



2022 - 2023

REGISTRATION

China Spring ISD
Cougars

Welcome to the 2022-2023 School Year Online Registration!

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” then click “Parent Portal” or “Registration” link.

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 process, please contact the student’s campus for more information.

Forms requiring 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 during 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 (must be the same email in student’s records) 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 (9 th – 12 th)	836-1771
Middle School (7 th & 8 th)	836-4611
Intermediate (5 th – 6 th)	759-1200
Elementary (2 nd – 4 th)	836-4635
Primary (PK – 1 st)	
Administration	836-1115

**During the REGISTRATION WINDOW of
July 11th – July 29th:**

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 **SAVE**, then, **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 2022-2023 school year.

High School Schedule Pickup

9th, 10, 11th, and 12th grade

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 2nd and 3rd 4:00pm – 7:00pm

In the Middle School Cafeteria

Intermediate Schedule Pickup

5th and 6th grade

August 2nd – August 4th 9am – 4:00pm

August 3rd will be open until 7:00pm

Elementary - Meet the Teacher

Come & Go...bring school supplies

2nd and 4th grades August 15th 5:30pm – 7:00pm

3rd grade August 16th 5:30pm – 7:00pm

Primary - Meet the Teacher

Come & Go...bring school supplies

KG and 1st grade August 11th 6:00pm – 7:00pm

Pre-K August 15th 5:00pm – 6:00pm



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 and Primary:

1. All PK-4th graders:
Transportation form