




2020 - 2021

REGISTRATION

esc12.net

Region 12  
 Education Service Center  
 Innovate. Empower. Educate.

## Welcome to the new Online Registration for the 2020 – 2021 School Year!

You will need to set up a Parent Portal account with your students attached to that account, if you have not already done so, in order to register your student(s).

If you do not have an account, please contact your campus office staff to obtain the student’s portal ID number. You will need this information to attach them to your account.

The email address you use to set up your account **MUST** be the same in our school information system for your student(s). The email verification process also must be completed before you can register.

If you do not have access to complete the registration online, each school campus will be providing assistance with this process. Please contact the campus for more information.

There are a few forms that will need signatures. Therefore, you will need to print these forms and turn in at “Schedule Pickup” or “Meet the Teacher.”

If you are unable to print, we will have those forms available for you to pick up in the campus offices.

Proof of Residency (electric or water bill) can be uploaded in the registration process.

### HOW TO CREATE AN ASCENDER PARENT PORTAL ACCOUNT:

Parent Portal website:

[https://txeis12.txeis.net/ParentPortal/login?dis\\_tid=161920](https://txeis12.txeis.net/ParentPortal/login?dis_tid=161920)

1. From Login page, click **Create Account**
  - Create user name and password.
  - Enter email address and mobile number.
2. Log on.
3. Verify email address.

### ADD EXISTING STUDENT TO YOUR ACCOUNT:

1. Obtain a Parent Portal ID from the student’s campus.
2. From the My Account page, click **Link an Enrolled Student**.
3. Enter the student’s birth date and Parent Portal ID
4. Click **Add**.

### Campus Information:

<b>High School (9<sup>th</sup> – 12<sup>th</sup>)</b>	<b>836-1771</b>
<b>Middle School (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>836-4611</b>
<b>Intermediate (4<sup>th</sup> – 6<sup>th</sup>)</b>	<b>759-1200</b>
<b>Elementary (PK – 3<sup>rd</sup>)</b>	<b>836-4635</b>
<b>Administration</b>	<b>836-1115</b>

## During the REGISTRATION WINDOW of July 6<sup>th</sup> – July 27<sup>th</sup>:

Complete Registration forms for the  
upcoming school year.

1. From the Summary page, click **Resume Registration**, then click on **Start Registration**.
2. Complete all forms. There are several types of forms:
  - **Review and Update:** add or change data as needed.
  - **View only:** Read the information and click **Next Form** to confirm that you viewed the form.
  - **Print Form:** select the print option to sign and return form to school at schedule pickup or meet the teacher.
  - **Contacts:** be sure to click on each contact that the student already has to verify the information. You can delete and add a contact here.
3. Click **Next Form** until you have reviewed, printed and/or updated all forms.
4. Once finished, click **Finish and Submit to District**.
5. Print the confirmation for your records.

## What happens next?

All data changes submitted via Parent Portal must be reviewed by the campus administration before the student's record is updated.

If a submitted change is rejected, you will be notified by email. The email message should inform you why a particular change was rejected and what to do. Contact the student's campus for more information.

### High School Schedule Pickup

2021 Seniors Only – July 30<sup>th</sup> 2pm – 7pm  
9<sup>th</sup>, 10, & 11<sup>th</sup> grades  
Last Name A-H - August 3<sup>rd</sup> 1pm – 7pm  
Last Name I-P - August 4<sup>th</sup> 1pm – 7pm  
Last Name Q-Z - August 5<sup>th</sup> 1pm – 7pm

### Middle School Schedule Pickup

7<sup>th</sup> and 8<sup>th</sup> grade  
August 3<sup>rd</sup> and 4<sup>th</sup> 9am – 7pm

### Intermediate Schedule Pickup

4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade  
August 3<sup>rd</sup> – August 7<sup>th</sup> 9am – 3:30pm

### Elementary Meet the Teacher

1 <sup>st</sup> and 3 <sup>rd</sup> grades	August 13 <sup>th</sup>	5:30pm – 7:00pm
Pre-K	August 14 <sup>th</sup>	5:30pm – 7:00pm
KG and 2 <sup>nd</sup> grade	August 17 <sup>th</sup>	5:30pm – 7:00pm



**List of Forms that you will print and turn in at schedule pickup or Meet the Teacher.**

#### High School:

1. High School Compact
2. Drug Testing
3. Student Acknowledgement containing all 3: Handbook, Network, and Bus Rules

#### Middle School:

1. Middle School Compact
2. Drug Testing
3. Student Acknowledgement containing all 3: Handbook, Network, and Bus Rules

#### Intermediate:

1. Intermediate Compact

#### Elementary:

1. All PK-3<sup>rd</sup> graders Transportation form