Parent/Guardian Guide to Online Registration

2021-2022 School Year

AUSTIN
Independent School District
1. Login to AISD Parent Portal  portal.austinisd.org
Login Issues: Forgot Username or Password
Login Issues: Need to create AISD Parent Portal Account
Instructions to create AISD Parent Portal Account

https://www.austinisd.org/technology/parent-portal/parent-self-serve

How to Create a Parent Portal Account

If you do not have a Parent Portal account, download the instructions:

- Create a Parent Portal Account
- Create a Parent Portal Account - Spanish
2. Click on AISD Student Registration tile.
3. Login using AISD Portal username/password
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

NEW STUDENTS

Select **Create New Student** 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.
Step 1: My Students

NEW STUDENTS

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.
Step 1: My Students

RETURNING STUDENTS

Select the returning **Student’s Name**.

Contact the Family Support Line at 512-414-9187 if student’s name is not listed. **DO NOT** create a new student if the returning student’s name is not listed.
Step 2: Student Information

NEW STUDENTS

All information with a red * asterisk is required.

Cannot proceed with online registration unless the required fields are complete.
Step 2: Student Information

RETURNING STUDENTS

Student information will be pre-populated from the student’s current record.

To make changes, contact the campus.
Step 3: Parent/Guardian Contacts

NEW STUDENTS

Only add parent/guardian information, NOT emergency or medical contacts.

Enter information as it appears on the parent/guardian’s legal documentation (i.e. license, passport)
Step 3: Parent/Guardian Contacts

RETURNING STUDENTS

Only add parent/guardian information, NOT emergency or medical contacts.

Parent/Guardians cannot delete existing parent/guardian contact information.
Step 3: Parent/Guardian Contacts

NEW and RETURNING STUDENTS

If the contact is allowed to pick up the student from an AISD campus, be sure to check the Can Pickup box.
Step 4: Emergency Contacts

Emergency Contacts are NOT medical doctors.
Step 5: Medical (Doctor) Contacts

Treating Physicians (Not Required)

<table>
<thead>
<tr>
<th>Current Contacts for Student</th>
</tr>
</thead>
</table>


Emergency Contacts: Medical Contacts (Doctor):

[Add a Contact]

EMERGENCY CONTACTS: CAN PICK UP YOUR CHILD IF A PARENT/GUARDIAN IS NOT AVAILABLE. MEDICAL CONTACTS: PROVIDE THE NAME AND CONTACT INFORMATION OF A MEDICAL PROFESSIONAL WHO CAN PROVIDE CARE IN EMERGENCIES.
Enrollment Request Campus based on address entered when creating parent account.

If requested campus not showing, contact Family Support Line (512) 414-9187.
Step 6: Verify Campus

RETURNING STUDENTS

Enrollment Request Campus based on student’s current record and address.

If requested campus not showing, contact Family Support Line (512) 414-9187.
Step 7: Student Forms

- Additional – Student Information
- Consent
- Foster Military
- Health
- Home Language Survey
- Student Residency
- Tuberculosis Questionnaire
- Technology Distribution Consent Form
- VILS
Step 8: Parent/Guardian Forms

- Change of Information
- Code of Conduct
- FERPA
- Human Sexuality and Responsibility
- Income Verification
- Migratory Employment Survey
- Preferred Name
- Survey Questions
Step 9: Attachments

SUGGESTED DOCUMENTS:

- Birth Certificate of Student
- Custody Orders
- Driver’s License or Photo ID
- Immunization Records
- Proof of Address
- Social Security Card
Step 10: Confirm Enrollment

Must click **Confirm Enrollment** button to submit 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.