Registering a NEW student at HISD

*A new student is a student that has no attended classes at HISD in the past calendar year.*
Navigate to the school website: www.henrietta-isd.net

Select the Parent Portal Icon
Existing portal users log in here.

Registering a new student without an account starts here.

Enrollment document list, school supply lists, school calendar, Pre-K and transfer applications can be found here.
Registration at HISD will take place online using the Ascender Parent Portal.

We will start with a “new student” registration.
**You do not need a parent portal account to register a new student.**

However, if you have an existing account for your other students you can use that account to add the new student.

To add the student to an existing account, log in to your portal account. Look in the top right-hand corner and select the e drop down and go to my account.

That will show you the option to add a New Student. Please select that option.
Registering a New Student without an Existing Portal Account

Select the **Create Account** button in the lower left corner - under New Student Enrollment

Enter the required information all fields will be highlighted green when answers are acceptable. After you have all green fields, **select Next**.
Select your security question and supply the answer. We cannot retrieve this answer for you. This answer is case sensitive.

Security Question
This information will assist you in resetting a lost password.

Select Question: What month was your youngest child born in?

Answer: ********

Select Next

Your ASCENDER ParentPortal account has been created.

You have now successfully created your Parent Portal account. Select finish.
The first thing you will need to do is verify your email. Use the email/phone verification wizard at the bottom of this page to complete the verification process. It should automatically email the address listed and send a verification code via text message to the listed phone.
Select the link in the email that you receive to validate the email.

You will not be able to move forward with registration until the email has been successfully verified.

Take the code you receive in the text message and type it into the blank.

You should see a message letting you know that it has been verified.

Then select verify for the text messaging piece.

You will have to log out and wait a few minutes before logging back in after the email verification process to move forward.

You will see a green message showing you a successful verification of text messaging.
After the verifications are complete, you will now have an active Enroll a New Student button. This button is like the button the existing account holders have in their account. Please select the Enroll a New Student button.
Begin filling in the required information for the student you are registering. Notice, if you have multiple new students to enroll, with the same information you may skip steps 1-3 for the additional students. It will copy that information for the additional students.

Enter the requested information and select Continue.
The next step is verifying your account is being made by a human, so please enter the code you are given into the box and select Continue.

You will see that your key has been created and verified.

Select Continue.
The next screen is where you will add your student address information and the contacts for this student. Use the **blue** buttons to open up the form and enter information.
A physical address and mailing address are requested. If they are one in the same, feel free to use the copy button. Do not forget to select Save.
The next group asks for contact information. You may enter up to 7 contacts for your child. We would prefer for you to have both parents as well as one additional emergency contact.

For parents, we prefer as much information as you can provide. Please make sure to provide an email address when possible for the parents. Our school sends a lot of information out via email.

You must select the add contact button to add each contact.

*For emergency contacts we do not need their military status, or home address. We are most concerned with phone numbers and their vehicle information if they are given the right to transport your child.

**It is always a good idea to have at least one additional contact other than a parent if at all possible.

***Select continue when you are finished adding contacts.
Select the Add/Edit information for the student. You can edit any information you have previously entered for the student here. There are also additional ethnicity and special programs questions that should be answered here.

You will notice there is a location for document upload here. We are not using all of the options, only the ones that are required for enrollment are available for use. If you cannot upload the requested documents, you will need to provide the necessary enrollment documents to the campus secretary. She can make copies for you, if needed. Please contact your campus of enrollment for guidance on how to turn in your documents.

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You may then select save and continue later or save and continue. If the page does not change, look for a red box. This box indicates an error on the page that requires your attention. Please make the needed change and then select your choice for saving. Please continue to do this until all of the “red box” errors have been resolved.

The next screen shows a list of informational documents that may apply to your student. Please go over the list of documents and view any that might pertain to your child. Feel free to print any for your records. No information will be gathered in these forms. The document descriptions are in the yellow boxes. TO view the document itself, click on the link.
**HHS does not provide a supply list for their students. The first day the student will need something to write with and on. Each teacher will tell them the supplies required for their class when they attend the first day.

***Please scroll down past the yellow boxes to find the remainder of the enrollment forms.
There are additional forms. Please provide the answers requested to the best of your knowledge.

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| 1. | Falsification of Documents & Identity Verification
Completethe form to the best of your knowledge. |
| 2. | Student Residency Questionnaire
Completethe form to the best of your knowledge. |
| 3. | FERPA and Directory Information Notice
Completethe form to the best of your knowledge. |
| 4. | Student Directory Information Release
Completethe form to the best of your knowledge. |
| 5. | Student Media Release
Completethe form to the best of your knowledge. |
| 6. | Ethnicity and Race Data Questionnaire
Completethe form to the best of your knowledge. |
Form I
Falsification of Information
Please select Save to acknowledge that you know it is against the law to provide us with false information.
Form 2
Student Residency Questionnaire

Please provide the information on the student’s current living situation. Please scroll all the way down to the bottom of the form and select Save changes when complete.
HENRIETTA ISD

NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) and DIRECTORY INFORMATION

HENRIETTA ISD maintains general education records which are available to the parent, guardian, or person standing in lawful control of the student under a court order. Both parents/guardians have access to the records unless the school is in possession of a court order limiting access.
Federal law provides that student “educational records” are confidential. School records are defined as being directly related to a student and maintained by the school including, but not limited to, attendance, grades, discipline, test scores, health and immunization, and psychological or counseling records. Directory information is not confidential under FERPA.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory.

Please select Save changes to indicate that you have received the information on FERPA and Directory Information at HISD.
STUDENT DIRECTORY INFORMATION RELEASE

Please review the information below to indicate your current wishes regarding the privacy of your child’s directory information. Select YES or NO for each statement. By submitting this form you are signing, dating and indicating your preferences to the school district. Forms that are not signed will result in the release of your child’s directory information when requested.

Selecting NO below will result in blocking the release of directory information in the designated categories.

DISTRICT PUBLICATION
HENRIETTA ISD has my permission to release directory information for limited school sponsored purposes including, but not limited to, selected photography companies supporting campus pictures, and publicity (name and picture in yearbook, newsletters, awards, honors, PTA/PTO, booster clubs, etc.). Examples: If you select NO, your child’s name will NOT appear in the district’s newsletter, the school’s yearbook, etc.

✔️ Yes
✔️ No

PRIVATE REQUESTERS:
HENRIETTA ISD has my permission to release directory information (name, address, phone number, etc.) to any requestor in accordance with the Texas Publications Information Act (TPA). The TPA requires HENRIETTA ISD to release this type of information to any company, individual, or group that requests it unless the parent/guardian requests the information not to be released. Examples: If you select NO, your child’s directory information will NOT be released to vendors or others who may be soliciting products and services.

✔️ Yes
✔️ No

HIGHER EDUCATION:
The No Child Left Behind Act of 2001 requires schools to provide military recruiters and institutions of higher education student directory information unless the parent/guardian objects. HENRIETTA ISD has my permission to release directory information to military recruiters.

Form 4
Student Directory Information Release

Please read over your options and make choices indicating how you want your child’s information to be handled. Including district publications, colleges, etc. Please select **Save changes**.
Form 5
Student Media Release
Please make your selection concerning your child and your preferences on allowing them to be interviewed, photographed and/or filmed for news media, school newsletters, etc. and select Save changes.
HENRIETTA ISD
TEXAS PUBLIC SCHOOL STUDENT/STAFF
ETHNICITY AND RACE DATA QUESTIONNAIRE

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decide to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student’s or staff member’s ethnicity and race. United States Federal Register (71 FR 34866)

PART 1. ETHNICITY: Is the person Hispanic/Latino?

☐ Not Hispanic/Latino

☐ Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

PART 2. RACE: What is the person’s race? (Choose one or more)

☐ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Save changes.
HENRIETTA ISD

HOME LANGUAGE SURVEY-19 TAC Chapter 89, Subchapter BB, §89.1215

(Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12):

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:

To determine if your child would benefit from Bilingual and/or English as a Second Language program services, please answer the two questions below.

If either of your responses indicates the use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if Bilingual and/or English as a Second Language program services are appropriate and to inform instructional and program placement recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

Save changes
Form 8
Military Connected Student Data
Please fill out to the best of your knowledge and select Save changes.
Form 9
Food Allergy Disclosure

Please provide detailed information as this will help our nurse in taking the best care possible of your student and select Save changes.
Form 10
Student Health Information Sheet

One form per student is required. Please provide the most accurate information for the school nurse. Please scroll all the way to the bottom to fill out the complete form.

When you are finished select Save changes.
COMPLETE THIS FORM FOR ALL STUDENTS REGARDLESS OF SPECIAL EDUCATION STATUS

HENRIETTA ISD
STATEMENT OF SPECIAL EDUCATION SERVICES

NAME OF STUDENT: [Redacted]
DOB: 04/04/2007/GRADE: 3rd
School Attending: [Redacted]
1. The above named student has **NEVER** received special education services.
   - True
   - False

If you answered TRUE, DO NOT complete the rest of the form.
If you answered FALSE, proceed to Question 2 and complete the rest of the form.
2. The above named student was receiving special education services at his/her prior school.
   - True
   - False

If you answered TRUE, complete the remainder of the form below.

This form serves as a release of information authorization in order to request your child’s special education records. Please work with the campus Admission Review Dismissal (ARD) committee to assist in identifying services to support.

Please fill in the information to the best of your ability. Select **Save changes** when finished.
Form I2
History of School Attendance - Secondary

Please fill in the information requested to the best of your ability. Do not forget to select Save changes when finished.
When you are finished with all of the forms you will need to select **Enroll Student** (in the lower right corner).

***If the button appears “grayed out”, there is an issue with one or more of your forms. You will need to go back over the forms and find the mistakes to correct them.***
Once you have submitted the information you can print a confirmation for your records.

You can then add any additional new student(s) in your family.
To add additional students start at the beginning, add their name and select **continue**.

Submit the CAPTCHA and then go to step 4.
School supply lists, the school calendar in printable form, as well as the Transfer and Pre-K applications are available for downloading or viewing here.
If they have any questions about the information provided, or need clarification, the campus secretary will contact you.

**Filling out the registration information DOES NOT mean you have been approved for Head Start or Pre-K. You will be notified by the office of your acceptance status once all of the determining factors have been evaluated.**

If you have any additional questions, please call:

- HES - 940.720.7910
- HJH - 940.720.7920
- HHS - 940.720.7930

Thank you