




2021 - 2022

REGISTRATION

**China Spring ISD
Cougars**

Welcome to the 2021-2022 School Year Online Registration!

An update to the Parent Portal has also updated the link that takes you to the Parent Portal. The website is listed below:
<https://portals12.ascendertx.com/ParentPortal/login?distid=161920>

You may also access the website through the China Spring District webpage by clicking on “PARENTS” and then “Parent Portal.”

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 must be completed before you can register.

If you do not have access to complete the registration online, please contact the student’s campus for more information.

Forms needing signatures are to be printed and turned into the student’s campus office during “Schedule Pickup” or “Meet the Teacher.”

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

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

HOW TO CREATE AN ASCENDER PARENT PORTAL ACCOUNT:

Parent Portal website:

<https://portals12.ascendertx.com/ParentPortal/login?distid=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:

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

**During the REGISTRATION WINDOW of
July 12th – July 30th:**

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 and understand the form.
 - **Print Form:** select the print option to print, 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 on file 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**.

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.

If you are unable to upload the proof of residency, please contact your student's campus. If you filed a Statement of Residency last year, you will need to complete another application form for the 2021-2022 school year.

High School Schedule Pickup

Dr. Rutherford will send out this information soon.
Please watch your emails for further details and updates located on the CS Webpage

Middle School Schedule Pickup

7th and 8th grade
August 3rd and 4th 4:00pm – 7:00pm
In the Middle School Cafeteria

Intermediate Schedule Pickup

4th, 5th and 6th grade
August 2nd – August 6th 9am – 3:30pm
August 3rd will be open until 6:30pm

Elementary Meet the Teacher

Come & Go...bring school supplies
1st and 3rd grades August 11th 5:30pm – 7:00pm
Pre-K and 2nd grade August 12th 5:30pm – 7:00pm
Kindergarten August 16th 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 for Handbook, Computer Network, and Bus Rules

Middle School:

1. Middle School Compact
2. Drug Testing
3. Student Acknowledgement for Handbook, Computer Network, and Bus Rules

Intermediate:

1. Intermediate Compact

Elementary:

1. All PK-3rd graders Transportation form