
Deliver Data	
Eack to New Student Registration (2020-2021)	
Review and Edit - 1 of 1	Data Delivery Steps
McKenzle Miller 12/03/2015 Race Contact: Lise Floyd, F Contact: . Co studentcorefields s_tx_stu_x s_stu_x u_stu_common_x	tect., Contect., Expand Al Collegise Al Introduction Review and Detiver
McKenzie Miller 12/03/2015	Match Clear Match Back to Top Deliver All Records
Field Name Value	Existing Data You may deliver at records in this batch at one time. The result
Student_Number 1	of the delivery will be shown once the delivery has been
First_Name r	deliver each record individually.
Middle_Name [Deliver All Records
Last Name r	
DOR	Deliver Record
000	
Gender H	C

Review the summary of the record(s) delivered.

24. Click Close Delivery Batch if all desired records have been delivered.



Once approved student will disappear from Pending Delivery.

D Enrol	liment									0	NW
<u>.</u>	New Student Registr	ration (2020-2	021)								
Student Data	Submission Workspace										
	Select a View: Pe	ending Deliver	ry ∝ Filter: Non	e 🛩 Tag: None 🔻	*			Tasks 🔻	No records were	found.	
	8									Find Reco	rds
	External StudentID	FirstName	LastName	DateOfBirth	School	Grade	Submitted	Tags Ap	oprovalHistory		
	No records we found.										
	4								Page Size: 20	50 100	500
		9 2008-2020 PowerSchool	Group LLC and/ or its affiliat	le(a). All rights reserved All tra	demarka are either cerned o	r licenaed by PowerSchool G	roup LLC and/ or its affiliates.	Legal Venic	m: 20.5.1.0		

25. Click **Pending Delivery** to open the options menu.

26. Click Pending Approval to verify student has been delivered.

Submission Wpotspace						
Select a View Pending Delivery	Views				Tasks v No records	were found. []
×	Search					Find Records
Enternal Standenstell. First Name	Fanding Approval (9)	Schoel	Gratte	Summitted	Tagis ApprovalHistory	
No records were found	Pending Delivery Deliverod					
4.7	All Submissions Discarded				Page Size	20 50 100 5

27. Log into PowerSchool and enter student's name in the search field.

DewerSchool	ool SIS	3	0 🖻 🖶	0 NW
Functions	Martin	Luther King	Jr. ECC 🗸	20-21 Cycle 1 🗸
Attendance Dashboard Enrollment Summary		QL	uick Data	¢
nporting & Exporting icident Management laster Schedule	Start Page	~	mendance laker	
earch Attachments pecial Functions ections Report	Students V At V	0		
pecial Programs eacher Schedules	-3 PK3 PK4 F M All T include Remote Enroliments Stored Searches Stored Selections. View Field List Advanced MultiSelect. District Search		045	
eports	Current Student Selection (0)			
vstem Reports eport/Vorks	There are no search results.			
SCB Custom Reports pReports	Select By Hand Mass Enroll -		1	View Attendance
Jistrict Reports		In	ncident Count	

28. Click the student's name to open the record.

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

Quick Lookup Print A Report	PowerSchool SIS	e o d d o 📾
List (1)	Start Page > Student Selection > Other Information	✓ 20-21 Cycle 1 ✓
Information	Other Information	
Access Accounts Jernographics Health Photo State/Province - TX Special Programs Technology Needs Academics	Demographics Contacts Email Other Info Alerts Transportation Date Entered US Schools MM/DD/YYYY	
ttendance ounselor Dashboard umulative Info inter Attendance	Courselor Dyna Pricedor	
Istorical Grades tandards eacher Comments	Birthdate 12/03/2015	
//hisdconnect.houstonisd.org	g/admin/students/contacts.html?fm=001736395	n ++ - 1222 PM

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

Quick Lookup Print A Report	D PowerSchool SIS	6 0 8 8 0 mm
List (1)	Start Page > Student Selection > Other Information	✓ 20-21 Cycle 1 ✓
Information	Other Information	
Access Accounts Demographics Health Photo State/Province - TX	M Demographics Confines Email Other Info Alerts Transportation	
Special Programs Technology Needs Academics	Date Entered US Schools MM/DD/YYYY Last School/Daycare Altended	
Attendance Counselor Dashboard Cumulative Info	Counselor Elementary Program Type	
Enter Attendance Historical Grades Standards	Birth Information Birthdale 12/03/2015	
Teacher Comments	Birth Certificate on File Yes 🗸	

31. Click the **Demographics** tab. Review the information for accuracy and update if needed.

	Quick Lookup Print A Report	D PowerSchool SIS	6 8 5 6 0 m
	List (1)	Start Page > Student Selection > Other Information	20-21 Cycle 1 🗸
Info	rmation	Other Information	
Acces Demo Healt Photo State Spec Techr	ss Accounts ographics h vProvince - TX ial Programs nology Needs demics	Demographics Contacts Email Other Info Alerts Transportation Date Entered US Schools	
Atten Coun Cum Enter	dance iselor Dashboard ulative Info Attendance	Counselor Elementary Program Type Birth Information	
Histo Stand Teach	ncal Grades dards her Comments (Grades	Birthdate 12/03/2015 mm Birth Certificate on File Yes 🗸	

32. Validate Address at the Very End!!!



33. Click Submit.

View Other Boi	undaries		Map Satellite	23
None Selected	£	~	Territe 1 1 1	
Requested Sch	lool	_	GINE BARA	:Ex Extract
Transfer Reque	est Requir		××	
	Request	Enrollment Excen		348
Student Info	9. -	Enternet Excep		
Student name:	Miller, M	Requested School		戶門
Address type:	Primary	Exception Reason	Sam Houston	Talmay
Selected address	4111 De TX 7704	Year	20-21	
Geocode	Lat 29.6 -95.3546		Request Enforment, hai her Sonking al Brookside	+
	Accept	Cancel		-
			Google Map deta #2020 Doog+ 1-	p48

Student's record is complete.

I. Pending Approval

Manual Process

- 2. Address Verification for either Transfer or Magnet Approval
 - a. An added field will be included on the parent enrollment.
 - b. If a magnet campus is selected, there will be a field to state contact School Choice. (Is this still true?)
 - a. District Search to confirm the student is not currently enrolled or previously enrolled
 - b. TSDS Search

II. Approval

The Approved View displays all records that have been visually inspected and processed as dictated by your procedures. All records in this view will have a status of Approved. These records have already met the approval criteria set forth and have been approved.

Manual Process

- 1. Campus SIRs will review the Proof of Residency document. (Utility bill or Lease)
- 2. Campus SIRs will confirm student's name against proof or identity document. (Birth Certificate, Birth Facts, Baptismal Record or Passport)

Information above should be loaded in the attachment document field (Place image here

View: Pending Approval v | Filter: None v | Tag: None v

Remember to continue to review the Pending Approval's to ensure all Pending approvals have been addressed. The Pending Approval should either be sent to the final stage of Delivery or the record should be discarded if you completed the enrollment from the manual information you received.

Enrollment Search - Entry Codes

You can run the Entry code report to ensure the students you have delivered have been validated and enrolled on your campus.

View: Pending Approval - | Filter: None - | Tag: None -

III. Polish

This is the Operational Function of the Online Enrollment.

The Polished tag indicates that a record has been polished by the polish routines set forth by the user. In most cases, the records will be auto polished (and tagged accordingly) when imported into the workspace.

Manual Process

Campus SIRs will review information and prepare for delivery.

- 1. Clean the information that the parent submitted. What does this mean?
- 2. Thoroughly review the information provided and edit as needed. What will be reviewed? What possible edits could there be?
- 3. Proofread and prepare to deliver. What will be proofread?

Virtual Stored Electronic Enrollment and Supporting Documents for Students



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	
Students V All V (web_id=	Q 🕐
-3 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	

- 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.

Access Accounts	Start Page	Quick Lookup Print A Report Switch Student List (2)	
Access Accounts			
Aguilar, Alexia Juliette 🤦 -1 2113800 Sha	adowbriar ES		
✓ Changes Saved ◀			
			Grade Level
Student Access Account			-4
Enable Student Access			-4
Student Username			
Student Password			
		Auto-assign IDs and Passwords for the	s student
Access Keys			
Enable Parent Access			
Access ID		ОТТВХВ	
Access Password		436004	
		Add Nev	v Contact
Parent Access Accounts			

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.



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 only the students who were returned by web_id =

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

PowerScho	ol SIS			Group Functions
Functions				S Student Screens
Special Functions Special Functions Sections Report Special Programs	Current Selection Clicar All All web_rd= 🛞			Printing Mass Print a Student Screen
Teacher Schedules	Current Student Selection (2)	Physican Montheau	Date of Bists	Print Mailing Labels
System Reports ReportWorks PSCB Custom Reports	stutent	Student Number	2/18/2016 11/5/2015	Print Reports Reports Monu
sqlReports District Reports				Select By Hand Print Reports

2. Select **Parent Portal Letter** or **Parent 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?	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

3. 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.



4. 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 Report	rtWorks				
					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	<u>ş</u>
Click on a job nam completed or cand If a job is running its complexity, it Completed and o	ne to view the Job Detail page, wh seled job again. g or is waiting to be run, you can c may not be immediately marked a canceled jobs will automatically be	ich provides additional information about the ancel it by clicking the red cancel icon. You or s canceled, but will eventually respond to the deleted after days. Click on the trash can ic	job. The Job Detail page can also be use can also cancel a job on the Job Detail pa e cancel request. on to immediately delete an individual job	ed to change the scheduled execution ti ge. Note: If you cancel a running job, de , or you can delete all completed or car	ime or run a epending on nceled jobs.

Print letters for students whose home language is Spanish at the start of the school year:

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

Start Page

Students V All V
-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 Spanish line.

Print Reports

Stored Searches

I	New
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.

PowerScho	bl SIS			Group Functions
Functions				S Student Science
Societh Attachments Special Functions Sections Report Special Programs Teacher Schedules	Current Selection Cross Al All web_sts () Current Student Selection (2)			Printing Mass Print a Student Screen Print Matiring Labets
Reports System Reports ReportWorks PSCB Custom Reports sqIReports District Reports	Student	Student Number	Date of Birth 2/18/2016 11/5/2015	Print Reports Reports Menu Select Hy Hand Print Reports

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

Option	Value
Which report would you like to print?	HISD P1 Progress Report V
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 By grade, then alphabetical

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 ReportWo	orks					
				2 30 10	Refresh +	
Created	Job Name	Started	Ended	Stum	0.00 10.00	
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM		Running	0	
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 can	celed jobs will automatically be deleted after	er days. Click on the trash can icon to immediately delete a	an individual job, or you can del	ete all completed or c	anceled jobs.	

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

System Repo	ortWorks				
	,				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	鲁
Click on a job na completed or car If a job is runnir its complexity, i Completed and	Ime to view the Job Detail page, which nceled job again. ng or is waiting to be run, you can car it may not be immediately marked as i canceled jobs will automatically be d	provides additional information about the ceil it by clicking the red cancel icon. You canceled, but will eventually respond to th eleted after days. Click on the trash can ic	: job. The Job Detail page can also be use can also cancel a job on the Job Detail page e cancel request. con to immediately delete an individual job.	d to change the scheduled execution t ge. Note: If you cancel a running job, d , or you can delete all completed or ca	ime or run a lepending o nceled jobs

Print letters for students whose home language is not Spanish at the start of the school year:

1. Select Stored Searches on the PowerSchool Start Page.

Start Page



2. Click Run Search on the Primary Language is Not 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

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

DewerSch	ool SIS			Group Functions
unctions			_	S Student Screens
	or W FIGU 1 Providence			
ecial Functions ctions Report	Current Selection Clear All All web_id= ()			Printing
ecial Programs scher Schedules	Current Student Selection (2)			Mass Print a Student Screen
ports	Student	Student Number	Date of Birth	
			2/18/2016	Print Reports
tem Reports				
tem Reports cortWorks 28 Custom Reports	allow to find		11/5/2015	Reports Menu

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 Ø by orade, then atbhabetical

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	e (System) - My Jobs				
System ReportWor	rks				
				A 30 10	Refresh -
Created	Job Name	Started	Ended	Star	.0 1 0.00 1 10.00
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM		Running	0
Click on a job name to completed or canceled If a job is running or is its complexity, it may	view the Job Detail page, which provides job again. s waiting to be run, you can cancel it by cl not be immediately marked as canceled,	additional information about the job. The Job Detail page licking the red cancel icon. You can also cancel a job on but will eventually respond to the cancel request.	e can also be used to change the the Job Detail page. Note: If you c	scheduled execution cancel a running job,	time or run a depending on
Completed and cance	eled jobs will automatically be deleted after	er days. Click on the trash can icon to immediately delete	an individual job, or you can dele	ete all completed or c	anceled jobs.

6. 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 Repo	ortWorks				
					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	鲁
Click on a job na completed or car If a job is runnir its complexity, i Completed and	me to view the Job Detail page, which neeled job again. ng or is waiting to be run, you can can t may not be immediately marked as (I canceled jobs will automatically be d	provides additional information about the cel it by clicking the red cancel icon. You canceled, but will eventually respond to th eleted after days. Click on the trash can id	i job. The Job Detail page can also be used can also cancel a job on the Job Detail page e cancel request. con to immediately delete an individual job,	d to change the scheduled execution ge. Note: If you cancel a running job, or you can delete all completed or c	time or run a depending on anceled jobs.

Print letters for students whose home language is not Spanish <u>AFTER</u> the start of school.

1. Search StudentCoreFields.primarylanguage=01;entry_date>*first day of school or last day letters were printed.*

Start Page



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

PowerScho	ol SIS			Group Functions
Functions				S Student Screens
Sourch Attachments Special Functions Sections Report Special Programs Teacher Schedules	Current Selection Circuit A& All Wob_dt: () Current Student Selection (2)			Printing Mass Print a Student Screen Print Maring Labets
Reports System Reports ReportWorks PSCB Custom Reports solReports	Student	Student Number	Date of Birth 2/18/2016 11/6/2015	Print Reports Reports Monu
District Reports				Select By Hand Print Reports *

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

rint 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 urrecords.
In what order?	Parent Portal Letter Parent Portal Letter Spanish D By grade, then alphabetical O By period HR V class, as of this date: 08/28/2020 III (takes extra time)

4. 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 Que	eue (System) - My Jobs				
System Repor	tWorks				
				0 :30 1:0	Refresh +
Created	Job Name	Started	Ended	St	
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM		Running	0
Click on a job nam completed or cano If a job is running its complexity, it Completed and o	he to view the Job Detail page, which provides veled job again. g or is waiting to be run, you can cancel il by or may not be immediately marked as canceled, canceled jobs will automatically be deleted aff	additional information about the job. The Job Detail page licking the red cancel icon. You can also cancel a job on but will eventually respond to the cancel request. er days. Click on the trash can icon to immediately delete	e can also be used to change th the Job Detail page. Note: If you an individual job, or you can de	e scheduled execution J cancel a running job, elete all completed or c	time or run a depending on canceled jobs.

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



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



Print letters for students whose home language is not Spanish <u>AFTER</u> the start of the school year:

1. Search StudentCoreFields.primarylanguage#01;entry_date>*first day of school or last day letters were printed.*

Start Page



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

PowerScho	ol SIS			Group Functions
Functions				S Student Sciences
Special Functions Special Functions Sections Report Special Programs Teacher Schedules	Current Selection Clion Al Mi web_yth (x)			Printing Mass Print a Student Screen Print Maing Labels
Reports System Reports ReportWorks PSCB Custom Reports sqReports	Student	Student Number	Date of Birth 2/18/2016 11/5/2015	Print Reports Reports Menu Select Hy Hand Print Reports

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

Print Reports

Ontion	Value
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 P5 Progress Report HISD P6 Progress Report
In what order?	Parent Portal Letter Parent Portal Letter Spanish By orade: then albhabetical

4. 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 Q	ueue (System) - My Jobs				
System Re	portWorks				
					Refresh -
Created	Job Name	Started	Ended	St	0_5.00_10.00
08/19/2020	Parent Portal Letter	08/19/2020 07:22 PM		Running	0
Click on a job r completed or c If a job is runi its complexity Completed an	ame to view the Job Detail page, which provides anceled job again. ing or is waiting to be run, you can cancel it by c it may not be immediately marked as canceled, d canceled jobs will automatically be deleted aft	additional information about the job. The Job Detail pag licking the red cancel icon. You can also cancel a job on but will eventually respond to the cancel request. er days. Click on the trash can icon to immediately delete	e can also be used to change the scl the Job Detail page. Note: If you can e an individual job, or you can delete	heduled execution icel a running job, o all completed or ca	time or run a depending on anceled jobs.

5. 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 Repo	ortWorks				
					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 na completed or car If a job is runnir its complexity, i Completed and	ime to view the Job Detail page, wh nceled job again. ng or is walting to be run, you can c it may not be immediately marked a d canceled jobs will automatically be	ich provides additional information about the ancei it by clicking the red cancel icon. You is canceled, but will eventually respond to th e deleted after days. Click on the trash can ik	; job. The Job Detail page can also be use can also cancel a job on the Job Detail pa e cancel request. con to immediately delete an individual inb	d to change the scheduled execution ge. Note: If you cancel a running job, or you can delete all completed or co	time or run a depending o anceled iobs

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.

Access Accounts	
Aguilar, Alexia Julietle 👱 -1 2113800 Shadowbriar ES	
✓ Changes Saved	
Student Access Account	
Enable Student Access	
Student Username	
Student Password	
	Auto-assign IDs and Passwords for this student
Access Keys	
Enable Parent Access	
Access ID	DTTBXB
Access Password	436004
	Add New Contact
Parent Access Accounts	
	Submit

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

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



4. Select **Parent Portal Letter** or **Parent Portal Letter Spanish** from which report would you like to print? Click the 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 By grade, then alphabetical

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					
					0 :30 1:	Refresh] ▼
Created		Job Name	Started	Ended	St	
08/19/202	0	Parent Portal Letter	08/19/2020 07:22 PM		Running	0
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.						
Complet	ed and canceled j	obs will automatically be deleted	d after days. Click on the trash can icon to immediately delete an	individual job, or you can dele	te 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.

Report Queue (System) - My Jobs

System Re	eportWorks				
					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 completed or o If a job is run its complexit	name to view the Job Detail page, w anceled job again. ning or is waiting to be run, you can r, it may not be immediately marked	hich provides additional information about the cancel it by clicking the red cancel icon. You as canceled, but will eventually respond to th	yob. The Job Detail page can also be use can also cancel a job on the Job Detail pa e cancel request.	d to change the scheduled execution ge. Note: If you cancel a running job, d	time or run a depending on
Completed a	nd canceled jobs will automatically b	be deleted after days. Click on the trash can id	con to immediately delete an individual job	, or you can delete all completed or ca	inceled jobs.

When the approved status is complete run the Entry/Exit report to confirm the student has completed the enrollment process on your campus.

Search-Student Entry/Exit Summary Report

Search-Student Entry/Exit Summary Report

Search student enrollments for entries and exits within a selected date range.

- On left side of the Start Page under Reports heading, select District Reports.
 Under Registration and Enrollment section, select Search-Student Entry/Exit Summary.
- 3. Click Submit
- 4. Click on the up and down arrows on right side of the Grade Level heading to sort by grade levels.
- 5. Choose one of the output options to print report.

-					
- Enrollment Details					
Students Enrolled / Exited Date Range: 09/	08/2020 - 01/31/2021				Total Records: 2834
Copy Data Export CSV File Export PDF File Make	urrent Student Selection				
School 8 Student Number 8 Student	# Grade Level - Gende	r # Ethnicity # Bir	thdate # Entry Date # Entry Co	de 8 Exit Date 8 E	ait Code # Status #