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.*

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

**Search for the student in Power School**

```
Start Page

Current Student Selection (1)

<table>
<thead>
<tr>
<th>Student</th>
<th>Student Number</th>
<th>Date of Birth</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>7/4/2014</td>
<td>1</td>
</tr>
</tbody>
</table>
```

**Search for student in TSDS**
HISD Connect Online Enrollment Process

[Applications] [Verify My Information]

Texas Records Exchange

Texas Records Exchange

District Viewer
HOUSTON ISD (101912)

Texas Student Data System Portal

Texas Student Data System Portal

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

Look up address to verify the student is zoned to your campus

Find your neighborhood school

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

(Note: Do not include apartment or suite numbers)

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

The PowerSchool enrollment screen opens.
### HISD Connect Online Enrollment Process

**Student Data**

<table>
<thead>
<tr>
<th>Form</th>
<th>Academic Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Registration</td>
<td>2020-2021</td>
<td>Open</td>
</tr>
<tr>
<td>Returning Student Registration</td>
<td>2020-2021</td>
<td>Open</td>
</tr>
</tbody>
</table>
HISD Connect Online Enrollment Process

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)

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.

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 have not 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**.

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**Do a TSDS search to avoid duplicate enrollments**

![TSDS search screenshot]

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8. **Select Approve and Continue** after you have verified that the record meets the approval criteria.
9. 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.

10. Click Pending Approval to open the options menu.

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
HISD Connect Online Enrollment Process

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.
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
12. Select **Pending Delivery**.

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

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

17. Select Create Delivery Batch.
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?)*

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**.

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

23. Select **Close Delivery Batch** to open the screen.
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.

25. Click **Pending Delivery** to open the options menu.
26. **Click Pending Approval** to verify student has been delivered.

![Pending Approval Screen](image1)

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

![PowerSchool Search](image2)

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

31. Click the **Demographics** tab. Review the information for accuracy and update if needed.
32. Validate Address at the Very End!!!

33. Click Submit.

Student's record is complete.
HISD Connect Online Enrollment Process

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 ▼ | Filter: None ▼ | Tag: None ▼

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.
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 =

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.
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.

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.
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.

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

### Stored Searches

<table>
<thead>
<tr>
<th>Name of Stored Search</th>
<th>Perform Search Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Language is Not Spanish</td>
<td>Run Search</td>
</tr>
<tr>
<td>Primary Language is Spanish</td>
<td>Run Search</td>
</tr>
</tbody>
</table>

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**.

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.
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](image)

   *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 mark a completed or canceled job again.*

   *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 appear as canceled.*

   *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.*

   ![Report Queue (System) - My Jobs](image)

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](image)

   *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 mark a completed or canceled job again.*

   *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 appear as canceled.*

   *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.*

   ![Start Page](image)

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

   ![Stored Searches](image)
3. Select **Print a Report** from the **Group Functions** menu displayed in the lower right under the selection of students.

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

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

6. When the status of the report changes to **Completed**; click the **View link** to review and download the letters for printing.
Print letters for students whose home language is not Spanish AFTER the start of school.

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

2. Select Print a Report from the Group Functions menu displayed in the lower right under the selection of students.
3. Select **Portal Letter Spanish** from the “Which report would you like to print”? drop-down menu and click **Submit**.

![Print Reports](image)

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 Queue (System) - My Jobs](image)

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](image)

**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 AFTER the start of the school year:

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

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

3. Select **Portal Letter** from the “**Which report would you like to print**”? drop-down menu and click **Submit**.
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 Queue](image)

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

![Report Queue](image)

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

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

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

   ![Quick Lookup](image)
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.

![Image of Print Reports]

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.

![Image of Report Queue (System) - My Jobs]

6. When the status of the report changes to Completed, click the View link to review and download the letters for printing.
HISD Connect Online Enrollment Process

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 enrollments for entries and exits within a selected date range.

1. On left side of the Start Page under Reports heading, select District Reports.
2. 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.

<table>
<thead>
<tr>
<th>Enrollment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Enrolled / Exit Date Range: 04/08/2000 - 05/11/2001</td>
</tr>
<tr>
<td>School</td>
</tr>
<tr>
<td>--------</td>
</tr>
</tbody>
</table>

![Search-Student Entry/Exit Summary Report](image-url)