Instructions for Enrollment Verification for Currently Enrolled Students

Go to the Magnolia ISD website (magnoliaisd.org), scroll to the bottom of the page and click on Parent Portal.

Families who have a Parent Portal Account:
Select Sign-In: Enter Parent Self-Serve User ID and Password
Families who do not have a Parent Portal Account:
Select Register, to create an account.
Current Employees with enrolled students:
Select Sign-In: Enter your district user name and password (do not enter your full email)

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1. My Students Screen
Once you have logged into the parent self-serve, click the Enrollment Verification tab, which will redirect you to Online Registration
Click Continue to Online Registration
Choose the student for whom you are completing enrollment verification, in the drop down
Once Selected click, "Next" in the upper or lower right corner.

2. Student Information Screen
Confirm the student information.

3. Parent Guardian, Emergency, Medical Contacts
Confirm or Update your contact information on screens 4 – 6. Users can add and update parent/guardian, medical and emergency contact information.

Please be sure to provide at least one phone number and email address for each parent/guardian

NOTE: Parent/Guardians do not need to add themselves as Emergency or Medical contact. Check the box in the contact screen to "Call in case of emergency" and this will identify the parent/guardian as an emergency contact

4. Medical History
Review and check the box of any medical condition your student currently has or may have had in the past.
Once done, enter your first and last name in the signature box at the bottom and proceed to the next screen.
If there are not medical conditions you wish to report, scroll to the bottom enter your first and last name in the signature box and proceed to the next screen

5. Verify Campus
Review to make sure the correct campus is show, if not please contact the school for additional help

6. Restrictions
Review to ensure your preferred options regarding the release of your student's information is provided to your student's campus

7. Student Forms, Parent/Guardian Forms

Student Forms are forms that apply to a single student, Parent/Guardian forms apply to all students registered by the parent/guardian.

Each Student Form or Parent/Guardian form that is required will read "To Do" and once done it will read "Complete"

Please note; users will not be able to proceed until all required forms for both Student and Parent/Guardian have been completed.

8. Documents and Attachments

On the **Documents tab,** documents need to be downloaded and acknowledged before you can proceed to the next screen.
Download the document, review the document, and finally check the box acknowledging the document has been reviewed. ***This document does not need to be supplied to the school; it is for your records.***

Once on the **Attachments** tab, click the drop down:

Select the **Proof of Residency** attachment type from the drop down
Click **Choose File**, which will allow to browse your device to locate and select your document
Click **Add Attachment**

Once done, select the **Submit** button to proceed to the next screen

ALL Parents should be uploading a Proof of Residency

Current Students require:
Proof of Residency

NOTES ABOUT REQUIRED ATTACHMENTS:

Proof of Residency – Magnolia ISD requires proof of residency to be in the name of the parent/guardian enrolling the student. Acceptable proof of residency includes:

- *Current Light Bill*
- *Current Gas Bill*
- *Current Water Bill*
- *Current Lease agreement*
    - o *Student(s) must be listed as an occupant on the lease*

If you do not have any of the above acceptable proofs of residency please contact your student's school for further assistance.

9. Confirm Enrollment

Here you will confirm your request for enrollment to Magnolia ISD. Review to make sure you have supplied all required documents on the **Attachments** tab. Enrollment Verification is not complete until you click **Confirm Enrollment** button on **bottom left corner** of this screen.

Once Submitted, you will see the confirmation screen with your information. Please **print** and keep for your records. Click **Next**, and you will return to the first screen where you can **Log Out** or **Continue with your next student.**