



DESOTO ISD

Registration for 2020-2021

Step 1-Qualification and Documents Needed

DOCUMENTATION NEEDED:

Parents are **required** to provide the following documents to complete the enrollment process:

1. Child's original copy of Birth Certificate
2. Child's Social Security Card
3. Child's Immunization Records
4. Parent ID
5. Current Utility Bill (Gas, Water or Electric) or Lease.
6. Any legal documents-placement papers, court orders, etc...



Step 2- Registration

Prior to beginning the online registration, please access registration instructions on the DeISD website:


- ▶ www.desotoisd.org
- ▶ Choose quick links
- ▶ Choose enrolling students
- ▶ Click on **General Enrollment Information** to find the **Registration User Manual** and helpful hints for completing registration

Preparing students academically and socially to be p

QUICK LINKS

- SCHOOL INFORMATION
- ENROLLING STUDENTS
- FOR PARENTS
- 2019-2020 CALENDAR
- VOLUNTEER
- MAGNET APPLICATION

LATEST NEWS



DeISD Distance Learning Plan For Students

Updated on 03/18/2020

We have come together to create a plan for student learning and a collection of resources for families to accommodate our immediate and indefinite closure for the remainder of the 19-20 school year.

STUDENT ENROLLMENT

Please select one of the links below to navigate to the enrollment page you need.

General Student Enrollment
If you live in the DeSoto ISD attendance zone and wish to enroll your student with a DeSoto IS school, please click on the link below and follow the instructions.

Please note: All returning students must re-enroll each year to ensure we have the most current information on file for each student.

Student enrollment for the 2020-21 school year will begin April 1, 2020.

[Student General Enrollment](#)

- DeSoto ISD Overview
- DeSoto ISD Documentary
- Student Enrollment
- For Students
- For Parents
- News
- Superintendent
- Frequently Asked Questions (FAQs)



Registration Continued

- Click on ***Student Online Registration***
- If you have additional students in the system, please use your existing ***Parent Portal Login and Password. It is important to have all your students housed under one account.***
- If this is your first child in the district, begin a new enrollment

▶ Click on **blue** link under login button

*** Note: If you have forgotten your login and password use the forgot password & login option and follow the instructions.**

[Student Online Registration](#) - Click here to login into your Parent Portal account register your student

[Enroll Parent/Guardian](#) - Click here to register a new Parent Portal account

Please Note: Registration is NOT complete until all documents are verified :

Welcome to DeSoto Independent School District Student Online Registration Portal

You are being used by DeSoto ISD - Please visit the DeSoto Web site.

You have a student currently enrolled in DeSoto ISD, please use your Parent Self Serve (Parent Portal) username and password information.

We are currently accepting Pre-K Student Enrollment Only for the 2020-2021 School Year so you will need to select 2020-2021 for the Enroll Request School Year menu.

Please select 2019-2020 for the Enrollment Request School Year menu if you are enrolling Pre-K - 12th Grade student(s) for the current school year.

If you need assistance, please contact the campus registrar.

English

Email

Password



Step 3-Completing Online Enrollment

- For a new registration, you will need to complete the first 2 screens
- Set up your new username and password
- Once you submit you will be taken to the login screen

The screenshot displays two sequential screens from an online enrollment system. The top screen, titled "Enrolling Parent Guardian", features a "First Name" input field and a dropdown menu with several entries for "DIANA" and "Desoto". Below the dropdown is a "Manage addresses..." section with a "Cell Phone" input field and checkboxes for "Private?", "Recy Alerts?", and "Text? Provider". The bottom screen, titled "Create User", includes a "Create Login: Password must contain at least one number, one uppercase letter, one lowercase letter" instruction, a "User ID" input field, a dropdown menu showing "Diana.Koehler", a "Manage passwords..." section, and a "Security Answer" input field. Both screens have "Submit" and "Cancel" buttons at the bottom right.

Completing Online Enrollment Cont.

- Once logged in either as a new user or returning user, the **My Students Screen** will appear.
- Click on the down arrow and select **Create New Student**
- Click Next.

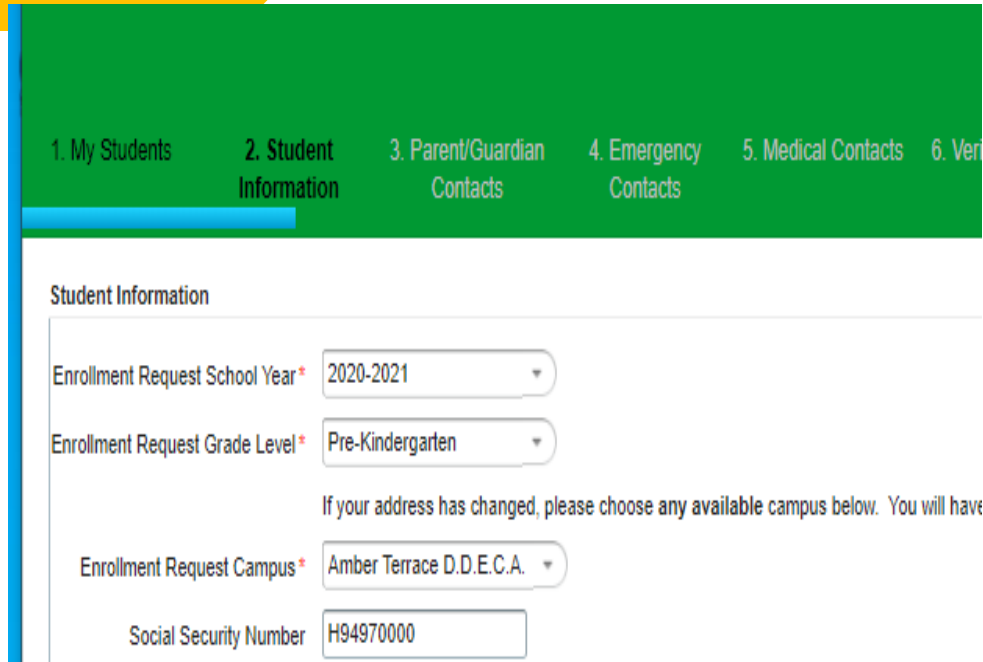
The image displays two screenshots of a web application interface. The top screenshot shows the 'My Students' screen with a navigation bar containing four items: '1. My Students', '2. Student Information', '3. Parent/Guardian Contacts', and '4. Emergency Contacts'. Below the navigation bar, the 'My Students' section features a dropdown menu labeled 'Select A Student'. The bottom screenshot shows the same 'My Students' screen, but the dropdown menu is open, displaying a single option: 'Chet Ross Wooley - (112454) ✓ (Create New Student)'. The '1. My Students' navigation item is highlighted with a blue underline in both screenshots.

Completing Online Enrollment Cont.

Choose the following:

- ▶ School year : 2020-2021.
- ▶ Grade Level:
- ▶ School:
- ▶ Fill out all required information-continue to scroll down, then click Next.

❖ **The child's name must appear exactly as it is appears on the State Certified Birth Certificate.**



1. My Students **2. Student Information** 3. Parent/Guardian Contacts 4. Emergency Contacts 5. Medical Contacts 6. Verify

Student Information

Enrollment Request School Year*

Enrollment Request Grade Level*

If your address has changed, please choose any available campus below. You will have

Enrollment Request Campus*

Social Security Number



Completing Online Enrollment Cont.

Parent/Guardian contacts-

- ▶ **Must** fill out completely
- ▶ **Must** check the box "can pick up".
 - ▶ To add another parent/guardian, choose "add contact".
 - ▶ Once parent/guardian is added click Next.

Selected Student: Chel Wooley

1. My Students 2. Student Information 3. Parent/Guardian Contacts 4. Emergency Contacts 5. Medical Contacts 6.

Current Contacts for Student
Parent/Guardian Contacts: Rosie Wooley
Emergency Contacts:
Medical Contacts:

Parent/Guardian Contacts

Rosie Wooley [Add a Contact]

Title
[Dropdown]

Last Name * [Wooley] First Name * [Rosie] Middle Name []

Generation [Dropdown]

Contact Type * [Parent] Relationship * [Mother]

Driver's License # [] Driver's License State [Dropdown]

Employer [] Occupation []



Completing Online Enrollment Cont.

Emergency Contacts

- ▶ Please add **all** family or friends that would be authorized to pick up your child in case of an emergency.
- ▶ **Must** choose "can pick up."
- ▶ Select **Add a Contact** to add as many contacts as needed.
- ▶ Click Next

The screenshot displays the 'Emergency Contacts' section of an online enrollment system. At the top, a green navigation bar contains 11 tabs: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts (highlighted), 5. Medical Contacts, 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, and 11. Con Enrollment. Below the navigation bar, the page title is 'Current Contacts for Student'. The 'Parent/Guardian Contacts' section shows 'Rosie Wooley'. The 'Emergency Contacts' section is currently empty, with a button labeled '[Add a Contact]'. The form fields for adding a contact include: Title (dropdown), Last Name* (text), First Name* (text), Middle Name (text), Generation (dropdown), Relationship (dropdown), Birthdate (calendar icon), and checkboxes for 'Can Pickup', 'Dropoff?', 'Call in Case of Emergency', and 'Pickup?'. Below these fields is a question: 'Does this contact have the same home and mailing address as you?' with radio buttons for 'Yes' and 'No'. At the bottom, there are fields for 'Home Phone*' and 'Call Phone', each with three input boxes and checkboxes for 'Private?' and 'Rec'v Alerts?'. The 'Call Phone' field also includes a 'Text? Provider' dropdown menu.

Completing Online Enrollment Cont.

Medical Contacts

- ▶ Add your child's physician information

The screenshot shows a web application interface for online enrollment. At the top, there is a green navigation bar with a menu: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts (highlighted), 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, 11. C, and Enroll. There are 'Logout' and 'Back' buttons in the top right corner.

Below the navigation bar, the page title is 'Current Contacts for Student'. It lists existing contacts: 'Parent/Guardian Contacts: Rosie Wooley', 'Emergency Contacts: Robert Wooley, Grace Wooley', and 'Medical Contacts:'. Below this is a section titled 'Medical Contacts' with a button to '[Add a Contact]'. The form fields include: 'Title' (dropdown), 'Last Name *', 'First Name *', 'Middle Name', 'Generation' (dropdown), 'Birthdate' (calendar icon), a checkbox for 'Call in Case of Emergency', and a 'Work Address' section with fields for 'Address Line 1', 'Unit/Apt #', 'Zip', 'City', and 'State'.



Completing Online Enrollment Cont.

Campus

▶ School

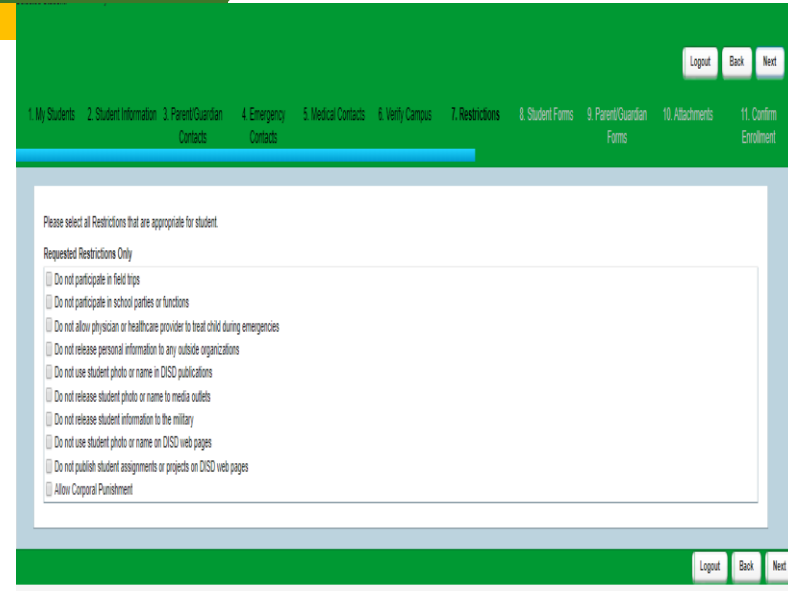
▶ Click Next

The screenshot displays a web application interface for online enrollment. At the top, a green header bar contains the text "Selected Student: Chad Trivette" on the left and three buttons: "Logout", "Back", and "Next". Below the header is a horizontal navigation menu with 11 items: "1. My Students", "2. Student Information", "3. Parent/Guardian Contacts", "4. Emergency Contacts", "5. Medical Contacts", "6. Verify Campus", "7. Restrictions", "8. Student Forms", "9. Parent/Guardian Forms", "10. Attachments", and "11. Confirm Enrollment". A blue horizontal bar highlights the "6. Verify Campus" item. Below the navigation menu is a light blue form area with the label "Enrollment Request Campus:" followed by a dropdown menu showing "Amber Terrace D.D.E.C.A.". At the bottom of the form area, there are three buttons: "Logout", "Back", and "Next".



Completing Online Cont.

- Please check all that apply.
- Click Next



The screenshot shows a web interface for selecting student restrictions. At the top right, there are buttons for "Logout", "Back", and "Next". Below this is a navigation menu with 11 items: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, and 11. Confirm Enrollment. The "Restrictions" item is highlighted with a blue bar. The main content area contains the text "Please select all Restrictions that are appropriate for student." followed by a section titled "Requested Restrictions Only" which lists ten items, each with a checkbox:

- Do not participate in field trips
- Do not participate in school parties or functions
- Do not allow physician or healthcare provider to treat child during emergencies
- Do not release personal information to any outside organizations
- Do not use student photo or name in DISD publications
- Do not release student photo or name to media outlets
- Do not release student information to the military
- Do not use student photo or name on DISD web pages
- Do not publish student assignments or projects on DISD web pages
- Allow Corporal Punishment

At the bottom right of the form area, there are buttons for "Logout", "Back", and "Next".



Completing Online Enrollment Cont.

- Please complete each section completely. Items with a red **"To Do"** are required items.
- The date of enrollment is today's date.
- You do not need to print any documents.
- Once completed click Next.

The screenshot shows a web interface for online enrollment. At the top, there is a green navigation bar with a breadcrumb trail: "Selected Student" > "Open Inquiry". To the right of the breadcrumb are three buttons: "Logout", "Back", and "Next". Below the navigation bar is a horizontal menu with 11 items: "1. My Students", "2. Student Information", "3. Parent/Guardian Contacts", "4. Emergency Contacts", "5. Medical Contacts", "6. Verify Campus", "7. Restrictions", "8. Student Forms", "9. Parent/Guardian Forms", "10. Attachments", and "11. Confirm Enrollment". The "Student Forms" item is highlighted with a blue bar. Below the menu, the "Student Forms" section is displayed, containing four form entries, each with a title, a description, and two buttons: "Open Form" and "To Do".

Form Title	Description	Action Buttons
Student Residency Questionnaire	Parent/Guardian please complete this student residency questionnaire	Open Form To Do
Student Emergency Medical Data	Parent/Guardian please complete this student medical data form	Open Form To Do
Ethnicity and Race Data Questionnaire	Parent/Guardian please complete this this ethnicity and race data questionnaire.	Open Form To Do
School Parent Student Compact	Parent/Guardian please complete this school-parent-student compact form	Open Form To Do



Completing Online Enrollment Cont.

- You are almost through when you get to this portal!
- Please open and complete form and click Next.

Selected Student: Chel Wasey

Logout Back Next

1. My Students 2. Student Information 3. Parent/Guardian Contacts 4. Emergency Contacts 5. Medical Contacts 6. Verify Campus 7. Restrictions 8. Student Forms 9. Parent/Guardian Forms 10. Attachments 11. Confirm Enrollment

Parent/Guardian Forms

Parent Classroom Observation Guidelines

Please read and sign this form.

Open Form Complete

Logout Back Next

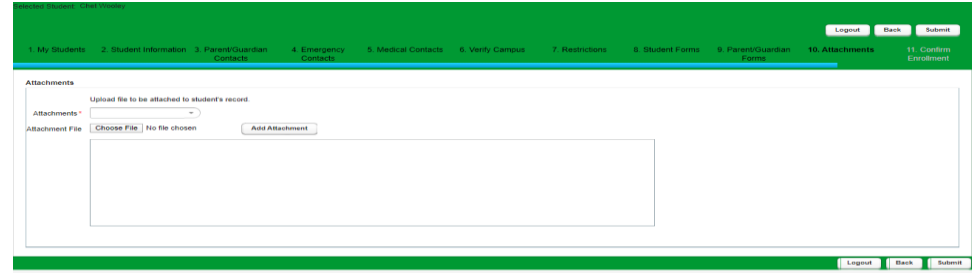


Completing Online Enrollment Cont.

➤ Please attach:

- State Certified Birth Certificate
- Social Security Card
- Immunization Records
- Picture ID
- Utility Bill
- Any legal documents-placement papers, court orders, etc...

You can attach as one file or separately. If you use a photo, please make sure it is a clear picture so that it can be easily read.



The screenshot shows a web interface for online enrollment. At the top, there is a navigation menu with 11 steps: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments (highlighted in blue), and 11. Confirm Enrollment. Below the menu, there are buttons for 'Logout', 'Back', and 'Submit'. The main content area is titled 'Attachments' and contains the instruction 'Upload file to be attached to student's record'. There is a dropdown menu for 'Attachments*', a text input field for 'Attachment File', and a button labeled 'Choose File'. Below the input field, it says 'No file chosen' and there is an 'Add Attachment' button. At the bottom right of the page, there are buttons for 'Logout', 'Back', and 'Submit'.

- If you have trouble attaching your documents, please email campus clerk
- If you can or cannot attach documents, click next to go to final portal.



Step 3-Completing Online Enrollment

- Please read and click on ***Confirm Enrollment***.
- After you confirm enrollment, you will receive your online confirmation page.
- Please print or take a screen shot of this page for your records.
- Please email the school you have registered to let us know you have completed an online registration.

Warning: No file attachments & PDF documents and/or documents are enough to access. These documents include:

- Digital Copy of Birth Certificate
- Immunization Records
- Proof of Residency
- School Transfer/Change of Address
- School of Attendance Determination (SAD) Worksheet(s)
- School Records

Click on the Confirm Enrollment button to continue to the Online Enrollment Confirmation screen.

Confirm Enrollment

Student Name: Chet Woolley
Enrolling Parent/Guardian Name: Rosie Woolley
Campus of Enrollment: Amber Terrace D.O.E.C.
Grade Level: PK
Fiscal Year: 2020-2021
Online Registration Confirmation Number: 31907
Local ID: F12054
Resides With Parent/Guardian Name: Rosie Woolley
Home Address: 418 Brookview Dr
Devots, TX 75115
Home Language: English
Student Language: English
Correspondence Language: English
Date/Time Printed: 03-19-2020 11:11

Print Next



Step 4-Finalizing Enrollment

Out of an abundance of caution and in keeping with the current restrictions in place related to Covid 19, we will finalize enrollments at a later date.

DeSoto ISD will continually update communications to ensure our community is informed of the latest developments on our District website at www.desotoisd.org.



Helpful Hints

■ I'm having difficulty getting into the registration portal?

- ▶ Please be sure you are using either Google Chrome or Firefox

■ I'm having difficulty uploading my documents?

- ▶ Email

■ I have forgotten my login or password?

- ▶ Use buttons on login page to request your login information
- ▶ Or email



Thank you!

