

Add a Student to Your ParentPortal Account



New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name

Enrollment Key

Addresses & Contacts

Student Information

Enrollment Forms

Final Steps

1

2

3

4

5

6

Student Name

New Student Enrollment steps

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

*If you have previously enrolled students, you may [Skip to Step 4](#)

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

Continue

1. Enter the student's full name and click [Continue](#)
2. Enter/verify the enrollment key.
 - a. Option 1 - **Email validation** - an enrollment key is sent to you in an email message.
 - i. **Request Enrollment Key** - a message is sent to your email address that contains a new 16-character student enrollment key
 - b. Option 2 - **CAPTCHA validation** - an enrollment key is generated once you correctly enter a CAPTCHA code.
3. Enter **Address** and **Contact** information.
4. Enter **Student Information**.
5. Complete **Enrollment Forms**.
6. Complete **Final Steps**.



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1. Ingrese el nombre completo del estudiante y haga clic en **Continuar**
2. Ingrese / verifique la clave de inscripción.
 - a. **Opción 1 - Validación de correo electrónico:** se le envía una clave de inscripción en un mensaje de correo electrónico. Solicitar clave de inscripción: se envía un mensaje a su dirección de correo electrónico que contiene una nueva clave de inscripción de estudiantes de 16 caracteres
 - b. **Opción 2 - Validación CAPTCHA:** se genera una clave de inscripción una vez que ingresa correctamente un código CAPTCHA.
3. Ingrese la **dirección** y la **información de contacto**.
4. Ingrese la **información del estudiante**.
5. **Formularios de inscripción** completos.
6. Complete los **pasos finales**.