Online Enrollment Process

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

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

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

   1. Submitted
   2. Transfer type with school name
   3. Lottery List = Offered List
   4. Lottery Status = Accepted
   5. Confirmed = confirmed – Yes
   6. Filter
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3. Below the filter area, a list of student applications matching the filtered criteria entered will appear. Select the empty box under “Submitted” to highlight all applications.
   a. Check the box on blue column heading
   b. Select the report titled “RED_STAR_Accepted_Students_for_Extract” in the Capture/Report Options:
   c. Click on “Capture Selected”

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

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

7. Scroll to **Applications** on the menu bar and click the **PowerSchool Registration Admin Portal** hyperlink.
8. SIRs HISD Connect Registration page opens and SIR will select the 2021-22 School Year.

<table>
<thead>
<tr>
<th>Configuration</th>
<th>Form</th>
<th>Academic Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Registration</td>
<td>2021-2022</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>New Student Registration</td>
<td>2020-2021</td>
<td></td>
<td>Open</td>
</tr>
</tbody>
</table>
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.

2. SIR can click on column titles to sort by that column or (a) filter by entering data on blank boxes above column titles, (b) select specific records by checking box in front of name or (c) selecting box on column title row.

3. Open student record of those selected by clicking pencil to the left of student name.
4. Review the Tags section. Verify correct documents have been uploaded.

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

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

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

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

6. If students are enrolling for Kindergarten, Campus SIRS will need to verify that student’s age is 5 on or before September 1st. If student’s age qualifies for Kindergarten, SIR will select Yes.
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7. Campus SIRS will also need to verify if a student is enrolling for **GT Testing purposes** only. If this is the case for the student, SIR will also select No for the smart choice application to create ID and send to **Central Registration**. This will prevent having inactive records or having to withdraw students who only need an ID.

8. Once confirmed Yes, Campus SIR will 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.

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

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

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

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

Campus SIR will then be prompted to Create Delivery Batch.

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

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

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

1. If the system finds potential matches, possible matches will populate in a separate window for SIR to review. If SIR finds that one of the records does match, then SIR will select the record to match and therefore a new ID will not be created. Close can then be selected to close window.

- Once SIR has completed reviewing, SIR will then select No Match if match was not found.
- While system is matching existing records, the gray orb indicates “No Match Found” and no review is required.
- If system has found an exact match, the orb will already be green, and no review is required.
2. When records have been reviewed and matches are complete, SIR can then deliver the record to the school SIS or to Central Registration depending on your selections.

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

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

SIR will need to correct the errors before delivering the record to SIS.
Once errors have been fixed and you successfully deliver the record, Student ID will be created and populated.

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

A confirmation will then indicate how many records were delivered and you can then select to “Close Delivery Batch” again.
Campus SIR will now be directed to submission workspace and can now view “Delivered” records. Notice that the student ID is now populated.

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

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

2. Click the student’s name to open the record.

3. Select the Other Info tab. Review the information for accuracy and update if needed.
4. Click the **Contacts** tab. Review the information for accuracy and update if needed.

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

7. Click Submit.

Student’s record is complete.
HISD Connect Process for Paper Document Enrollment

1. Verify student is zoned at:  [https://www.houstonisd.org/_findAschool](https://www.houstonisd.org/_findAschool)

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

   **Search by school name**
   
   **Find your neighborhood school**
   
   (e.g. 4400 W 18th Street, Houston, TX)
   
   (Note: Do not include apartment or suite numbers.)

2. Once address has been verified you may proceed to enroll if student is zoned. If student is not zoned and student does not have an accepted seat through school choice, you must direct the parent to their zoned school and give them the directions to apply for a transfer if they request one. (Do not attempt to request a transfer through HISD connect as this will cause an Inactive Record that will create PEIMS Errors.)

3. Verify that paper documentation has been completed by parent and required documents have been provided:
   
   a. Proof of student identity (Student Birth Certificate/Birth Facts/Baptismal Records/Passport)
   b. Proof of Residency (Utility bill, lease agreement, tax receipts or mortgage payment receipts)
   c. Parent ID (State issued ID/Passport/VISA)
   d. Student Immunization Record (Verify record is up to date)

4. Log on to HISD Connect and select District Search.
5. Fill in two criteria to search for student by using provided documents.

### District-Wide Student Search

<table>
<thead>
<tr>
<th>Search by the criteria below</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>equals</td>
</tr>
<tr>
<td>Last Name</td>
<td>starts with</td>
</tr>
<tr>
<td>First Name</td>
<td>starts with</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>equals</td>
</tr>
<tr>
<td>Home Phone</td>
<td>contains</td>
</tr>
<tr>
<td>Match</td>
<td>all criteria</td>
</tr>
</tbody>
</table>

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

![TEA Login (TEAL)](image)
7. Select Texas Student Data System Portal Link:

8. Select Manage Unique IDs.
9. Click on menu and select “Person” under SEARCH.

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

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

11. Once verified that student has not registered at any HISD school in the past for testing or to attend, you will create a new record and student ID by clicking “Enroll New to District” and be sure to use the correct entry date.
12. Select the **Other Info** tab. Review the information for accuracy and update if needed.

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

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

16. **Click Submit.**

   ![Image of validation process](image1)

   ![Image of submission process](image2)

Student’s record is complete.
ITEMS MAINTAINED IN THE CUMULATIVE FOLDER

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

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

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

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

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

**Transferring records for fall semester, 2019**

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

**HISD Records**

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

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

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

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

**Out of District Records**

**Requesting records from other Texas districts** - Requesting records via TREx is district policy as well as mandated by the State. If the campus is out of state, email or mail the request to the last attended campus.
Sending records to other districts in Texas - Registrars must receive a request for student records prior to sending any records. Records are sent via TREx. Information from the cumulative folder is copied and scanned to the receiving school.

Sending records to other districts outside Texas - Registrars must receive a request for student records prior to sending any records. Information from the cumulative folder must be copied scanned or emailed and sent to the receiving school.
Print Parent Portal Letters
Confirm all students have a web id and password in the Student Profile

1. Search for blank values in the Web_ID student field, e.g., web_id =

Start Page

2. If a list of students is returned, click the name of the first student.

3. Select Access Accounts from the Information section of the left navigation menu.

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

NOTE: A green success message will display indicating the Access Keys have been created.
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5. Use the Arrows in the top left corner to navigate to the next student

6. Repeat Steps 4 and 5 for all students who were returned by the search completed in Step 1.

7. When Access Keys have been assigned to all student profiles, select the PowerSchool logo to return to the Start Page.

Printing Letters

Print letters for students whose home language is Spanish:


2. Click Run Search on the Primary Language is Spanish line.
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.
*Note: After you have run your initial Parent Portal Letter for 1st day, you can rerun report by following steps 1-6 and exclude the first day students by using the following search criteria: StudentCoreFields.primarylanguage=01;entry_date>first day of school or last day letters were printed.

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:


   ![Start Page](image1)

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

   ![Stored Searches](image2)

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

   ![Group Functions](image3)

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.

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

**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.**

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?

5. Click the Drop-down menu and click Submit.

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

7. When the status of the report changes to Completed, click the View link to review and download the letters for printing.
Parent Portal Sign-up and First Day Forms

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

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

Helpful videos for parents:

- Setting up Parent Portal
- Completing and submitting forms

Online Enrollment Process *(Parents/Guardians)*


2. Click Important Enrollment Information.


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

4. Select an option.

5. The parent will need to create a username and password.

6. Then follow the instructions as outlined.
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HISD Connect Enrollment Process

HISD Connect
Parents’ Guide to PowerSchool Forms

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

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

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

Legend:
- Dates
- Forms Empty
- Forms Approved
- Rejected
- Forms Not Approved

PowerSchool SIS
HISD Connect
PowerSchool Forms

Forms in HISD Connect Parent Portal

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

Accessing PowerSchool Forms

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

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

PowerSchool Forms Preferences

Clicking on #5 above [Preferences] will open a new window. If you want to receive notifications, you can type in your email address so that you will be notified when you would like to be notified that a new form has been submitted by your student’s teacher or administrator.

1. Select Yes
2. Enter your Email
3. Select your language
4. Click Save
Filling Out a Form

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

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

Submitting a Form

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

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

Approval

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

Warning
This form is currently pending approval.

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

Rejected Response
This form response has been rejected. Insure displayed address information. Please update.

As a reminder, these are the status icons.

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

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