

## NEW TO COMANCHE ISD STUDENT ENROLLMENT INSTRUCTIONS CREATE YOUR PARENT PORTAL ACCOUNT TO COMPLETE FORMS

**STEP 1:** GO TO [WWW.COMANCHEISD.NET](http://WWW.COMANCHEISD.NET), CLICK ON THE PARENTS TAB, THEN ASCENDER PARENT PORTAL. CLICK ON THE CREATE ACCOUNT TAB

User Information Security Question Complete

User Name: [Redacted]

Password: [Redacted]

Password Verification: [Redacted]

Email Address: [Redacted]

Mobile Number (10 digits): [Redacted]

your phone number

Next Cancel

**STEP 2:** ANSWER ONE OF THE SECURITY QUESTIONS, CLICK NEXT

User Information Security Question Complete

This information will assist you in resetting a lost password.

Select Question: What was the name of your first pet?

Answer: [Redacted]

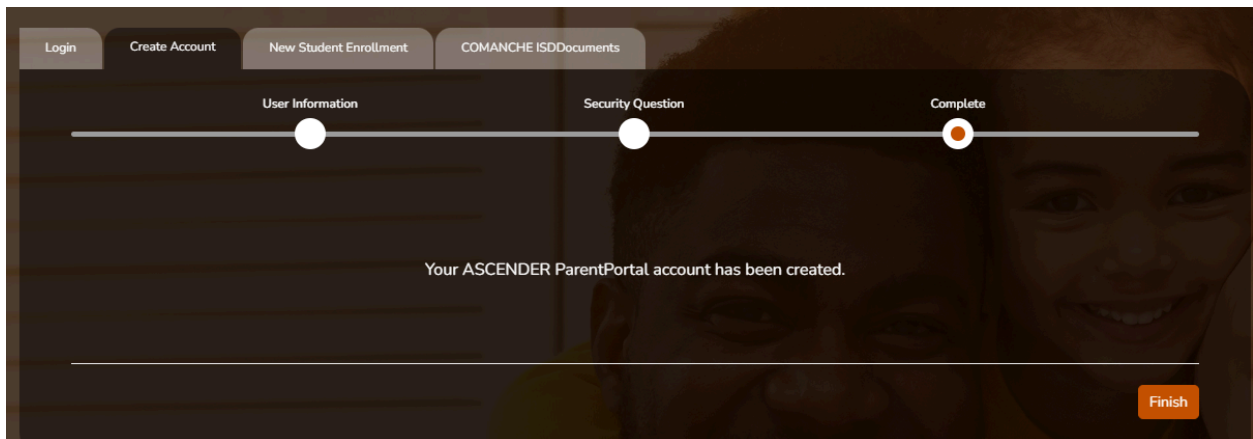
What was the name of your first pet?  
What was your high school mascot?  
What was your phone number growing up?  
Who is your favorite musician or band?

Back Next Cancel

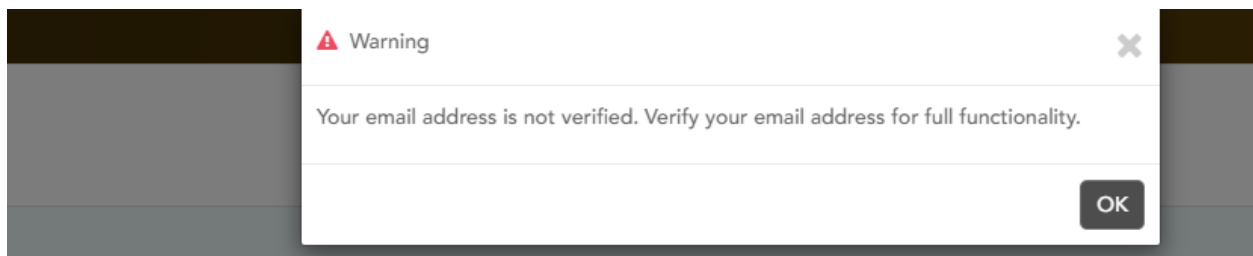
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### STEP 3: CLICK FINISH



### STEP 4: ONCE YOU CLICK FINISH YOU WILL SEE THE FOLLOWING WARNING,



CLICK OK, LOG OUT OF PARENT PORTAL, THEN LOOK IN YOUR EMAIL FOR AN EMAIL VERIFICATION FROM:

[PARENTPORTAL@ASCENDERTXALERTS.COM](mailto:PARENTPORTAL@ASCENDERTXALERTS.COM)

(YOU MAY NEED TO CHECK YOUR SPAM OR JUNK FOLDER.)

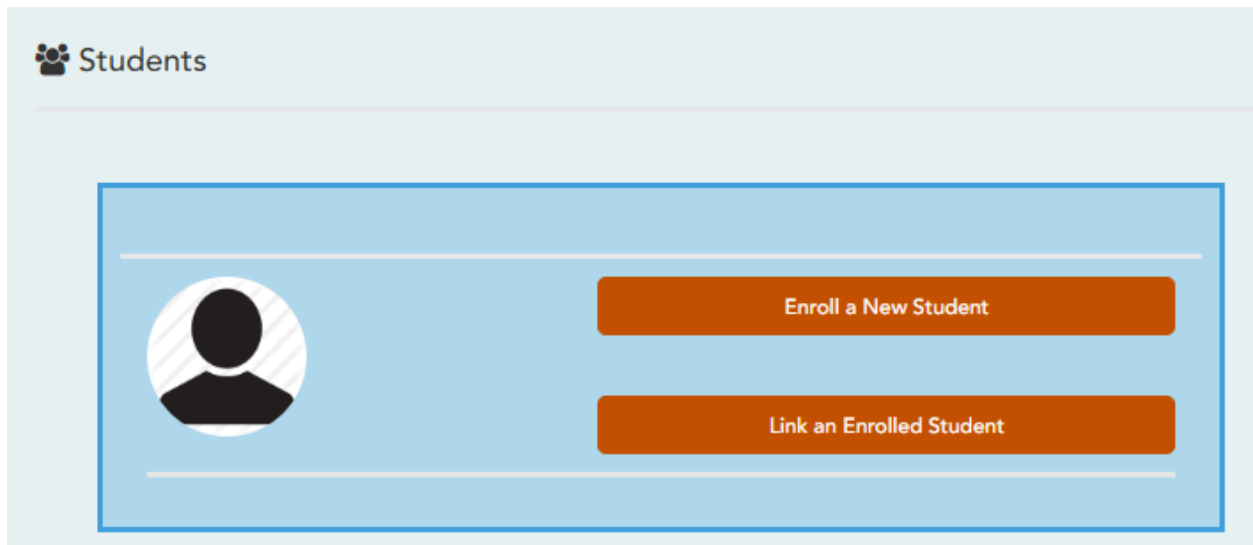
OPEN THIS EMAIL AND CHOOSE TO "VALIDATE EMAIL"

LOG BACK IN USING THE USERNAME AND PASSWORD YOU SET UP FOR THE ACCOUNT. **YOU CANNOT ADD YOUR STUDENT UNTIL YOUR EMAIL IS VERIFIED.**

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### STEP 5: CLICK ON "ENROLL A NEW STUDENT"



YOU WILL THEN FILL OUT ALL THE REQUIRED INFORMATION, FOLLOWING THE INSTRUCTIONS LISTED.

1. STUDENT NAME
2. ENROLLMENT KEY
3. ADDRESSES AND CONTACTS ( ADD WHAT YOU NEED)
4. STUDENT INFORMATION (choose Primary contact)
5. ENROLLMENT FORMS
6. FINAL STEPS

**STEP 6:** CLICK TO EDIT/ADD STUDENT INFORMATION TO FINISH THE REGISTRATION FORM, THEN SAVE AND CONTINUE. YOU MAY NEED TO GO BACK AND FILL OUT ANY AREAS THAT WERE NOT COMPLETED. **IT IS POSSIBLE THE SYSTEM WILL CLOSE WHEN YOU ARE SAVING THIS PAGE, PLEASE LOG BACK IN AND GO BACK TO STEP 6 TO FINISH. WE ARE WORKING TO CORRECT THIS ISSUE.**

COMPLETE THE FOLLOWING FORMS:


1. HISTORY OF SCHOOL ATTENDANCE – SECONDARY
2. ETHNICITY AND RACE DATA QUESTIONNAIRE
3. STATEMENT OF SPECIAL EDUCATION SERVICES

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CLICK TO ENROLL STUDENT

YOU WILL NEED THE PARENT PORTAL ID TO ADD YOUR STUDENT TO YOUR ACCOUNT. THIS PORTAL ID IS SPECIFIC TO EACH STUDENT. THIS PARENT PORTAL ID WILL BE GIVEN TO YOU BY THE CAMPUS YOUR CHILD IS ENROLLED ON. THIS IS AN EXAMPLE ONLY! CLICK ADD ONCE YOU HAVE FINISHED THIS PAGE.

 Link an Enrolled Student ✕

Obtain the ParentPortal ID from the student's campus.

ParentPortal ID:



Birth Date  
(MM/DD/YYYY):

(Ex: 03/11/1994)

Cancel

Add

NEXT CLICK ON SUMMARY TO FINISH ALL THE REQUIRED FORMS.

❏ Select Summary from the Navigation menu to access this page.

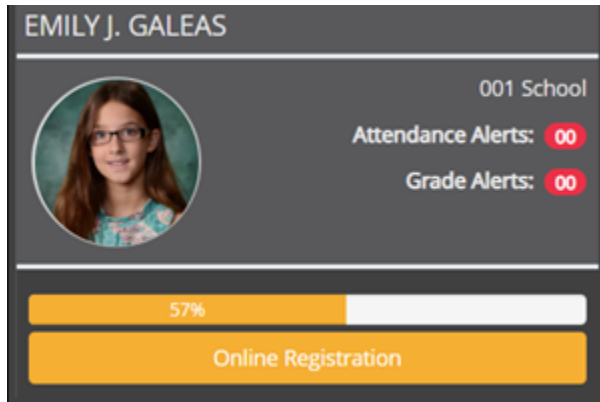
## Student Information

A student summary card is displayed for each student added to your account which displays the number of unread alerts for your student (according to your alert settings)

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During the Online Registration period, additional information and tools are available on each student summary card

THIS SCREEN WILL SHOW YOU THE PROGRESS YOU HAVE MADE ON COMPLETING ALL THE STUDENT'S REGISTRATION FORMS. CLICK ON "ONLINE REGISTRATION" TO SEE ALL THE FORMS AND THE FORMS THAT NEED TO BE COMPLETED.

The screenshot shows a parent portal summary card for a student named Emily J. Galeas. At the top, the student's name is displayed. Below the name is a circular profile picture of a young girl with glasses. To the right of the picture, the text "001 School" is visible. Below the school name, there are two alert indicators: "Attendance Alerts: 00" and "Grade Alerts: 00", each with a red circle containing the number 00. At the bottom of the card, there is a progress bar showing 57% completion, with a yellow bar and a white bar. Below the progress bar is a large yellow button labeled "Online Registration".

ONCE YOU HAVE COMPLETED ALL THE FORMS, THE BAR WILL TURN GREEN AND SHOW 100%.

ALSO, THERE WILL ALSO BE ADDITIONAL PAPER FORMS TO BE COMPLETED FROM EACH CAMPUS:

LAST STEP, YOU WILL GO TO THE [WWW.COMANCHEISD.NET](http://WWW.COMANCHEISD.NET) WEBSITE, CLICK ON THE ENROLLMENT TAB AND FILL OUT THE FOLLOWING FORMS:

1. ACCEPTABLE USE POLICY/MOBILE DEVICE LOAN AGREEMENT
2. CISD CELL PHONE POLICY
3. STUDENT DRUG TESTING FORM (GRADES 07-12)
4. TRST BUS RIDER SIGN UP/RULES AND REGULATIONS
5. TRST BUS RIDER ADDITIONAL GRADES PK-02

ONCE YOUR FORMS ARE REVIEWED BY THE CAMPUS STAFF, THEY WILL CONTACT YOU IF ADDITIONAL INFORMATION IS NEEDED.

IF YOU ARE NEEDING ASSISTANCE, PLEASE CONTACT YOUR CHILD/S CAMPUS.

HEADSTART - 325-356-2440

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ELEMENTARY - 325-356-3900

JR HIGH - 325-356-5220

HIGH SCHOOL - 325-356-2581