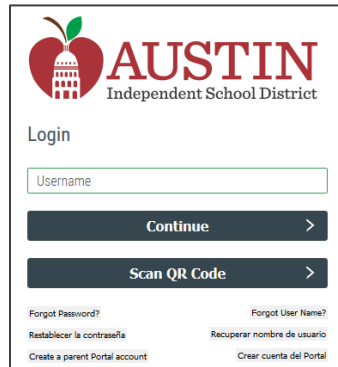## Parent/Guardian Guide to Online Registration

Parents/Guardians can register their students for school in Austin ISD online if they have an AISD Parent Portal Account. To create an account or retrieve you parent account information, please visit portal.austinisd.org
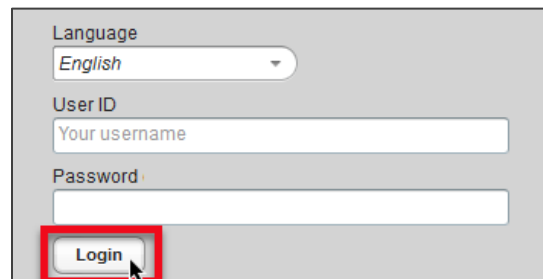
1. To register a new or returning student online, login to the **AISD Parent Portal** at portal.austinisd.org

2. Click on the **AISD Student Registration** tile. This tile opens the Online Registration page.
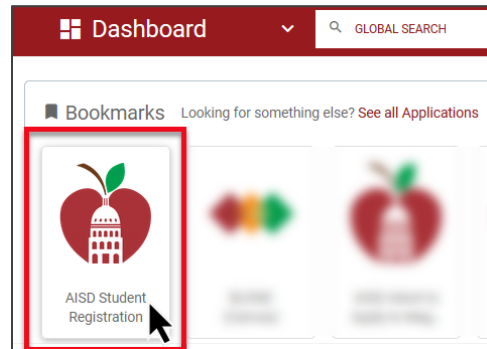
3. Enter the **Username** and **Password** you used to login to the *AISD portal* and click the **Login** button.

Steps in Online Registration

The progress bar at the top of the online registration page displays the steps necessary to complete online registration. There are 10 steps to complete.
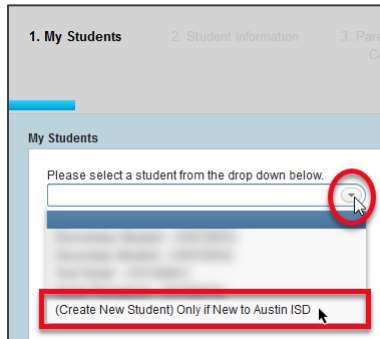
1. **My Students**
2. **Student Information**
3. **Parent/Guardian Contacts**
4. **Emergency Contacts**
5. **Medical Contacts (Doctor)**
6. **Verify Campus**
7. **Student Forms**
8. **Parent/Guardian Forms**
9. **Attachments**
10. **Confirm Enrollment**

Step 1: My Students

This step is necessary to either choose the returning AISD student to register or to register a new student who has never attended an AISD school.
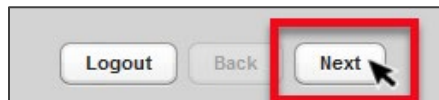
New Students

1. Select **Create New Student** from the drop-down menu only if the student has *never attended an AISD school*. ***Do not select this option if you do not see your returning student's name in the drop-down.***

2. If you have other students enrolled in AISD, you can copy the contact information from existing students. Select the **Yes** radio button then select the existing student's name from the drop-down menu.
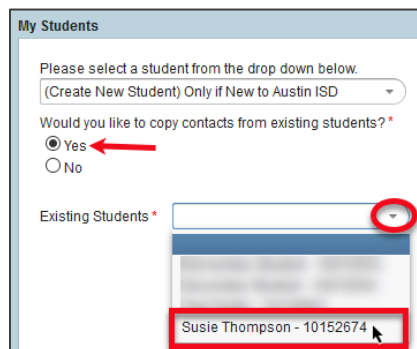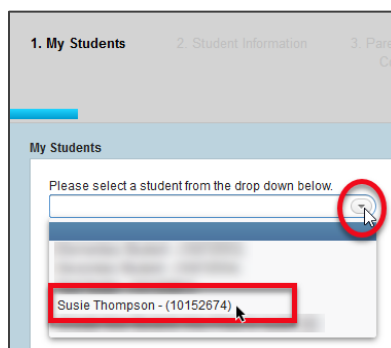

3. Click the **Next** button in the upper or lower right portion of the screen to continue.
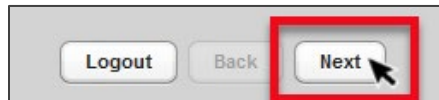

Returning Students

Select the returning **Student's Name** from the drop-down menu. ***If you do not see your student's name in the drop-down list, contact your student's campus. Do not create a new student if you do not see a returning student's name listed.***

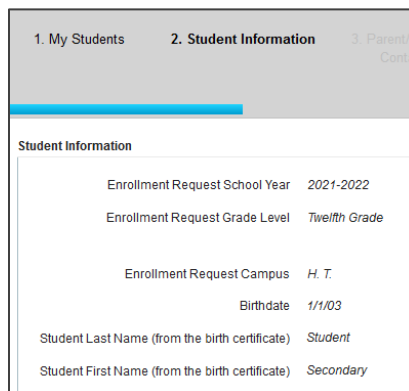## Step 2: Student Information

New Students

1. All information with a red asterisk * next to the field title is required information. You cannot proceed with online registration unless the following fields are complete:

   - **Enrollment Request School Year**
   - **Enrollment Request Grade Level**
   - **Enrollment Request Campus** (*If the campus you wish to enroll your student at is not showing in the drop-down menu, please contact the Family Support Line at 512-414-9187.*)
   - **Birthdate**
   - **Student Last Name (from the birth certificate)**
   - **Student First Name (from the birth certificate)**
   - **Gender**
   - **Hispanic/Latino (yes or no)**
   - **Race (select all that apply)**
   - **Home Language (spoken by the student)**

2. Once you enter all the information, click the **Next** button in the upper or lower right portion of the screen to continue.
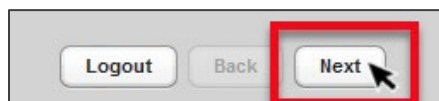
Returning Students

1. Information on the student information page will contain prepopulated data from the student's current record. ***Most of the information on this page is not editable. If you need to make changes to the student information, please contact the student's campus.***

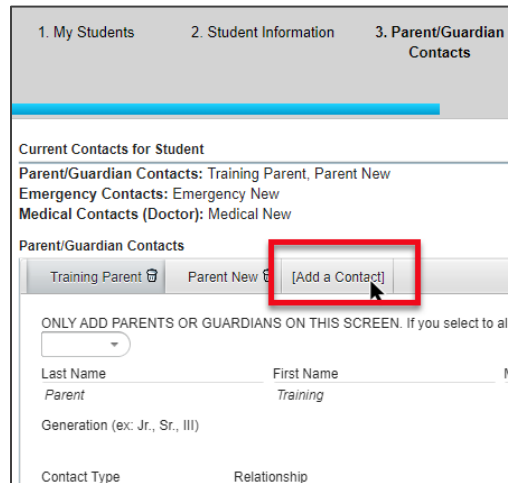2. Click the **Next** button in the upper or lower right portion of the screen to continue.

Step 3: Parent/Guardian Contacts

New Students

Only add parent or guardian information. Do not add emergency contacts or medical contacts on this page.

Enter information for the student's parent/guardian contacts as it appears on the parent or guardian's legal documentation. (i.e. driver's license, passport, etc.)

1. Click the **Add a Contact** tab to add a parent or guardian's contact information.

If you are the enrolling contact, you cannot change your name or address nor delete your contact information here. You will need to contact the campus to change your contact information.

Returning Students

This page will have prepopulated data from the student's current record. Parents/Guardians cannot delete existing parent/guardian contact information.

Only add parent or guardian information. Do not add emergency contacts or medical contacts on this page.

Enter information for the student's parent/guardian contacts as it appears on the parent or guardian's legal documentation. (i.e. driver's license, passport, etc.)

1. Click the **Add a Contact** tab to add a parent or guardian's contact information.

If you are the enrolling contact, you cannot change your name or address nor delete your contact information here. You will need to contact the campus to change your contact information.
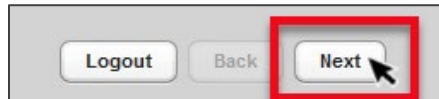
2. If the contact is allowed to pick the student up from an AISD campus, be sure to check the **Can Pickup** box.

3. Click the **Next** button in the upper or lower right portion of the screen to continue.
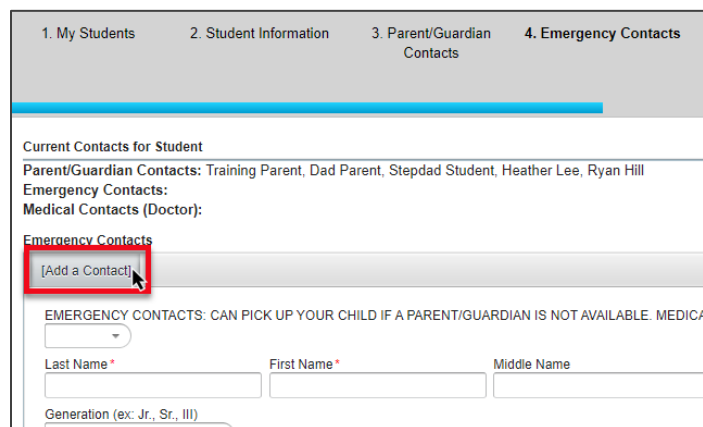

Step 4: Emergency Contacts

New Students

Enter Emergency Contact information for individuals who are not the parent/guardian but are permitted to pick the student up from an AISD campus if the parent/guardian is not available.

Returning Students

This page will have prepopulated data from the student's current record. Enter additional Emergency Contact information for individuals who are not the parent/guardian but are permitted to pick the student up from an AISD campus if the parent/guardian is not available.

1. Click the **Add a Contact** tab to add a new Emergency Contact.
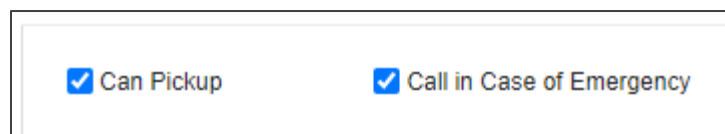
2. If the contact can pick the student up from an AISD campus, be sure to check the **Can Pickup** box. Also, if the contact should be called in case of an emergency, check the **Call in Case of Emergency** button.

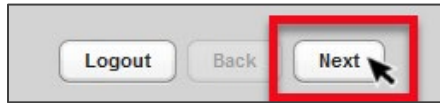3. Click the **Next** button in the upper or lower right portion of the screen to continue.
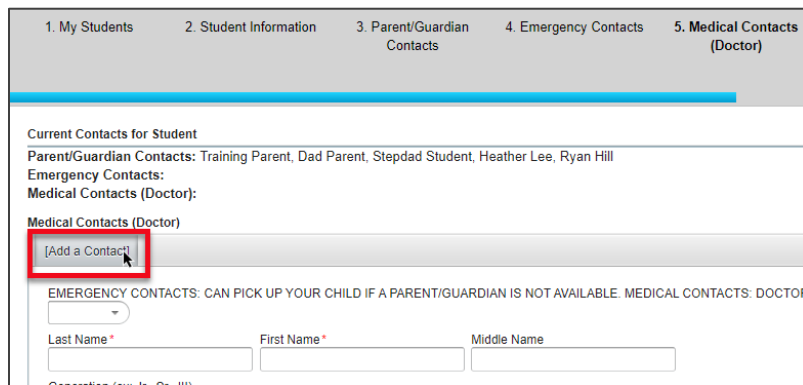
Step 5: Medical Contacts (Doctor)

New Students

Enter Medical Contact (Doctor) information for doctors who treat the student such as the child's pediatrician or family doctor.

Returning Students

This page will have prepopulated data from the student's current record. Enter additional Medical Contact (Doctor) information for doctors who treat the student such as the child's pediatrician or family doctor.

1. Click the **Add a Contact** tab to add a new Medical (Doctor) Contact.

2. Click the **Next** button in the upper or lower right portion of the screen to continue.

Step 6: Verify Campus

New Students

The Enrollment Request Campus populates based on the campus chosen when entering Student Information in online registration. *If the campus you wish to enroll your student at is not showing in the drop-down menu, please contact the Family Support Line at 512-414-9187.*

Returning Students

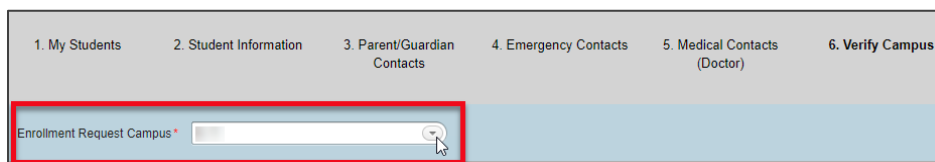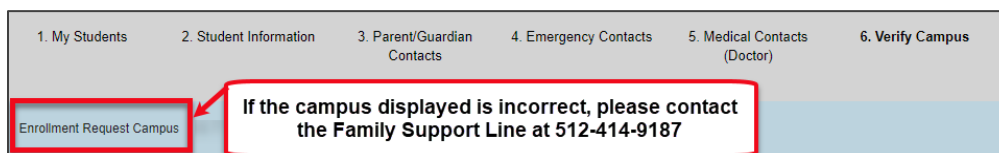This page will have prepopulated data from the student's current record and address. *If the campus you wish to enroll your student at is not listed, please complete the online registration process then contact the Family Support Line at 512-414-9187.*
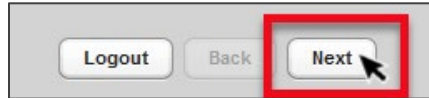
1. Click the **Next** button in the upper or lower right portion of the screen to continue.
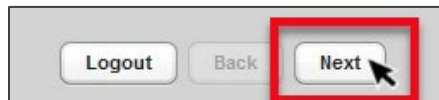
Step 7: Student Forms

The Student Forms page displays forms that must be complete for enrollment. The list of student forms includes:

- **Additional – Student Information**
- **Consent**
- **Foster Military**
- **Health**
- **Home Language Survey**
- **Student Residency**
- **Tuberculosis Questionnaire**
- **Technology Distribution Consent Form**
- **VILS**

Student Forms are required to move forward with online registration. Required forms will display with a message stating '*All forms are required. Select Open form button to complete*.' Completed forms will display a message stating '*This form is complete*.'
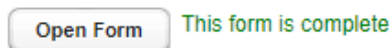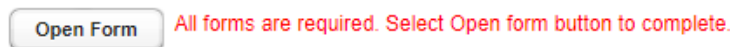
1. Click the **Next** button in the upper or lower right portion of the screen to continue.

Step 8: Parent/Guardian Forms

The Parent/Guardian Forms page displays forms that must be complete for enrollment. Forms on this page apply to the entire family and will only need to be complete once if registering multiple students. The list of parent/guardian forms includes:

- **Change of Information**
- **Code of Conduct**
- **FERPA**
- **Human Sexuality and Responsibility**
- **Income Verification**
- **Migratory Employment Survey**
- **Preferred Name**
- **Survey Questions**

Parent/Guardian Forms are required to move forward with online registration. Required forms will display with a message stating '*All forms are required. Select Open form button to complete*.' Completed forms will display a message stating '*This form is complete*.' Forms that are not required will display a message stating '*Not Required*.'
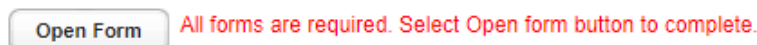
Open Form | This form is complete

Open Form | Not Required

1. Click the **Next** button in the upper or lower right portion of the screen to continue.

Logout | Back | **Next**
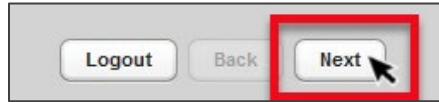
Step 9: Attachments

Attachments are not required. Suggested documents to upload are:

- **Birth Certificate of student**
- **Custody Orders**
- **Driver's License or Photo ID of parent/guardian**
- **Immunization Records**
- **Proof of Address**
- **Social Security Card**

Uploading documents such as these may save the parent/guardian from visiting a campus to provide copies of the documents.

Step 10: Confirm Enrollment

The Confirm Enrollment page is where the parent/guardian completes online registration for the student.

Click the **Confirm Enrollment** button to complete online registration.

> **You must click 'Confirm Enrollment' to complete the Online Verification and Registration for 2021-2022 School Year**
> - New students must submit required documentation to the campus of enrollment.
> - Changes for any information that was displayed in italics must be made at the campus.
> - If you did not see all of your children in the drop-down list, please contact the child's campus.
> - Campuses may have additional forms.
>
> Confirm Enrollment