

HISD Connect Online Enrollment Process

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

Students All

-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](#)

Current Student Selection (1)

Student	Student Number	Date of Birth	Grade Level
XXXXXXXXXX	XXXXXXXXXX	7/4/2014	1

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)

[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]

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

Find your neighborhood school

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

Search

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

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.

HISD Connect Online Enrollment Process

The screenshot shows the HISD Connect Enrollment Process interface. At the top, there is a dark blue header with the HISD logo and the text "Enrollment" and a help icon. Below the header is a sidebar with navigation options: "Student Data" (selected), "Appointments" (with a calendar icon showing "28"), "Family Accounts", and "Configuration". The main content area is titled "Student Data" and contains a table with the following data:

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

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.

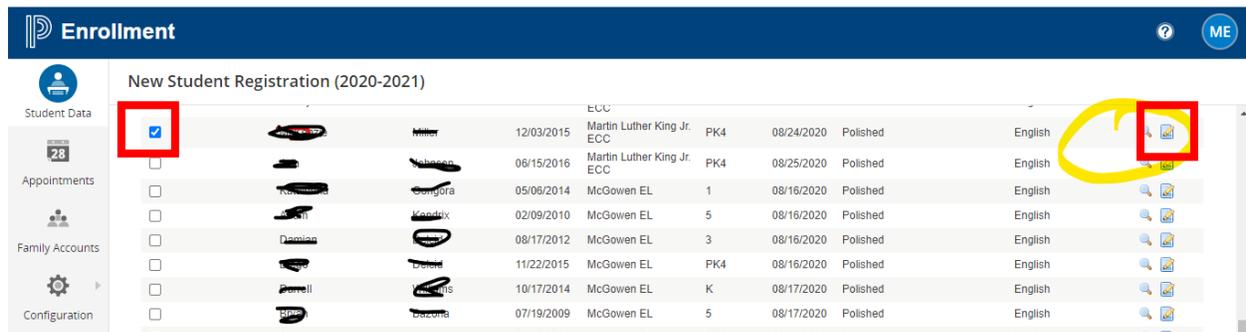
1. Click **New Student Registration**.

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.

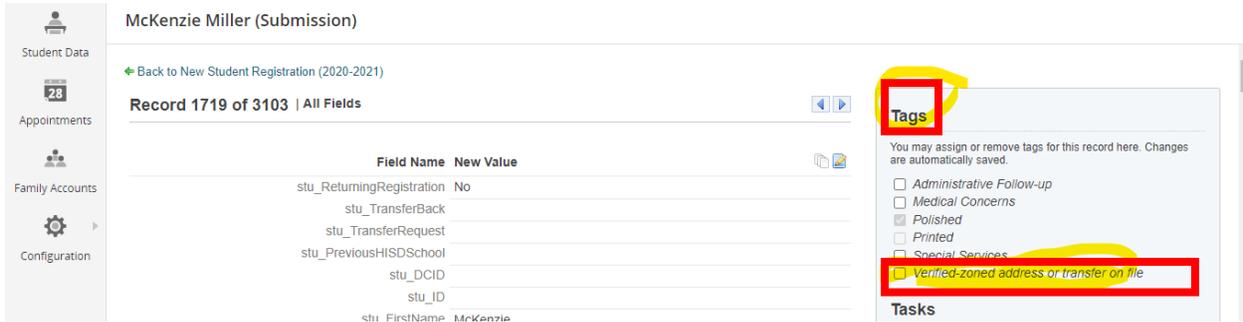
Campus SIRs must check to ensure that ALL required documentation has been uploaded BEFORE proceeding to the next stage.

- 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.**

HISD Connect Online Enrollment Process

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.**



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: / /

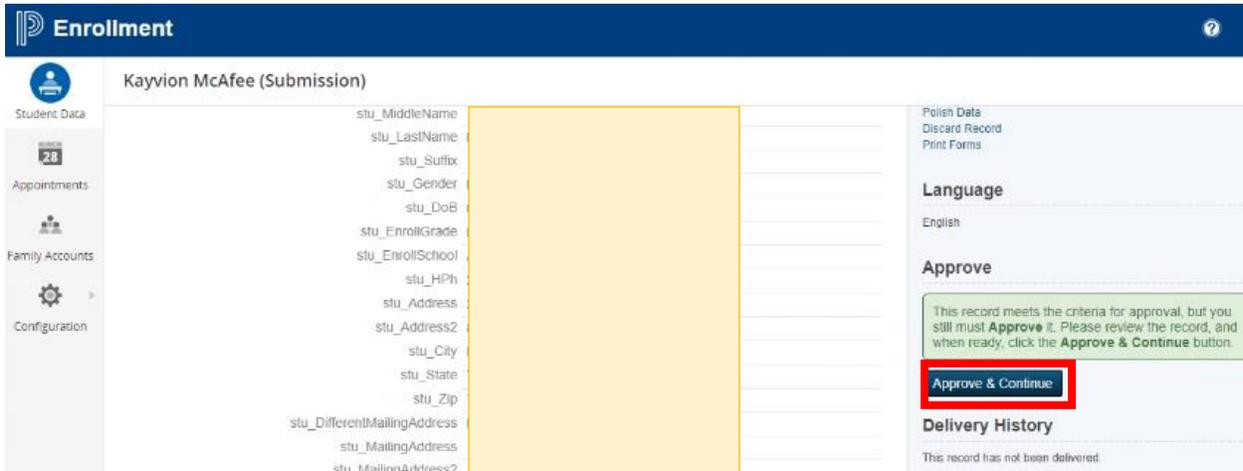
(*) Required

CLEAR

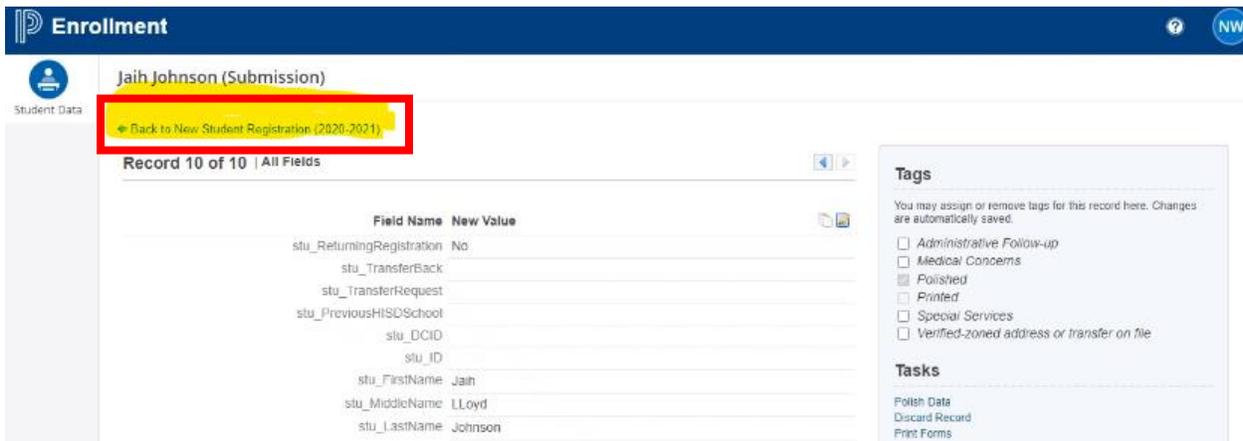
SEARCH

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

HISD Connect Online Enrollment Process



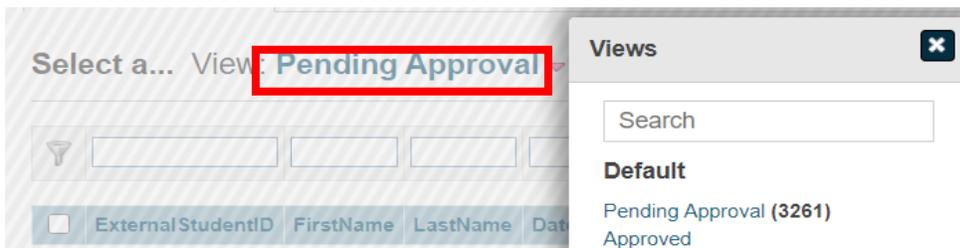
9. Click the **Back to New Student Registration** tab.



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.

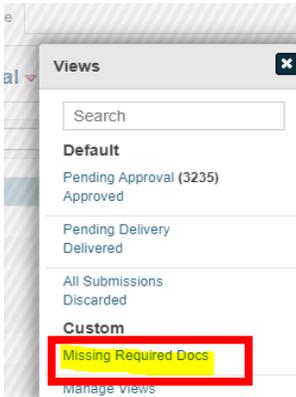


11. Select **Missing Required Docs** to determine if all required documents have been submitted. **This is a new view.** It will be automatically applied to records they meet the

HISD Connect Online Enrollment Process

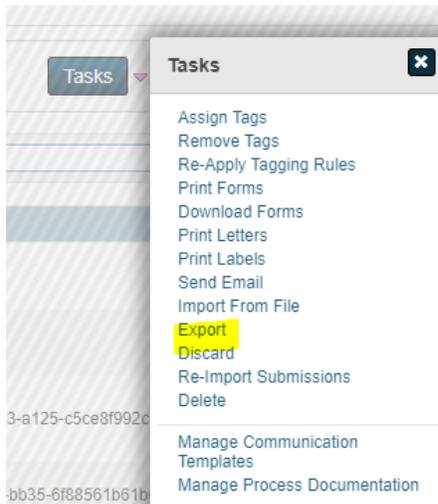
same criteria for the Missing Required View. It provides an additional way to easily see records that have missing documents.

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



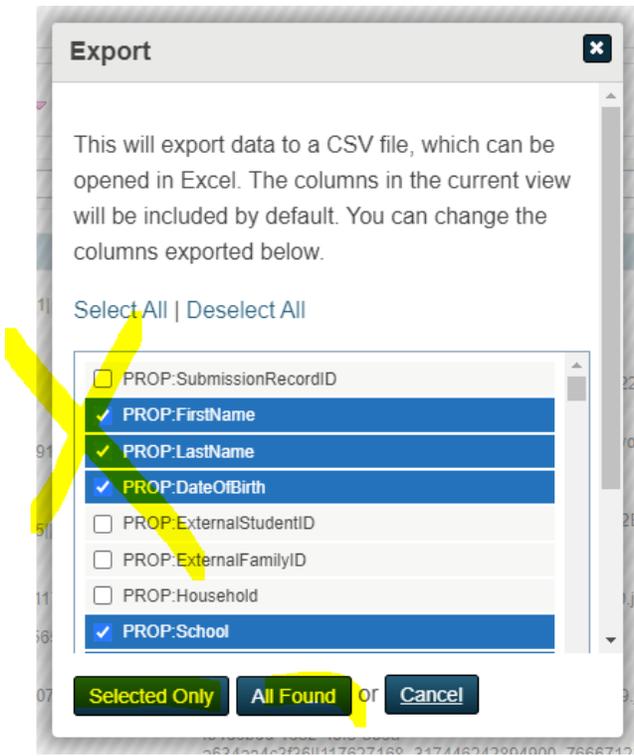
To match your current process of approving enrollments, regardless of whether they have all approved documents, records will come into this view regardless of their position (Pending Approval, Approved, Delivered) in the workflow.

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.

HISD Connect Online Enrollment Process

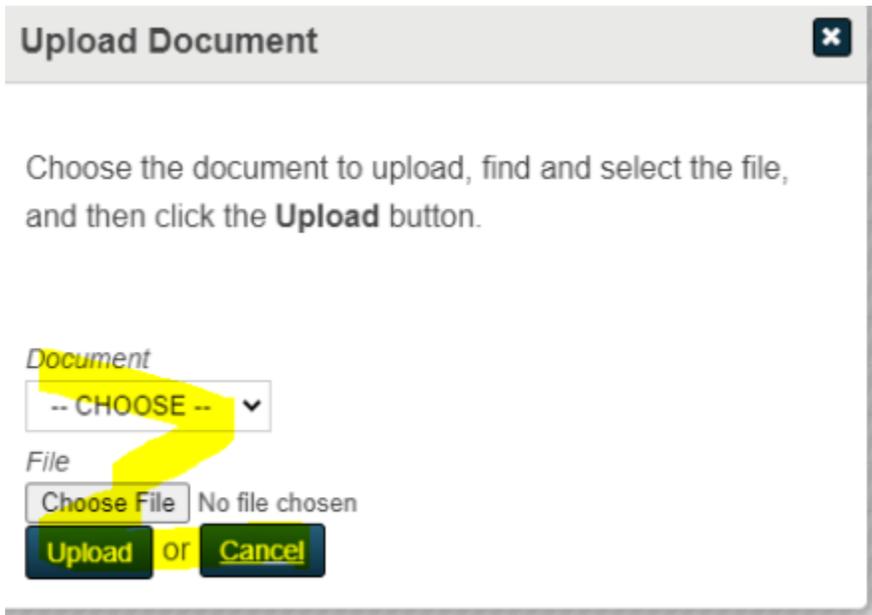


As a reminder, records come into this view if they did not upload the following:

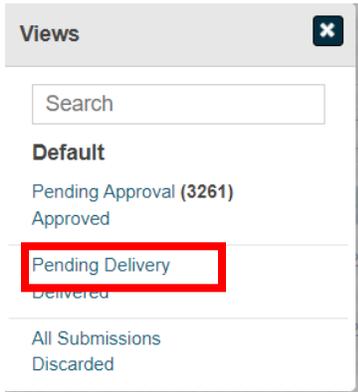
- Parent ID
- Proof of Residency
- Birth Proof
- Immunizations
- Transcript
- Withdraw Form

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

HISD Connect Online Enrollment Process

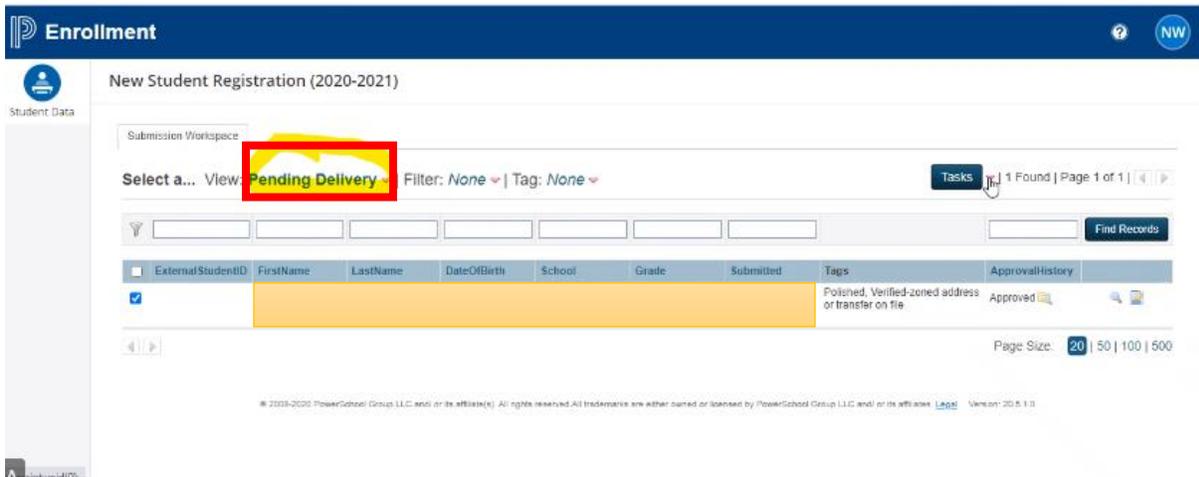


12. Select **Pending Delivery**.



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

HISD Connect Online Enrollment Process



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.

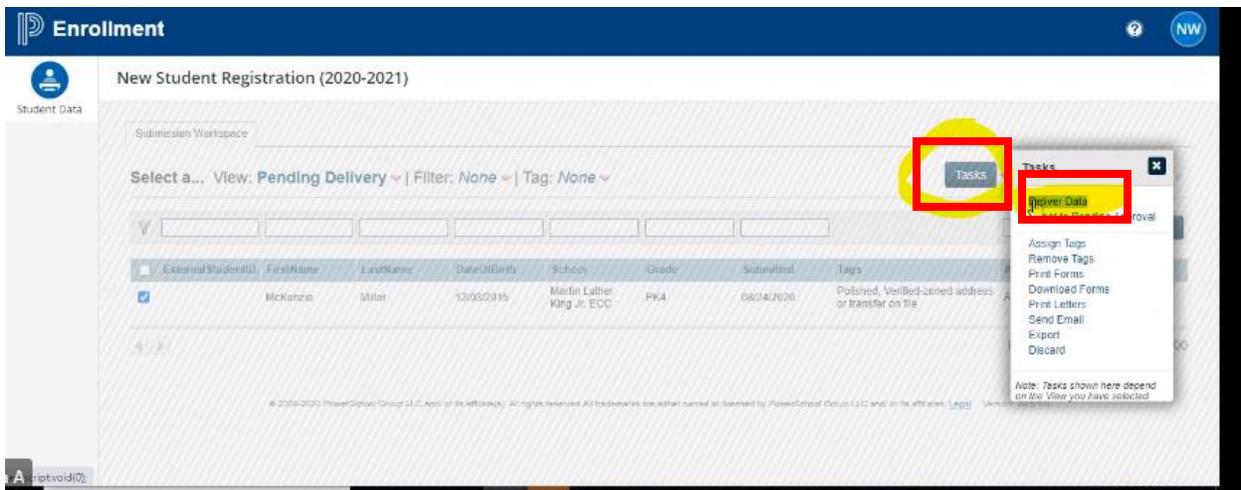
Manual Process

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**.

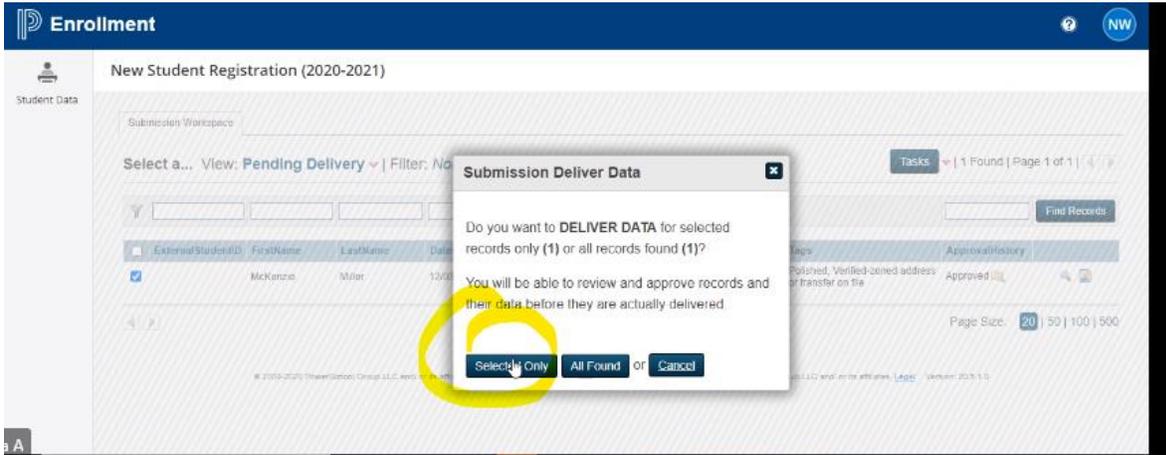


HISD Connect Online Enrollment Process

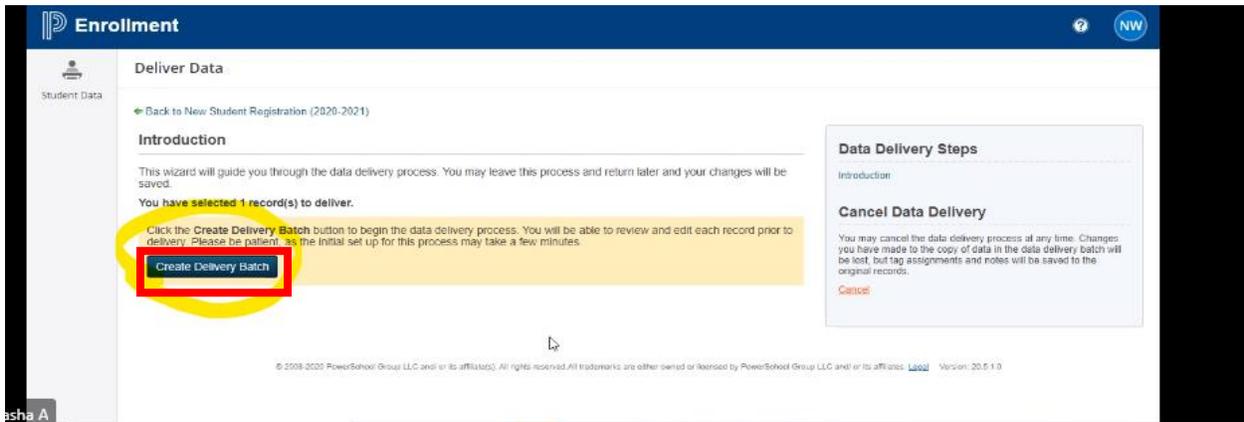
16. On the Submission Deliver Data screen, click **Selected Only**.



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

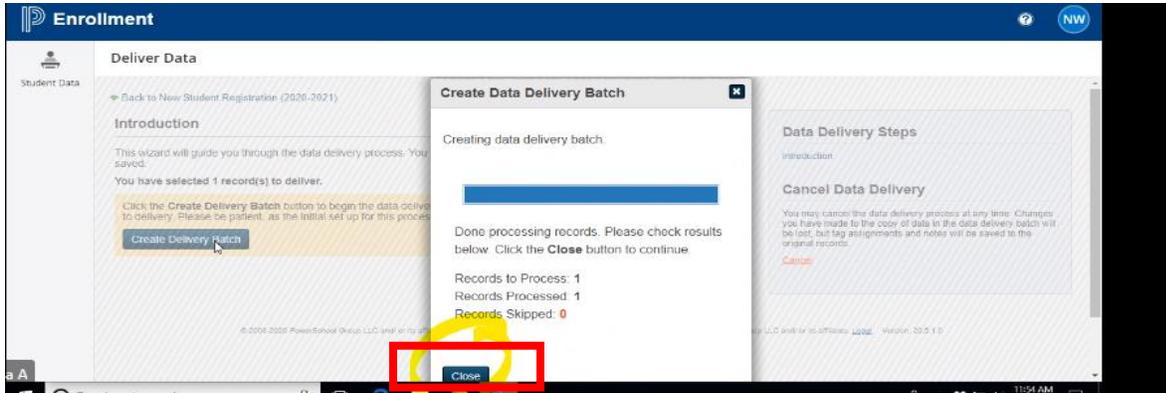


17. Select **Create Delivery Batch**.



HISD Connect Online Enrollment Process

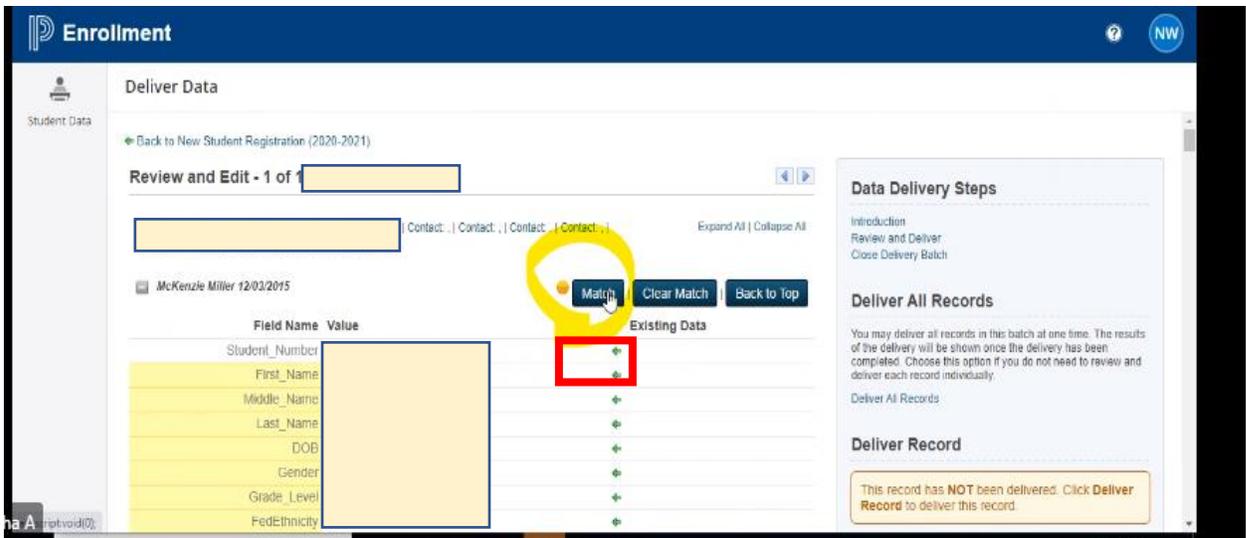
18. Review the results listed in **Records to Process** and **Records Processed**. Both numbers should match. (What should the SIRs do if the numbers do not match?)



19. Click **Close**.

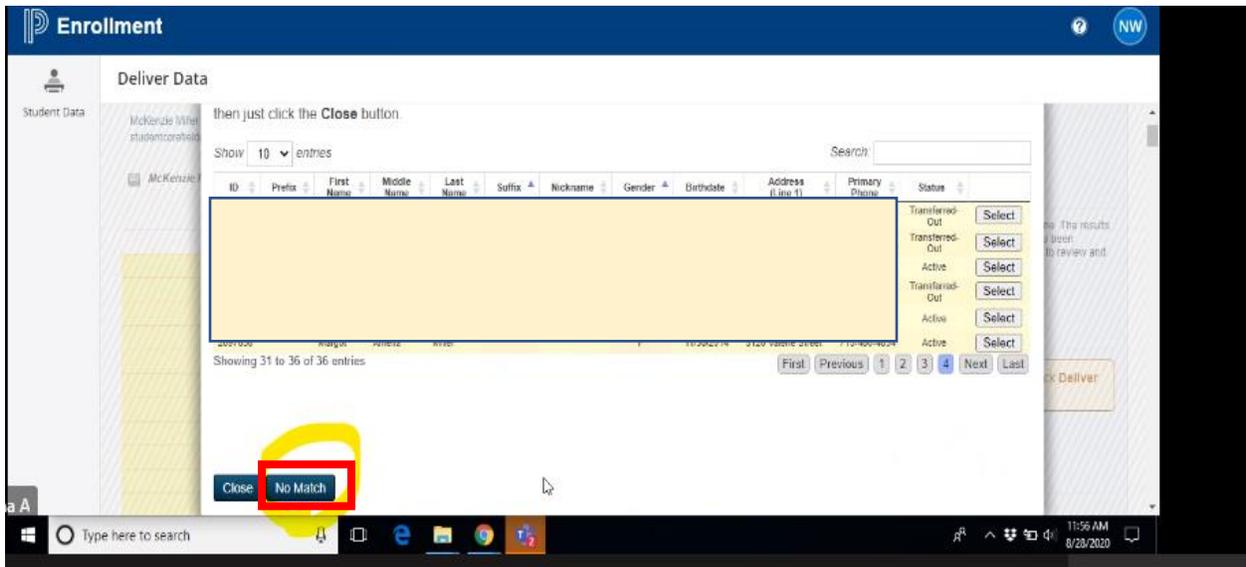
IMPORTANT NOTE – All matches must be GREY before you submit the record. If YELLOW appears, more information is needed.

20. Click **Match**.

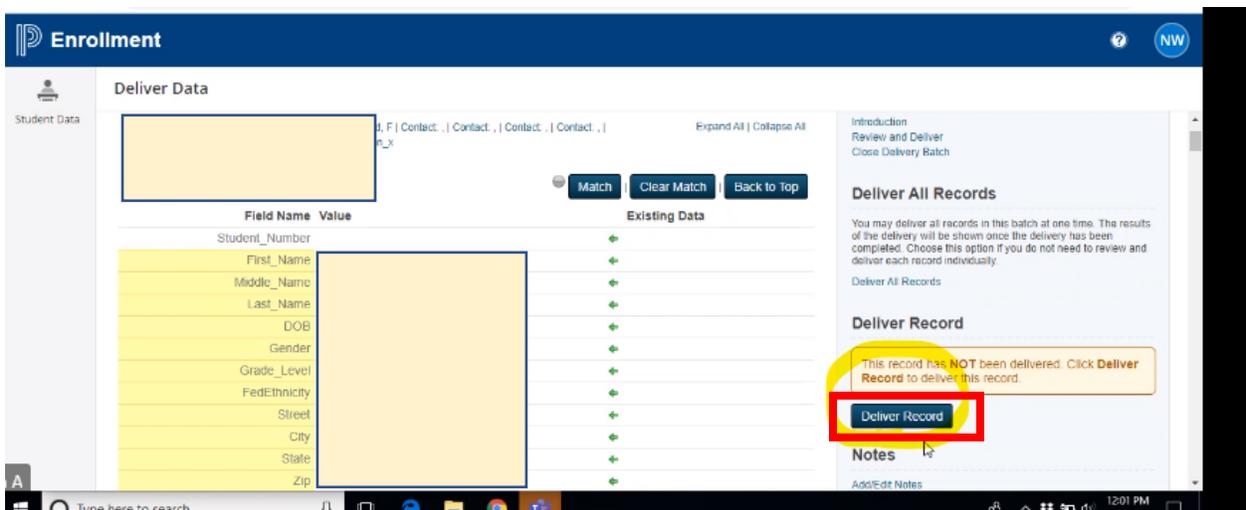


21. Once data match is clear, select **No Match**. Notice that the record has not been delivered.

HISD Connect Online Enrollment Process

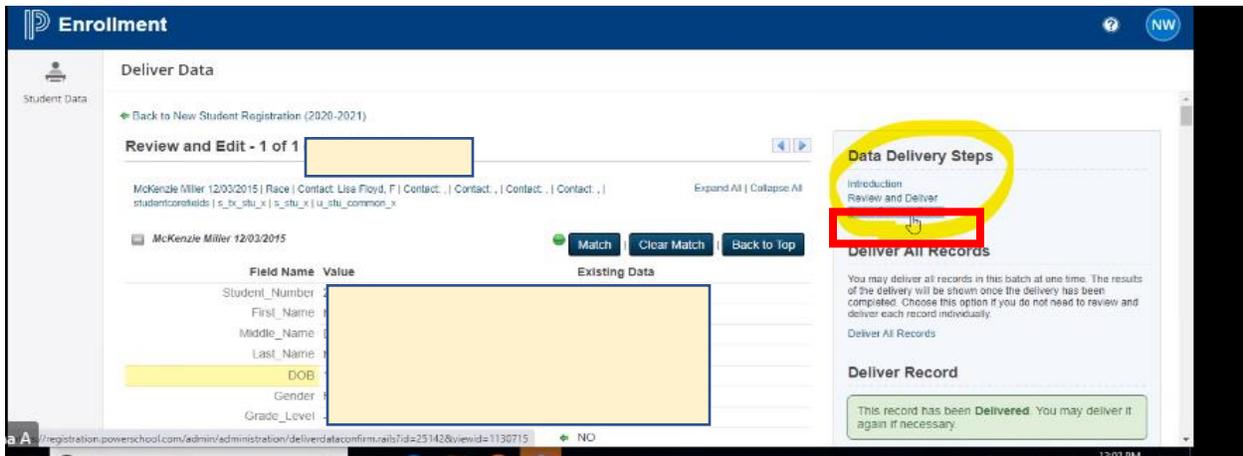


22. Select **Deliver Record**.



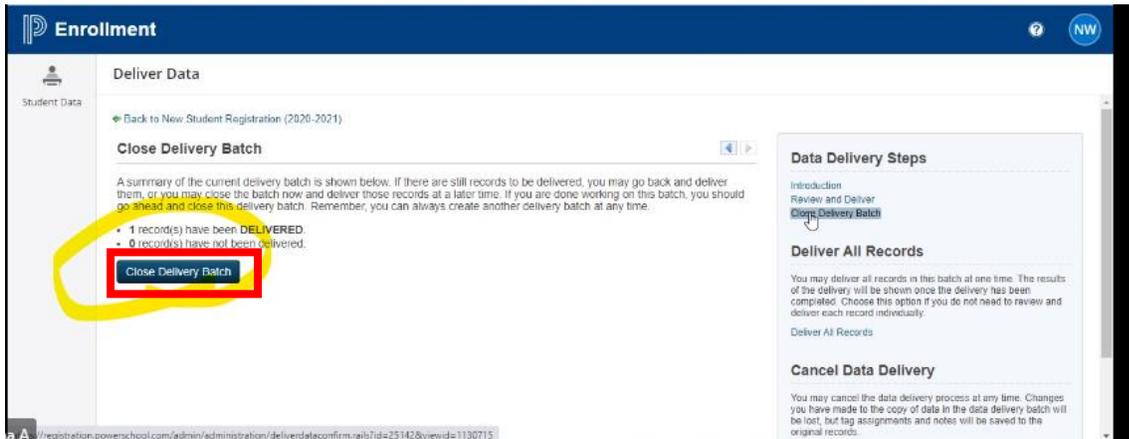
23. Select **Close Delivery Batch** to open the screen.

HISD Connect Online Enrollment Process

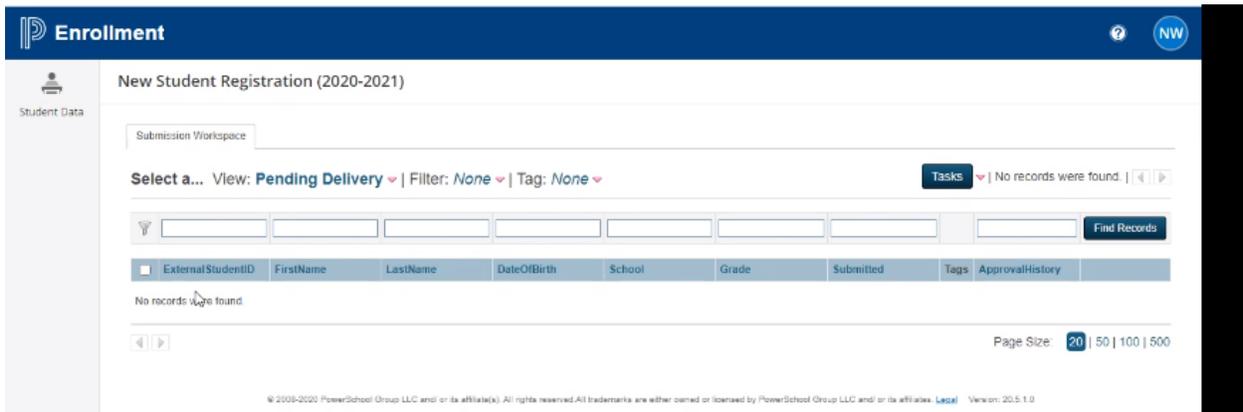


Review the summary of the record(s) delivered.

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



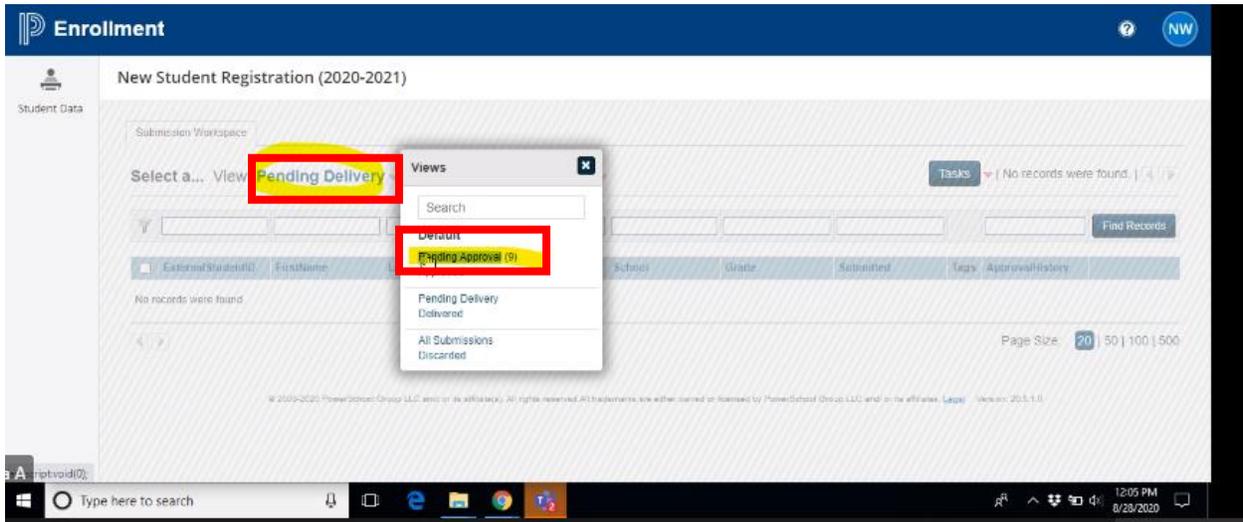
Once approved student will disappear from Pending Delivery.



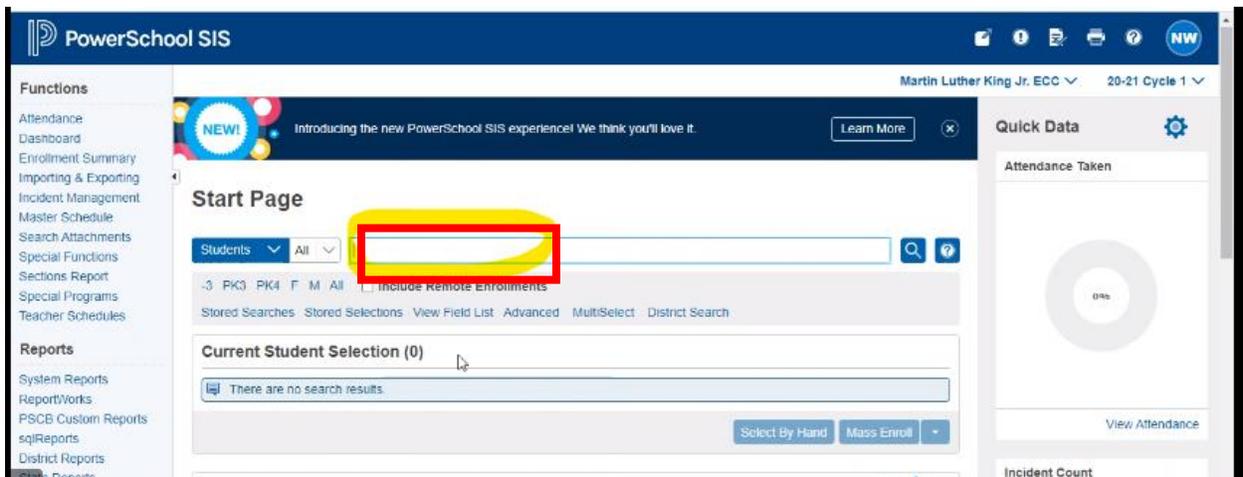
25. Click **Pending Delivery** to open the options menu.

HISD Connect Online Enrollment Process

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



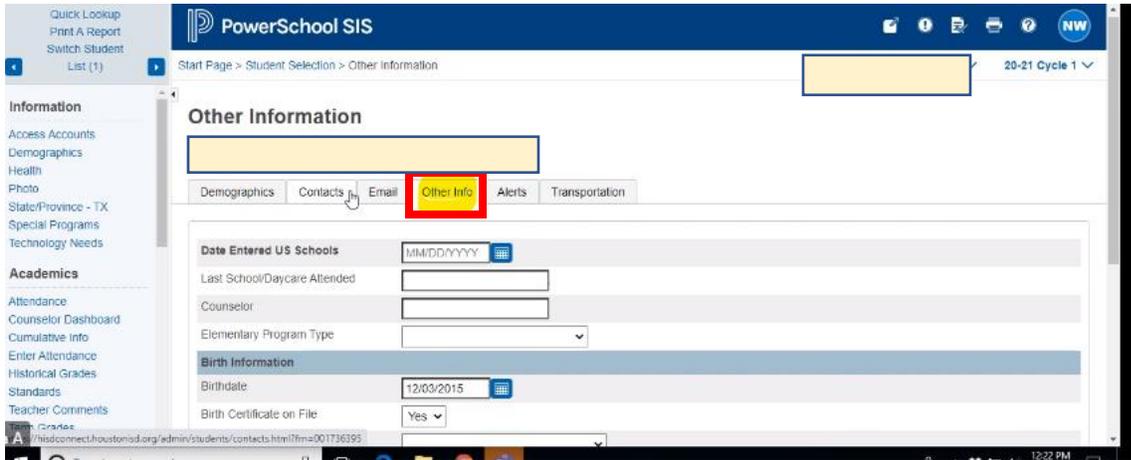
27. Log into PowerSchool and enter student's name in the search field.



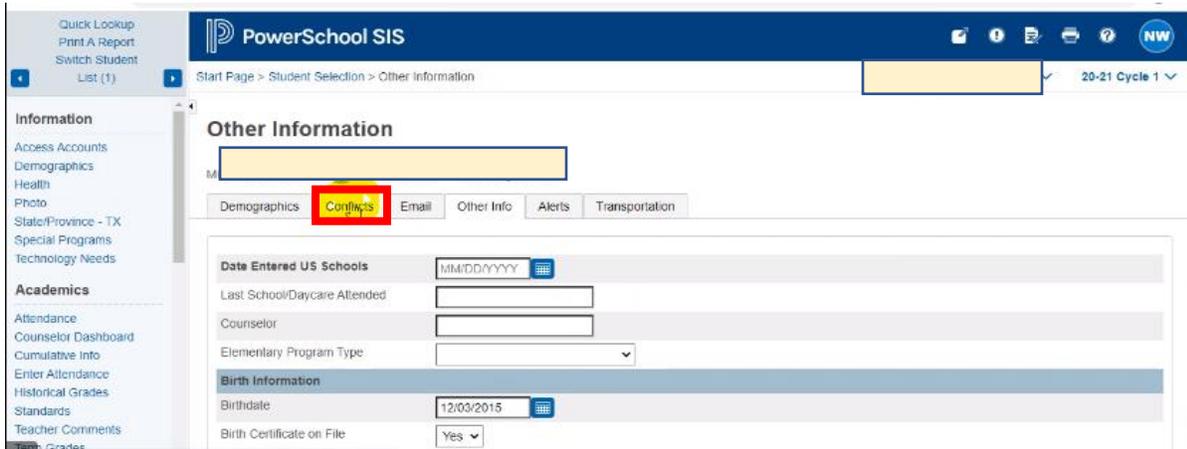
28. Click the student's name to open the record.

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

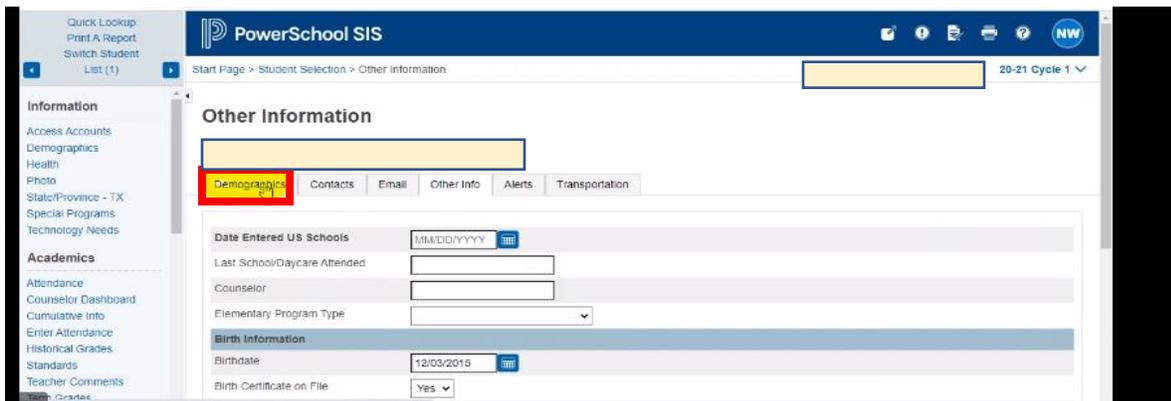
HISD Connect Online Enrollment Process



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

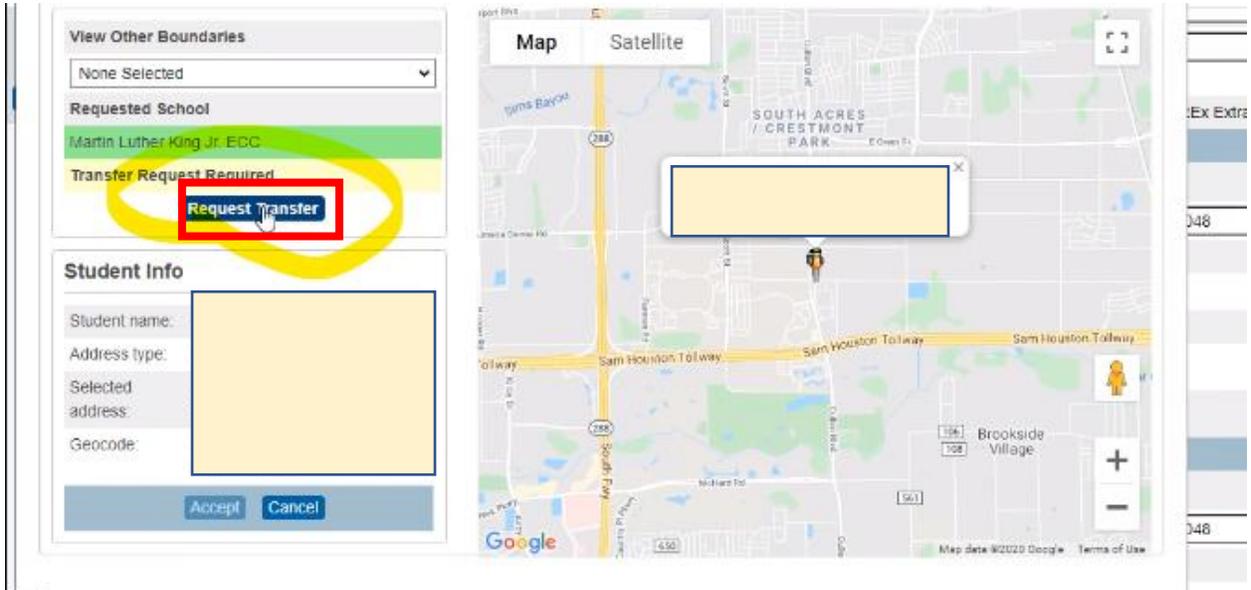


31. Click the **Demographics** tab. Review the information for accuracy and update if needed.

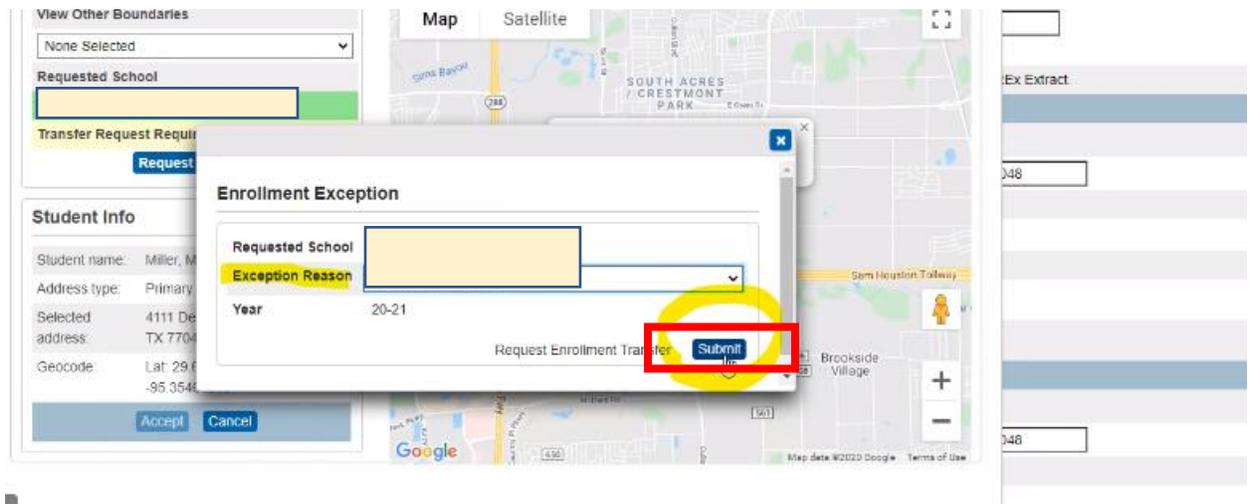


HISD Connect Online Enrollment Process

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.

HISD Connect Online Enrollment Process

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

HISD Connect Online Enrollment Process

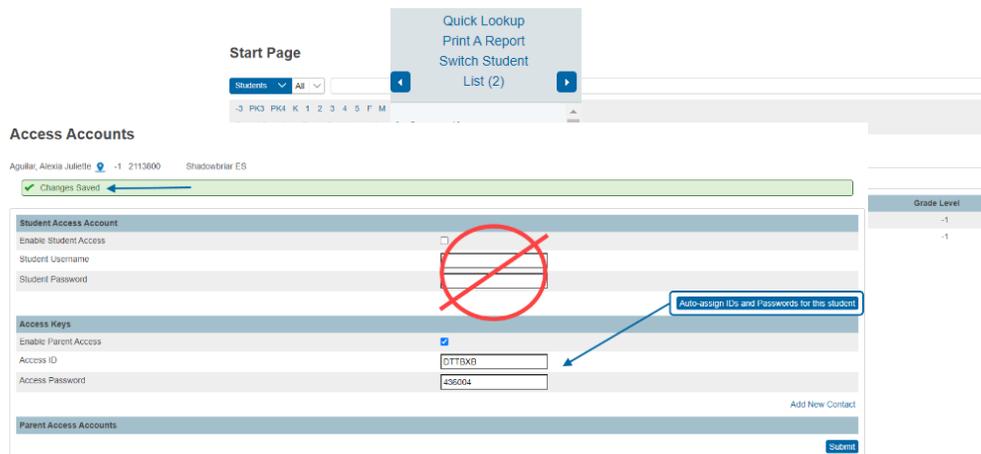
Print Parent Portal Letters

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 =



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.

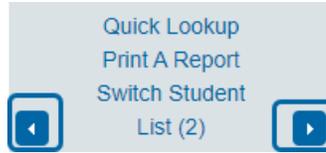


4. On the **Access Accounts** page, select **Auto-assign IDs and Passwords** for this student. Do not manually enter any information on this page.

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

HISD Connect Online Enrollment Process

- Use the Arrows in the top left corner to navigate to the next student

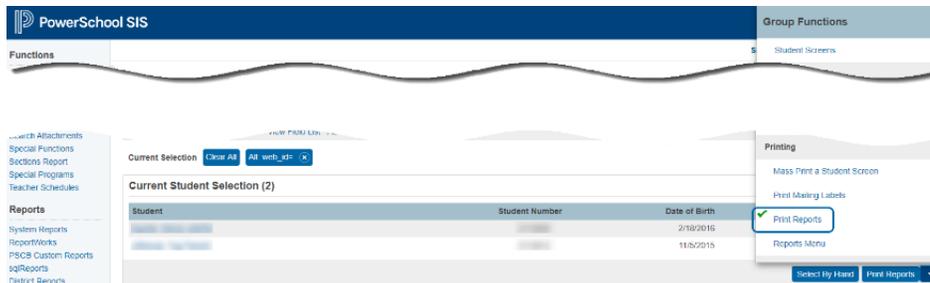


- Repeat steps 4 and 5 for all students who were returned by the search completed in step 1.
- When Access Keys have been assigned to all student profiles, select the **PowerSchool** logo to return to the **Start Page**.

Printing Letters

Print letters for only the students who were returned by web_id =

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



- 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?	<ul style="list-style-type: none"> HISD P1 Progress Report HISD P2 Progress Report HISD P3 Progress Report HISD P4 Progress Report HISD P5 Progress Report HISD P6 Progress Report ----- Parent Portal Letter Parent Portal Letter Spanish
In what order?	<input type="radio"/> By grade, then alphabetical

HISD Connect Online 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

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

- 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)

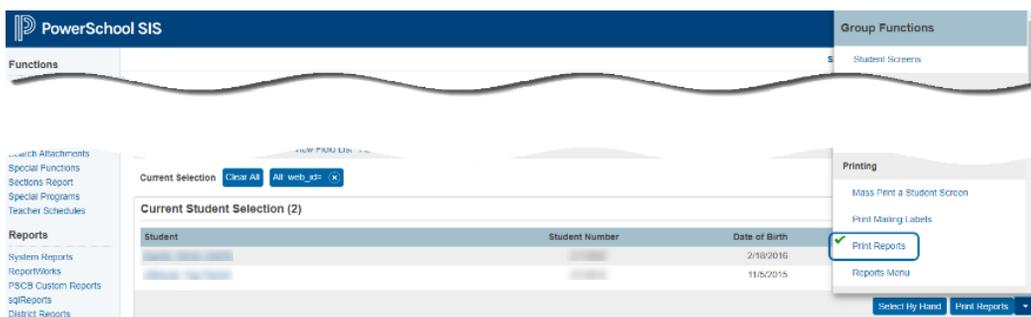
HISD Connect Online Enrollment Process

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

Stored Searches

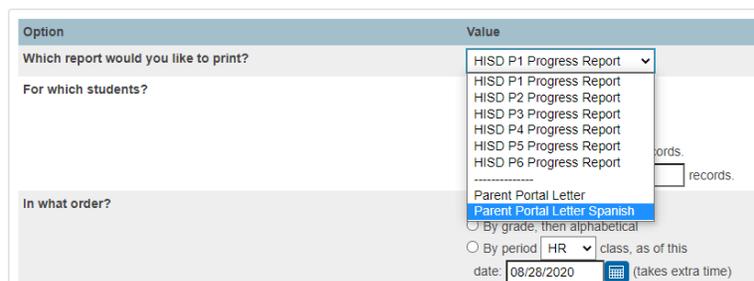


- Select **Print a Report** from the **Group Functions** menu displayed in the lower right under the selection of students.



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

Print Reports



- 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

HISD Connect Online Enrollment Process

Report Queue (System) - My Jobs

System ReportWorks

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

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Report Queue (System) - My Jobs

System ReportWorks

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

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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.

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

- 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)

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

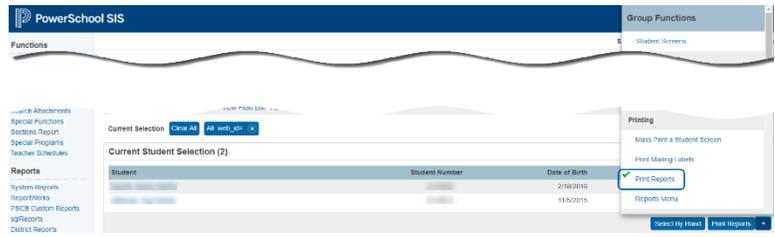
Stored Searches

New

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

HISD Connect Online 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** 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?	<ul style="list-style-type: none"> 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?	<ul style="list-style-type: none"> Parent Portal Letter Parent Portal Letter Spanish <input type="radio"/> 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

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

Refresh [.30 | 1.00 | 5.00 | 10.00]

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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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

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.

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.

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.

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)

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

The screenshot shows the PowerSchool SIS interface. At the top, there is a 'Group Functions' menu with 'Student Screens' selected. Below this, there is a 'Current Student Selection (2)' table with columns for Student, Student Number, and Date of Birth. In the bottom right corner, a 'Printing' menu is open, showing options: 'Mass Print a Student Screen', 'Print Mailing Labels', 'Print Reports' (which is highlighted with a red box), and 'Reports Menu'. At the bottom of the interface, there are buttons for 'Select by Hand' and 'Print Reports'.

HISD Connect Online Enrollment Process

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

Print Reports

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

System ReportWorks

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

Refresh [30] [1:00] [5:00] [10:00]

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.

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 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.

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.

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

HISD Connect Online Enrollment Process

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.

Start Page

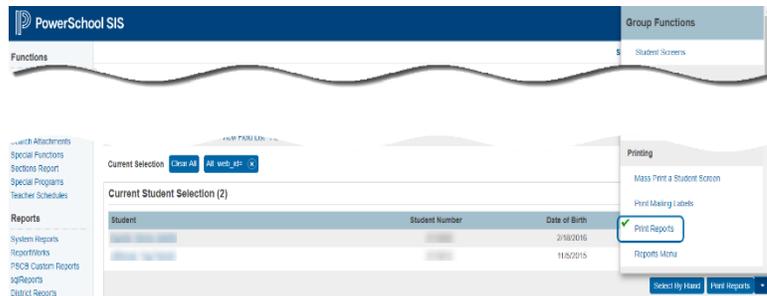
Students
▼
All
▼

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



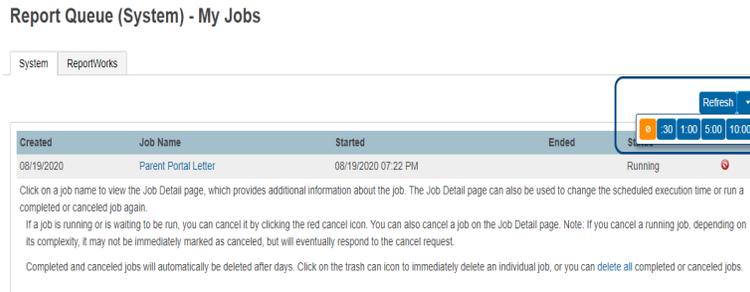
3. .Select **Portal Letter** from the “Which report would you like to print?” drop-down menu and click **Submit**.

Print Reports

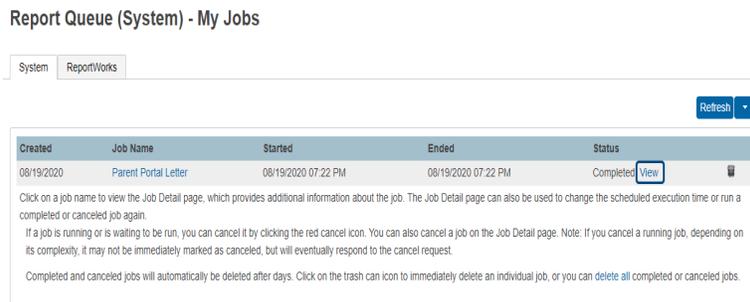
Option	Value
Which report would you like to print?	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #d9e1f2; padding: 2px;">HISD P1 Progress Report ▼</div> <div style="padding: 2px;"> HISD P1 Progress Report HISD P2 Progress Report HISD P3 Progress Report HISD P4 Progress Report HISD P5 Progress Report HISD P6 Progress Report ----- Parent Portal Letter Parent Portal Letter Spanish <input type="radio"/> By grade, then alphabetical </div> </div>
For which students?	<input type="text" value=""/> records. <input type="text" value=""/> records.
In what order?	

HISD Connect Online Enrollment Process

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.



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

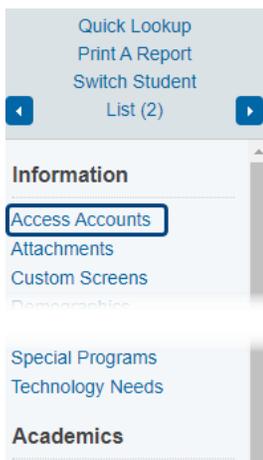


IMPORTANT: Note the date the letters were created; you will use this date for searching the next time Parent Portal Letters are printed.

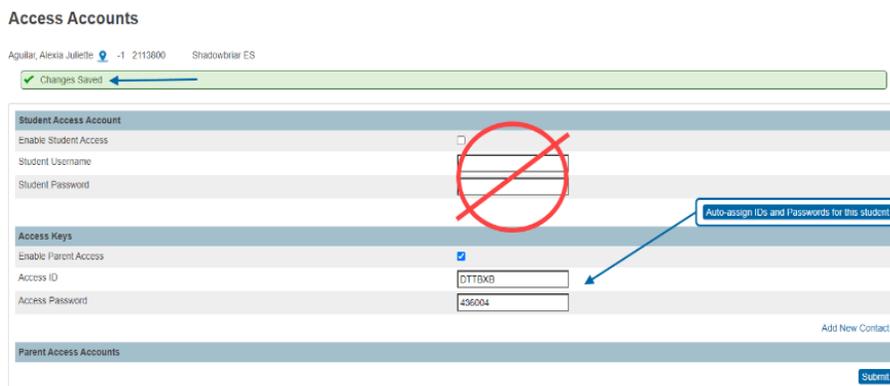
HISD Connect Online Enrollment Process

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.

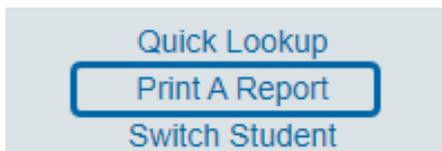


2. On the **Access Accounts** page, select **Auto-assign IDs and Passwords** for this student. Do not manually enter any information on this page.



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

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



HISD Connect Online Enrollment Process

- 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?	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 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 <input type="radio"/> By grade, then alphabetical </div>
In what order?	<input type="text"/> words. <input type="text"/> records.

- 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 ▼
: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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- 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.

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.

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 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.



School	Student Number	Student	Grade Level	Gender	Ethnicity	Birthdate	Entry Date	Entry Code	Exit Date	Exit Code	Status
--------	----------------	---------	-------------	--------	-----------	-----------	------------	------------	-----------	-----------	--------