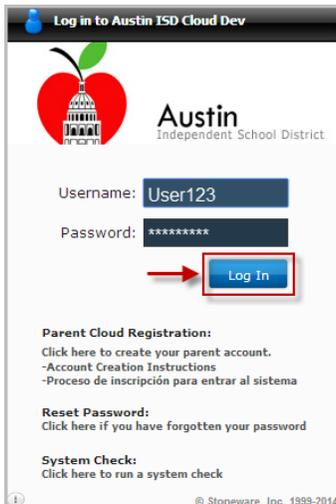


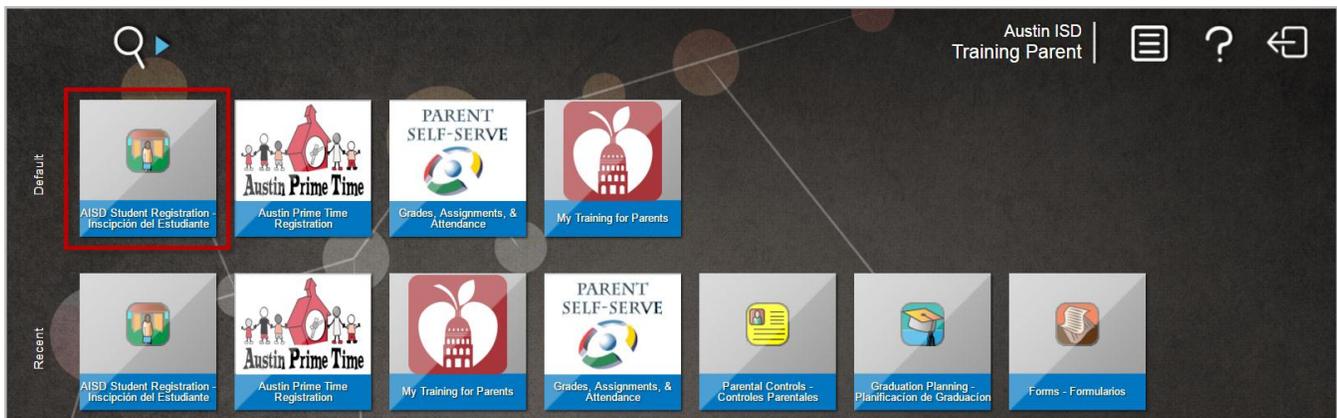
TEAMS Online Registration Parent Guide

Parents/Guardians can access TEAMS Online Registration via the AISD Parent Cloud at my.austinisd.org. **Note:** For instructions on how to create a Parent Cloud account, click [here](#).

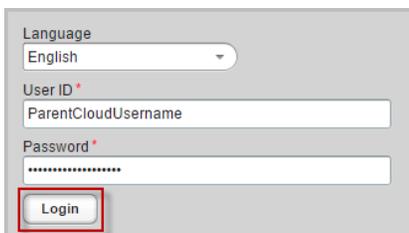
1. Log-in using your username and password.



2. To access Online Registration, click the **AISD Student Registration – Inscripción del Estudiante** tile on the Cloud desktop.



3. Select your preferred language. Both English and Spanish are available.
4. Enter your AISD Parent Cloud username and password then click **Login**.



Online Registration for New Students

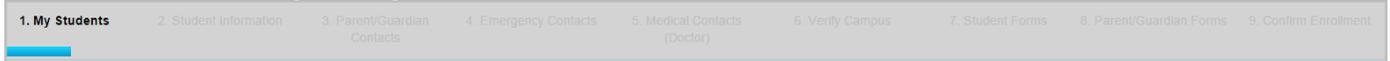
New student registration is for students who have never attended an AISD school.

Online Registration for Returning Students

Students who have previously attended an AISD school must be registered as a returning student. The returning student online registration process consists of the same pages as the process for new student registration. However, the returning student registration forms will have prepopulated information from the student's current record. Some data (appears grayed out) will be view only. You will have to visit the child's campus in order to make changes to these fields.

The progress bar at the top of the page indicates to parents/guardians where they are in the registration process. There are 9 tabs to complete.

- | | |
|------------------------------|--------------------------|
| 1. My Students | 6. Verify Campus |
| 2. Student Information | 7. Student Forms |
| 3. Parent/Guardian Contacts | 8. Parent/Guardian Forms |
| 4. Emergency Contacts | 9. Documents |
| 5. Medical Contacts (Doctor) | 10. Confirm Enrollment |

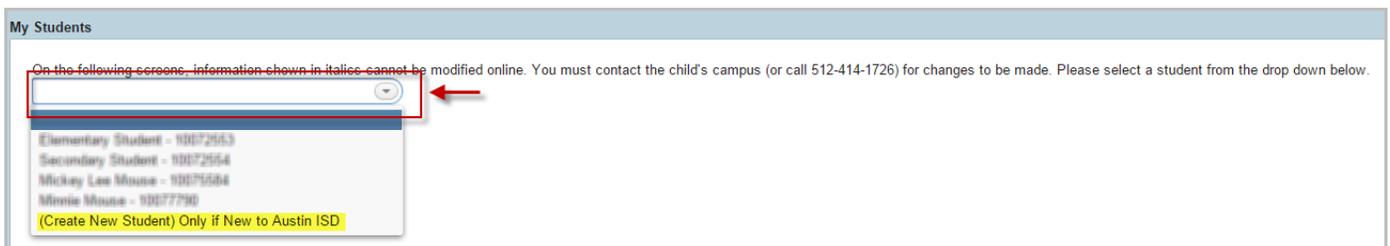


My Students

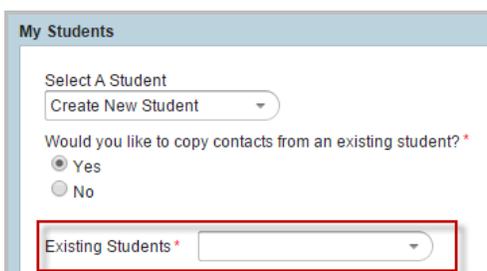
- For **Returning Students**, select a student from the drop-down.

Note: If you do not find your child's name in the Select A Student menu, please contact your child's campus.

For **New Students**, select the **Create New Student** button.

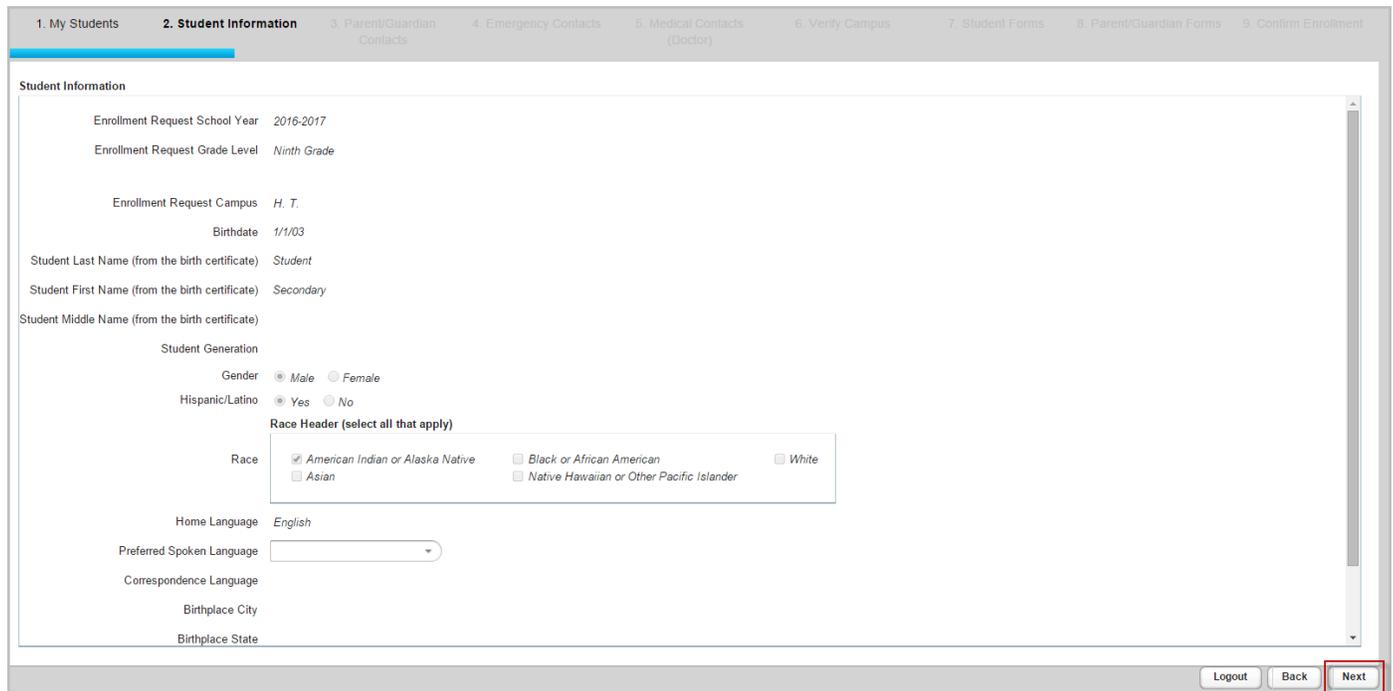


*Note: When adding a new student, if you have other students in AISD, you have the option to copy contacts from returning student by selecting the **Yes** radio button. You must select an returning student from the list to copy the contacts from.*



Student Information

- For **Returning Students**, the Student Information tab will have prepopulated data from the student's current record. Review the student's returning information.
Note: Fields that are grayed out are view only. If you need to update this information, please visit your child's campus.
- For **New Students**, enter the (*) required student information. Please review the helpful information below to ensure that all fields are answered accurately.
 - Enrollment Request School Year:** This field will be populated with the upcoming school year.
 - Enrollment Request Grade Level:** This must be the child's upcoming grade level.
 - Enrollment Request Campus:** The campuses available for selection are listed according to the address entered and the grade level selected. If you have any questions regarding the request campus options, contact the Office of Student Services at 512-414-1726.
 - All student information must be entered as it appears on the child's legal documentation (i.e., birth certificate).**
- Click **Next**.



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. Confirm Enrollment

Student Information

Enrollment Request School Year 2016-2017

Enrollment Request Grade Level Ninth Grade

Enrollment Request Campus H. T.

Birthdate 1/1/03

Student Last Name (from the birth certificate) Student

Student First Name (from the birth certificate) Secondary

Student Middle Name (from the birth certificate)

Student Generation

Gender Male Female

Hispanic/Latino Yes No

Race Header (select all that apply)

Race American Indian or Alaska Native Black or African American White
 Asian Native Hawaiian or Other Pacific Islander

Home Language English

Preferred Spoken Language

Correspondence Language

Birthplace City

Birthplace State

Logout Back **Next**

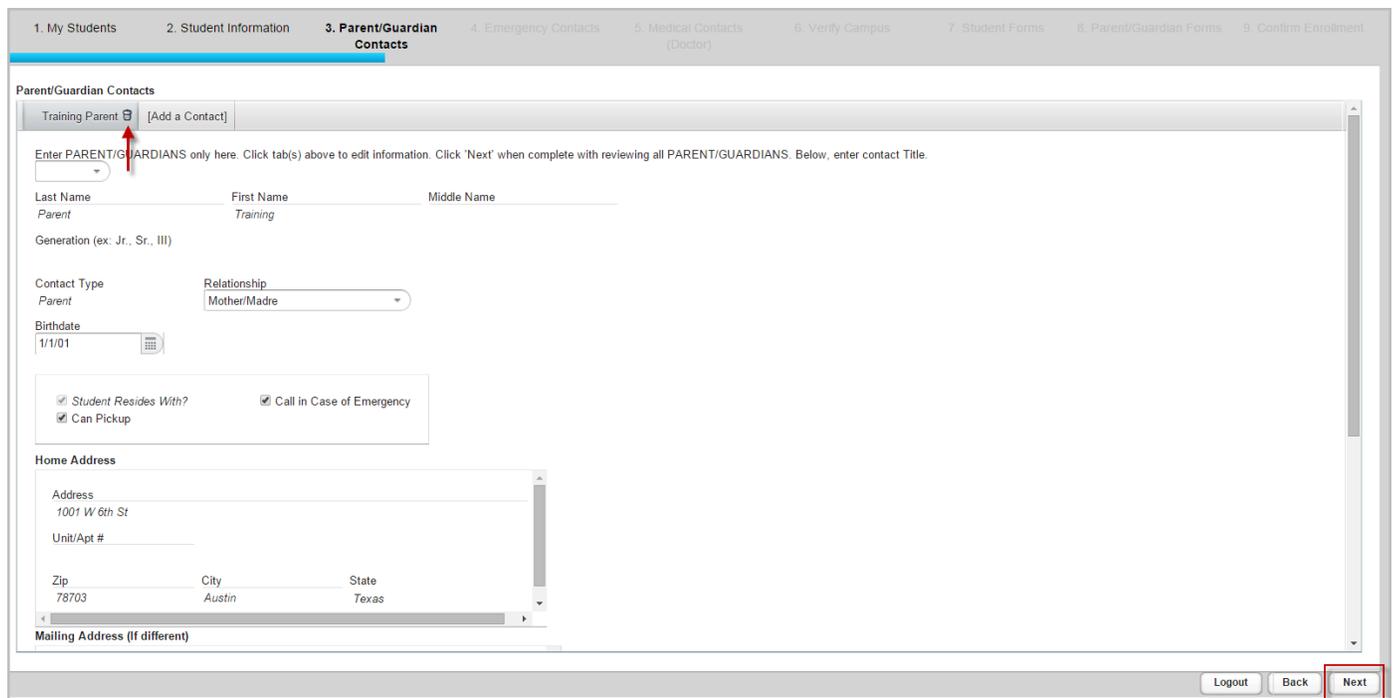
Parent/Guardian Contacts

For **Returning Students**, this tab will have prepopulated data from the student's current record. Review the returning contact information. Information that is grayed out can only be edited at the campus.

From **New Students**, enter the information for the student's Parent/Guardian contacts.

1. To delete a contact, click on the trash can icon.
2. To add a contact, click **Add a Contact**.
3. When you are done entering contacts, click **Next**.

Note: It is crucial that all parent/guardian information be entered as it appears on the parent/guardian's legal documentation.



The screenshot displays the 'Parent/Guardian Contacts' form within a navigation menu. The menu includes: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts (active), 4. Emergency Contacts, 5. Medical Contacts (Doctor), 6. Verify Campus, 7. Student Forms, 8. Parent/Guardian Forms, and 9. Confirm Enrollment. The form itself has a tab labeled 'Training Parent' with a trash can icon and an '[Add a Contact]' button. Below the tab, there is a dropdown menu for 'Enter PARENT/GUARDIANS only here. Click tab(s) above to edit information. Click "Next" when complete with reviewing all PARENT/GUARDIANS. Below, enter contact Title.' The form fields include: Last Name (Parent), First Name (Training), Middle Name, Generation (ex. Jr., Sr., III), Contact Type (Parent), Relationship (Mother/Madre), Birthdate (1/1/01), checkboxes for 'Student Resides With?', 'Can Pickup', and 'Call in Case of Emergency', Home Address (Address: 1001 W 6th St, Unit/Apt #, Zip: 78703, City: Austin, State: Texas), and Mailing Address (If different). At the bottom right, there are 'Logout', 'Back', and 'Next' buttons, with the 'Next' button highlighted by a red box.

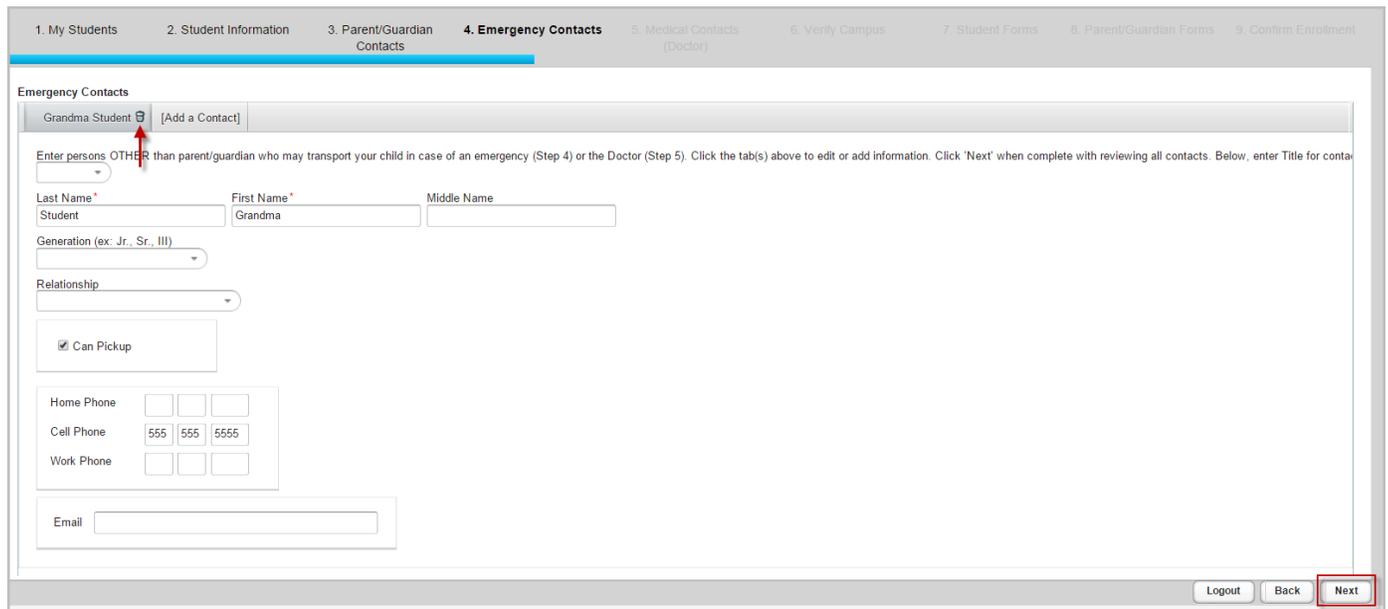
Emergency Contacts

The Emergency Contacts tab should be used to enter any individual's information that we may contact in the case of an emergency when the parent/guardian cannot be reached.

For **Returning Students**, this page will have prepopulated data from the student's current record. Review the returning contact information.

From **New Students**, enter the information for the student's Emergency contacts.

1. To delete a contact, click on the trash can icon.
2. To add a contact, click **Add a Contact**.
3. When you are done entering contacts, click **Next**.



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. Confirm Enrollment

Emergency Contacts

Grandma Student [Add a Contact]

Enter persons OTHER than parent/guardian who may transport your child in case of an emergency (Step 4) or the Doctor (Step 5). Click the tab(s) above to edit or add information. Click 'Next' when complete with reviewing all contacts. Below, enter Title for contact

Last Name* Student First Name* Grandma Middle Name

Generation (ex: Jr., Sr., III)

Relationship

Can Pickup

Home Phone Cell Phone 555 555 5555 Work Phone

Email

Logout Back **Next**

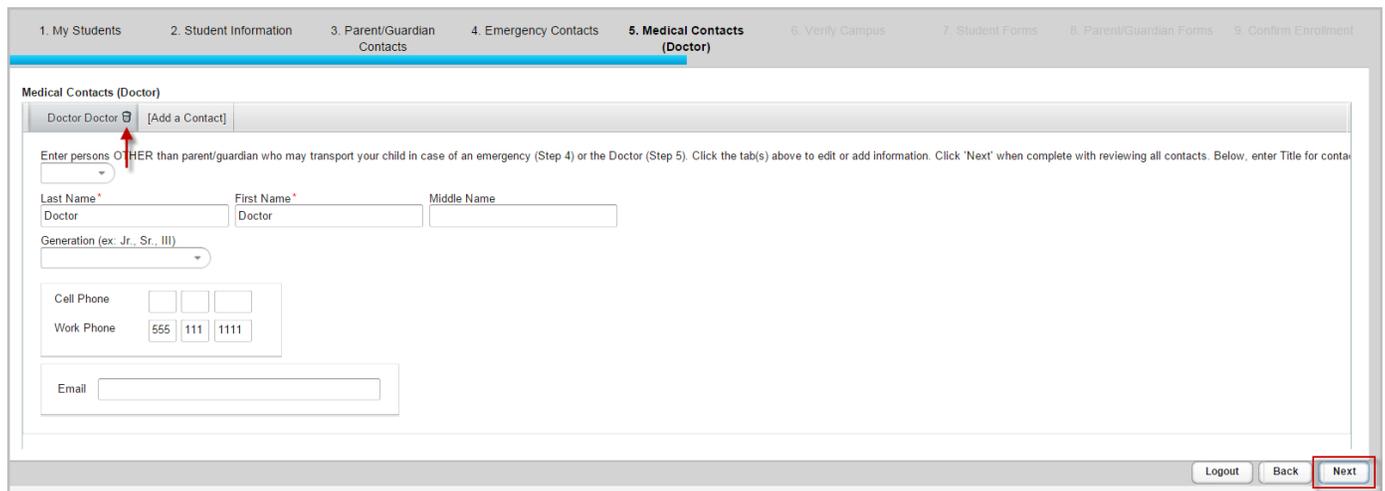
Medical Contacts

The Medical Contacts tab should be used to enter any doctor information such as the child's pediatrician or family doctor.

For **Returning Students**, this page will have prepopulated data from the student's current record. Review the returning contact information.

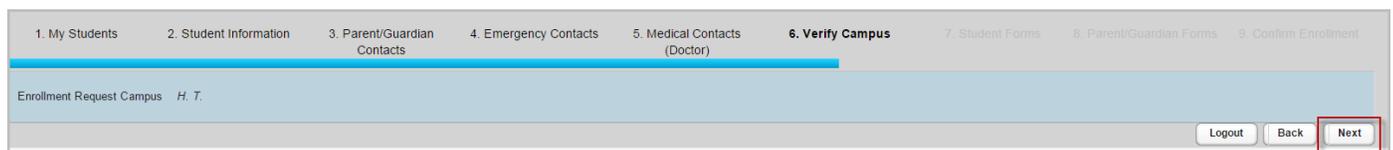
For **New Students**, enter the information for the student's Medical contacts.

1. To delete a contact, click on the trash can icon.
2. To add another contact, click **Add a Contact**.
3. When you are done entering contacts, click **Next**.



Verify Campus

The Verify Campus tab is used to verify the campus at which the parent/guardian is requesting to enroll the student.



Click **Next** to display the Student Forms page.

Note: If the campus displayed is incorrect, please contact the Office of Student Services at 512-414-1726.

Student Forms

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

- Foster Military
- Health
- Tuberculosis Questionnaire
- Field Study Trip
- Directory Information
- Residency Questionnaire
- Email of Student Information
- Acknowledgment
- Home Language
- Other Permission

Note: Forms that need to be completed are indicated by “*To Do*” in red text. Completed forms are indicated by “*Complete*” in green text.

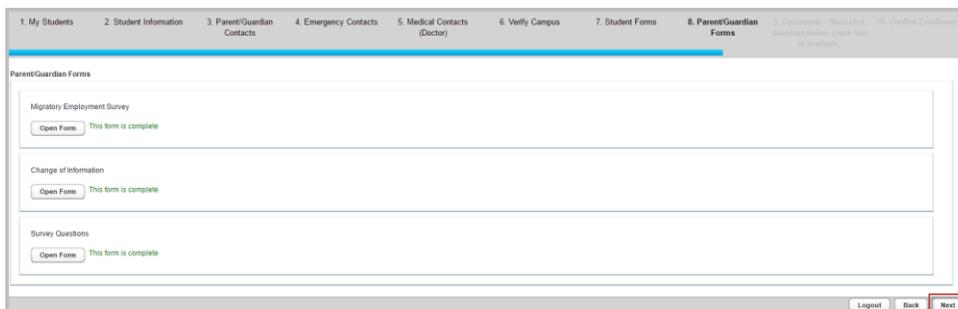


1. To complete a form, click the **Open Form** button.
2. Complete the required fields on the form then click **Submit**.
3. If you wish to print a copy of the form, click **Print** (after clicking the **Submit** button). To close the form without submitting, click **Cancel**.
4. Click **Next** to display the Parent/Guardian Forms page.

Parent/Guardian Forms

The Parent/Guardian Forms page displays forms that must be completed for enrollment. Forms on this tab apply to the entire family and will only need to be completed once.

- Migratory Employment Survey
- Change of Information
- Survey

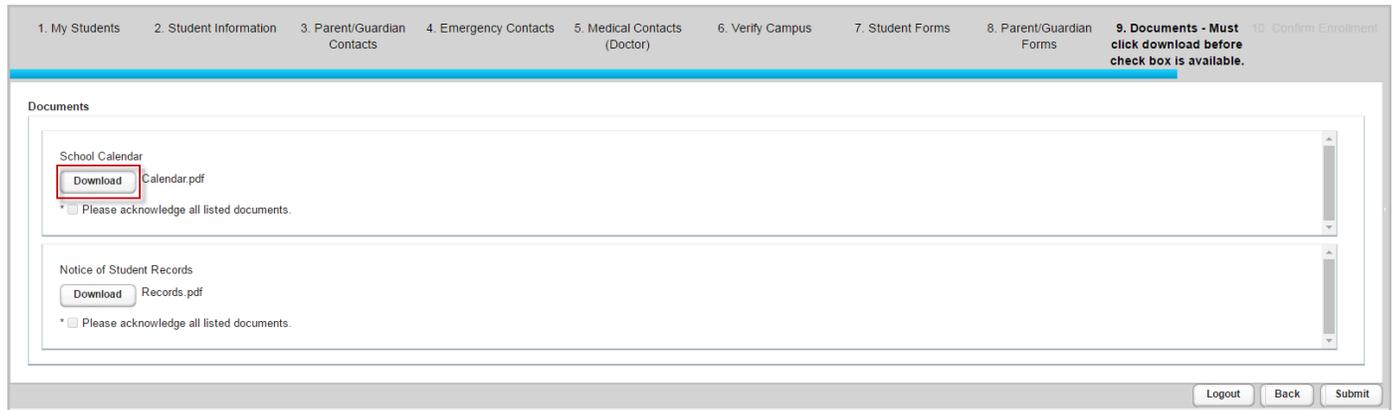


Click **Next** once you have complete all forms.

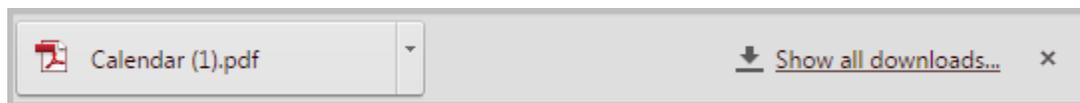
Documents

The Documents page displays important district forms that must be downloaded and acknowledged before enrollment can be confirmed.

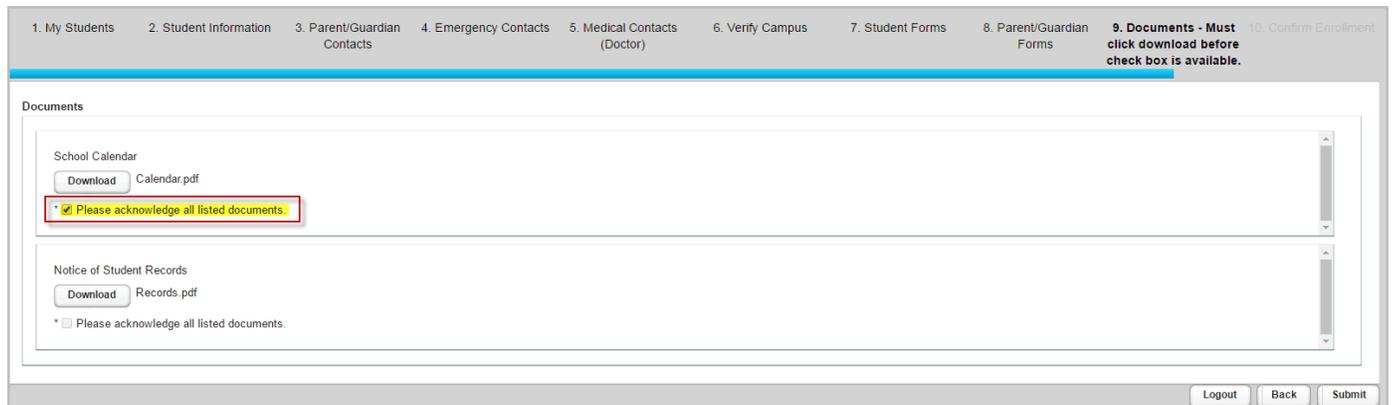
Click **Download** to download the PDF to your computer.



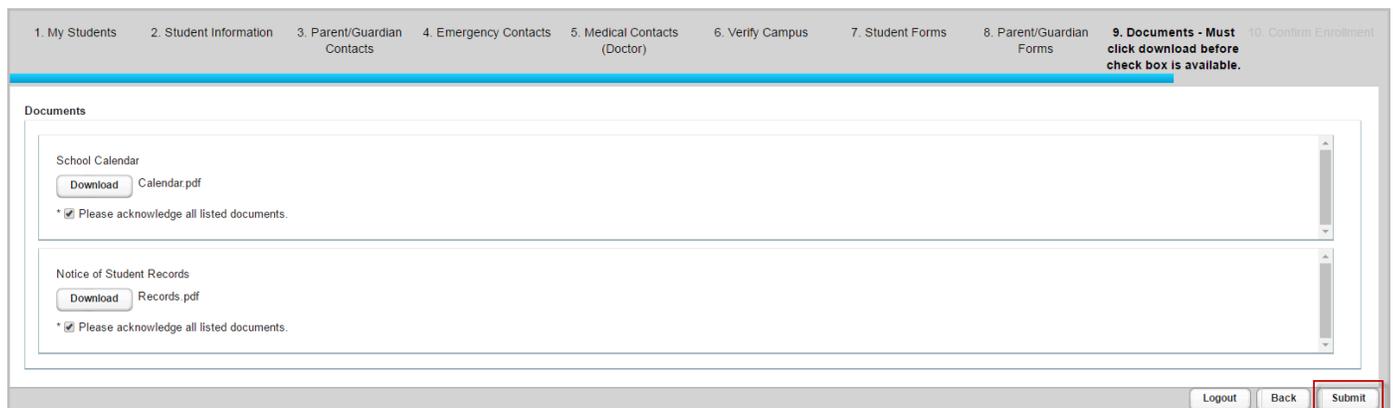
The PDF download will appear at the bottom of your screen.



Check the acknowledgment box.



Repeat the process for all documents then click **Submit**.



Online Enrollment Confirmation

When you click Submit on the Parent/Guardian Forms tab, a message is displayed with a Confirm Enrollment button.

1. Click **Confirm Enrollment**.

Thank you for using the Austin ISD Online Verification and Enrollment System for 2016-2017 School Year

NEW STUDENT INFORMATION

- All students new to Austin ISD must provide a birth certificate, current record of immunizations, child's last report card, proof of address (rental contact or utility bill with valid address), parent photo identification or driver's license, and the child's Social Security Card (optional).
- If you are unsure which school your child will attend, call the Office of Student Services 512-414-1726 or [view school assignments online](#).

CURRENT STUDENT INFORMATION

- Changes for any information that was displayed in light grey color must be made at the campus, or by contacting the Office of Student Services at 512-414-1726.
- If you did not see all of your children in the drop-down list, please contact the child's campus or the Office of Student Services 512-414-1726.

Confirm Enrollment

2. To print a copy of the confirmation screen, click **Print**.

Note: *It is highly recommended that you print this confirmation page as some campuses may require that you provide this form to complete enrollment.*

3. To register another student, click **Next** to return to the My Student page.

Online Enrollment Confirmation

Student Name: [REDACTED]

Enrolling Parent/Guardian Name: [REDACTED]

Campus of Enrollment: [REDACTED]

Grade Level: KG

Fiscal Year: [REDACTED]

Online Registration Confirmation Number: 10

Local ID: [REDACTED]

Resides With Parent/Guardian Name: [REDACTED]

Home Address: [REDACTED]
Austin, TX 78741

Date/Time Printed: 01-26-2015 15:41

Print Next

Note: *Once the parent/guardian has submitted online registration for a student, the parent/guardian will not be able to re-enter the system to update student information. The message below will appear if the student has already been registered using the online system. The parent/guardian must visit the student's campus to update any information.*

This student has been excluded from Online Registration. Please contact administration for details.