



## New Student Enrollment

Ector ISD uses Ascender ParentPortal to manage information for students within Ector ISD. This site provides web access to school-related information about your students, including attendance, grades, discipline, assessments, and immunizations. Ascender ParentPortal is also used to enroll and update all student information, digitally upload documents required for registration, and complete forms that are required annually. The following steps are required for all new students to register for the upcoming school year.

### Documents Required for New Student Enrollment:

- Proof of residency
  - A recent paid rent receipt
  - HUD/Settlement Statement
  - Current Voter Registration Card
  - Most recent property tax receipt indicating home ownership
  - Contract of sale or lease agreement
  - Gas bill indicating the address and the adult's name
  - Water bill indicating the address and the adult's name
  - Electric bill indicating the address and the adult's name
- Child's Birth Certificate
- Child's Social Security Card
- Child's Immunization Records
- Driver's License of Enrolling Parent/Guardian
- Withdrawal form from previous district or district name and location
- Applicable legal documentation

### Step 1:

To begin the registration process you will need to set up your Ascender ParentPortal account. Go to [www.ectorisd.net](http://www.ectorisd.net), Resources, Parents, click Parent Portal. Once you have created your account go to the New Student Enrollment Page to enroll a new student online. Once Ector ISD has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled.

**Step 2:** Once logged into your Ascender ParentPortal account, go to New Student Enrollment. This page allows you to go through the steps required to enroll new students online. You can enroll multiple students at once.

### 1 - Student Name

The screenshot shows the 'New Student Enrollment' interface. At the top, a progress bar indicates six steps: Student Name (1), Enrollment Key (2), Addresses & Contacts (3), Student Information (4), Enrollment Forms (5), and Final Steps (6). Step 1 is currently active. Below the progress bar, a text input field is labeled 'Student Name'. Underneath, a section titled 'New Student Enrollment steps' lists six instructions. A blue button labeled 'Skip to Step 4' is available. The form then asks for the student's name with three input fields: 'First Name', 'Middle Name', and 'Last Name'. A 'Generation' dropdown menu is also present. A blue 'Continue' button is located at the bottom right of the form.

**New Student Enrollment**

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

**Student Name**    Enrollment Key    Addresses & Contacts    Student Information    Enrollment Forms    Final Steps

1    2    3    4    5    6

Student Name

**New Student Enrollment steps**

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

\*If you have previously enrolled students, you may [Skip to Step 4](#)

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

[Continue](#)

2 - Enrollment Key: an enrollment key will be sent to your email. Check your email and copy the enrollment key into the box.

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1   2   3   4   5   6

Express Enrollment for Janie Strayhan

1. Click the "Request Enrollment Key".

[REQUEST ENROLLMENT KEY](#)

2. Check your email for the message containing the enrollment key.

3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.

[VERIFY](#)

3 - Addresses & Contacts: Enter physical and mailing addresses for the student and other contact information

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Family Addresses

Address Information	Street Number	Street Name	City	Zip
<a href="#">Edit</a>	234	Green Field	Great City	78222

To add an address to the list, click Add Address.

[Add Address](#)

Family Contacts

Contacts Information	First Name	Last Name	Relation
<a href="#">Edit</a>	Meredith	Canton	Mother
<a href="#">Edit</a>	Sam	Canton	Father

To add a contact to the list, click Add Contact.

[Add Contact](#)

[Continue](#)

4 - Student Information: Select Add/Edit Info to add information to each student. You will add the student's address, contacts, demographic information, and all required documentation for registration. When you see the contacts listed, please mark the box in front of each one listed so that it will be added to your student's registration when we officially enroll your student

New Student Enrollment documents include proof of residency, Child's Birth Certificate, Child's Social Security Card (optional, if not provided a State School ID will be issued), Child's Immunization Records, Driver's License of Enrolling Parent/Guardian, Withdrawal Form from the previous district, or district name and location, and all applicable legal documentation.

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Student Name    Enrollment Key    Addresses & Contacts    **Student Information**    Enrollment Forms    Final Steps

1    2    3    **4**    5    6

Student Information

Student Name	Edit Data	Remove	Enroll Student
Brandi Denise Canton	<a href="#">Add/Edit Info</a>	<a href="#">Remove</a>	2020-04-06 12:13:40.67

**Selected Student :**  
Select a new student list above.

5 - Complete enrollment forms.

Student Name   Enrollment Key   Addresses & Contacts   Student Information   **Enrollment Forms**   Final Steps

1   2   3   4   5   6

**Selected Student :** Brandi [Choose Another Student](#)

Downloadable Enrollment Forms

Standard Enrollment Forms

1.	Home Language Survey FORM (TEA) ⓘ Complete the form to the best of your knowledge.
2.	Food Allergy Disclosure ⓘ Complete the form to the best of your knowledge.
3.	Ethnicity and Race Data Questionnaire ⓘ Complete the form to the best of your knowledge.
	Student Residency Questionnaire ⓘ

If you have difficulties uploading documents to Ascender Parent Portal, please email the documents to [marcia@ectorisdonline.org](mailto:marcia@ectorisdonline.org). Please include the student name and grade level in email.