

# Waco ISD Student Transfer Request

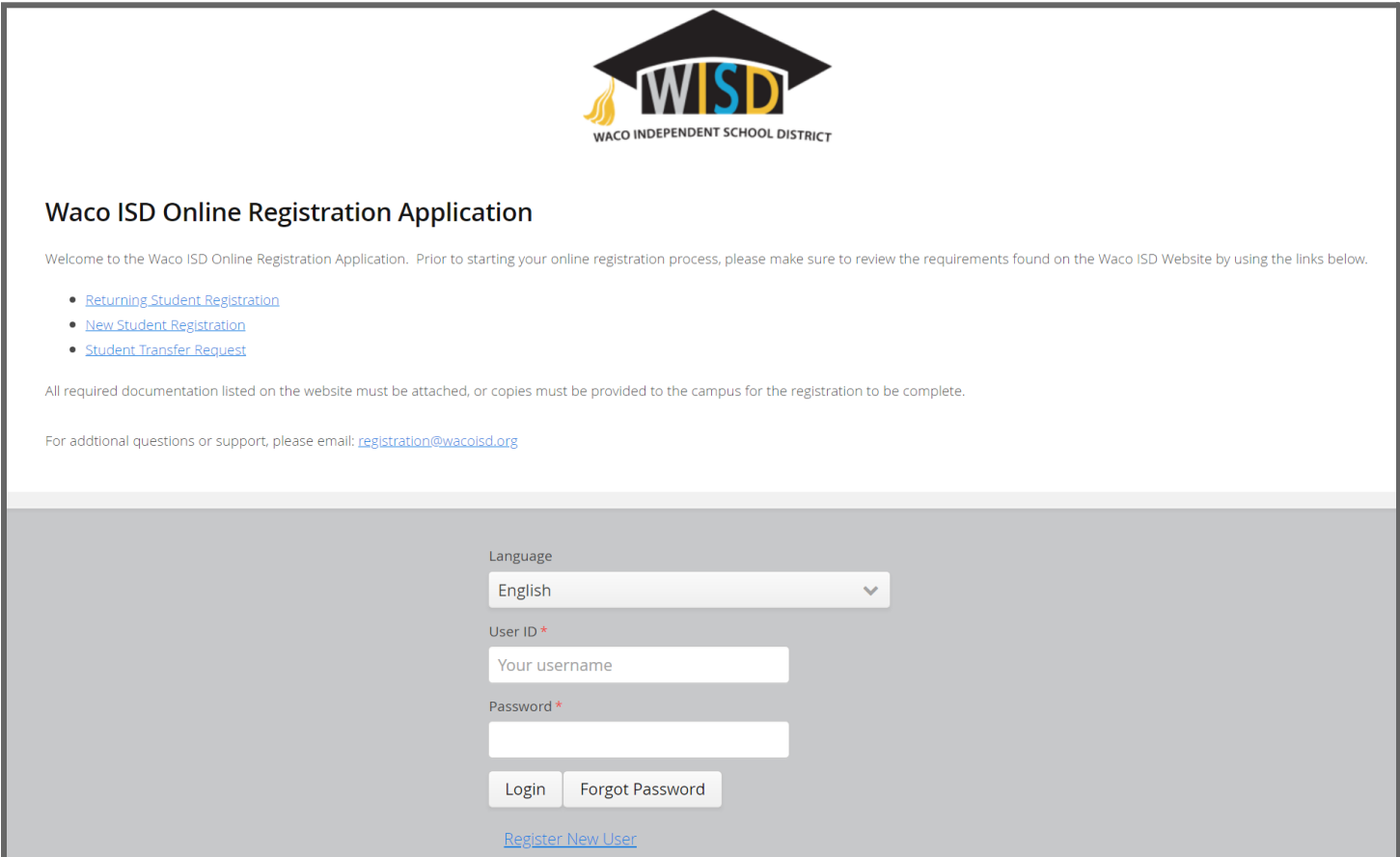
ATLAS Academy, Hillcrest PDS, & Lake Air Montessori


The instructions below are for students who are requesting to participate in the ATLAS Academy Program or enter the lottery selection process for Hillcrest PDS and/or Lake Air Montessori.

## Accessing the Student Transfer Request for Parents with a Waco ISD Parent Self-Serve Account

Instructional Video | <https://www.youtube.com/watch?v=-ZaVmQKGFCE>

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>.



  
WACO INDEPENDENT SCHOOL DISTRICT

### Waco ISD Online Registration Application

Welcome to the Waco ISD Online Registration Application. Prior to starting your online registration process, please make sure to review the requirements found on the Waco ISD Website by using the links below.

- [Returning Student Registration](#)
- [New Student Registration](#)
- [Student Transfer Request](#)

All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.

For additional questions or support, please email: [registration@wacoisd.org](mailto:registration@wacoisd.org)

Language  
English

User ID \*  
Your username

Password \*  
[Redacted]

Login Forgot Password

[Register New User](#)

2. Parents with students already attending Waco ISD can log in using the same User ID and Password information for your Parent Self Serve account. If you have forgotten your password, use the 'Forgot Password' option at the bottom of the window to retrieve your password.

3. If you have forgotten your User ID, you can access the Parent Self Serve website at <https://waco.teams.hosting/selfserve/parent>. At the bottom of the window select the 'Forgot User ID' option.

Welcome

### Welcome to the Waco ISD Parent Self-Serve (PSS) Log In/Registration

The Parent Self-Serve Application (PSS) can be used to view up-to-date information regarding your student(s) current grades, attendance, discipline, and scheduling. Any parent/guardian can register for a PSS account and access all of your students who attend Waco ISD in one location.

To create your PSS account, you will need the following information:

- **Parent/Guardian Name, Parent/Guardian Email, and Zip Code of Parent/Guardian**
- **Student Birthdate, Student ID, and Student Last Name**

All of the information entered must match the information that is in the Waco ISD database. Please make sure to note your User ID, Password, and Security Question Answer when generating your PSS account for future reference. This same information will be used when registering your student(s) as well. If you experience any issues with mismatched data, please contact your student's home campus for support.

If you were trying to reach the online registration website, please use the link below.

[Click here to access online registration](#)

If you have any additional questions, please email [registration@wacoisd.org](mailto:registration@wacoisd.org). District Employees, DO NOT create a new PSS Account, you will use your Active Directory credentials to access your PSS Account.

New Users Existing Users

[Register](#) [Sign-in](#)

[Forgot User ID](#)

4. You will be prompted to enter your Email and Last Name to recover your User ID. Your information must match the information in the Waco ISD database to retrieve. If you are unable to retrieve your User ID or Password, please email [registration@wacoisd.org](mailto:registration@wacoisd.org) for support.

Parent Self Serve - Forgot User ID

Home  
Sign In

Email:

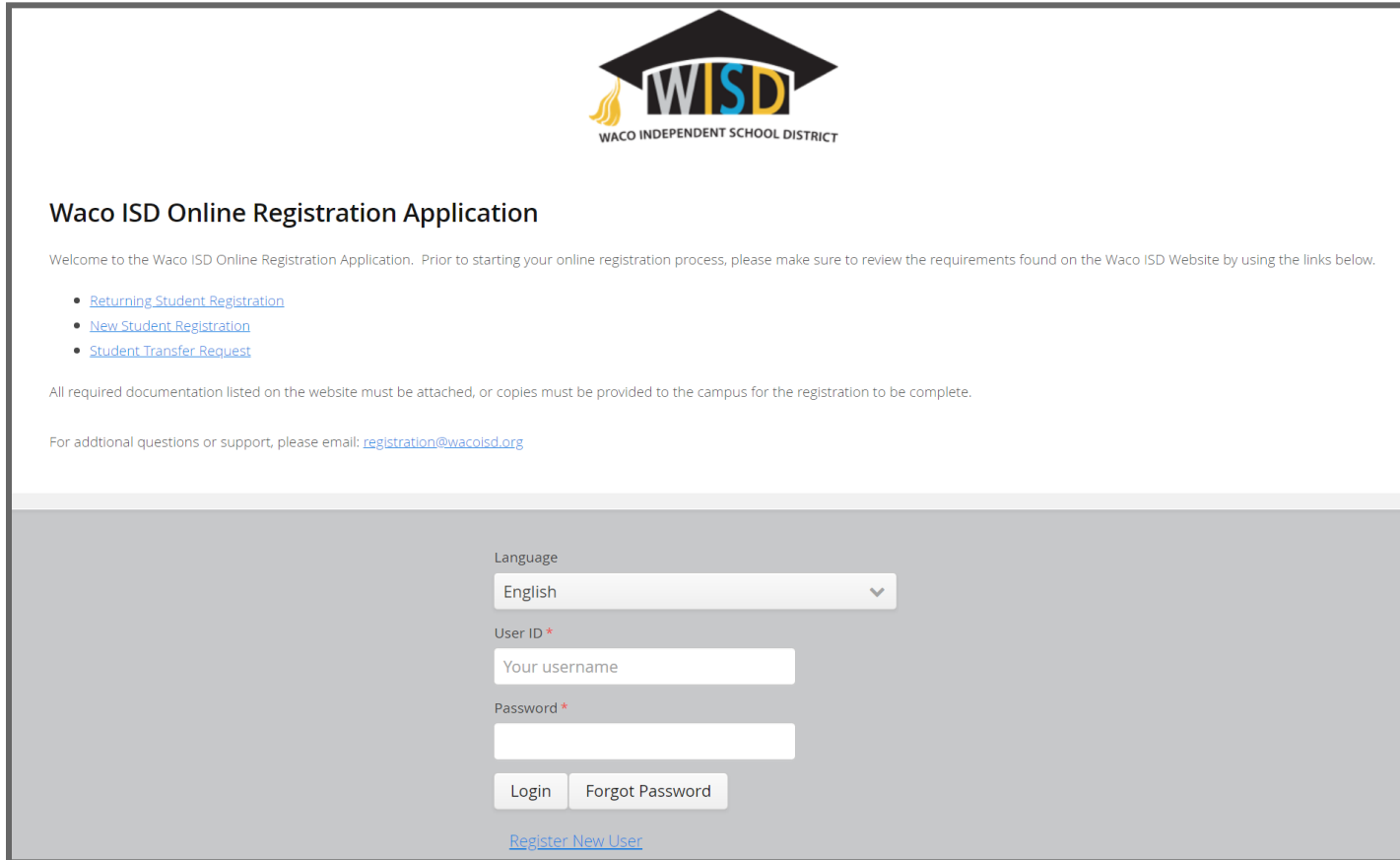
Last Name:

[Submit](#)

# Accessing the Student Transfer Request for Parents New to Waco ISD

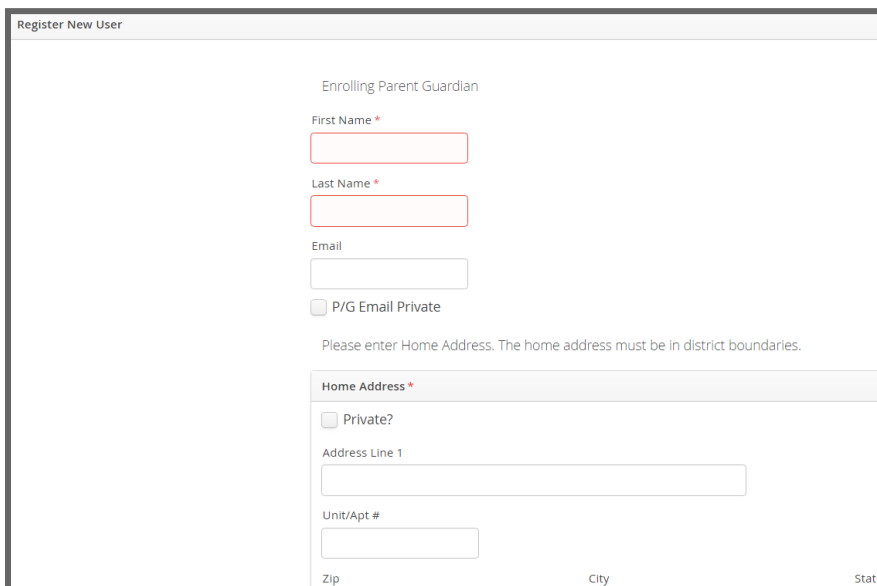
Instructional Video | <https://www.youtube.com/watch?v=-ZaVmQKGFCE>

1. Access the Waco ISD Online Registration website at <https://waco.teams.hosting/registration>. Select the 'Register New User' option at the bottom of the screen.



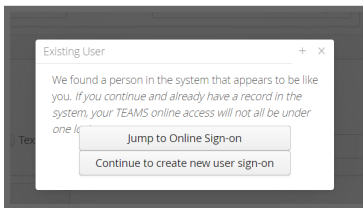
The screenshot shows the Waco ISD Online Registration Application page. At the top is the Waco Independent School District logo, which features a graduation cap with the letters 'WISD' inside and 'WACO INDEPENDENT SCHOOL DISTRICT' below it. The main heading is 'Waco ISD Online Registration Application'. Below this is a welcome message: 'Welcome to the Waco ISD Online Registration Application. Prior to starting your online registration process, please make sure to review the requirements found on the Waco ISD Website by using the links below'. There are three bullet points with links: 'Returning Student Registration', 'New Student Registration', and 'Student Transfer Request'. A note states: 'All required documentation listed on the website must be attached, or copies must be provided to the campus for the registration to be complete.' Below that is an email address: 'For additional questions or support, please email: [registration@wacoisd.org](mailto:registration@wacoisd.org)'. The bottom section of the page is a registration form with the following fields: 'Language' (a dropdown menu set to 'English'), 'User ID \*' (a text box with 'Your username' as a placeholder), and 'Password \*' (a text box). There are 'Login' and 'Forgot Password' buttons. At the bottom of the form is a link: '[Register New User](#)'.

2. Enter all requested information. Information marked with a red asterisk must be completed to submit the new user registration.



The screenshot shows the 'Register New User' form. The title is 'Register New User'. The form is for an 'Enrolling Parent Guardian'. It has the following fields: 'First Name \*' (text box), 'Last Name \*' (text box), 'Email' (text box), and a checkbox for 'P/G Email Private'. Below these is a note: 'Please enter Home Address. The home address must be in district boundaries.' There is a section for 'Home Address \*' with a checkbox for 'Private?'. Below that are three text boxes: 'Address Line 1', 'Unit/Apt #', and 'Zip'. At the bottom right are labels for 'City' and 'State'.

3. If the information provided closely matches an existing person in the Waco ISD system, you will receive a pop-up notification shown below. If you have ever been listed as a contact for a student in Waco ISD, or have had a student previously enrolled in Waco ISD, please select the 'Jump to Online Sign-on' option and do not create a new user account. Otherwise, continue to create a new user sign-on.



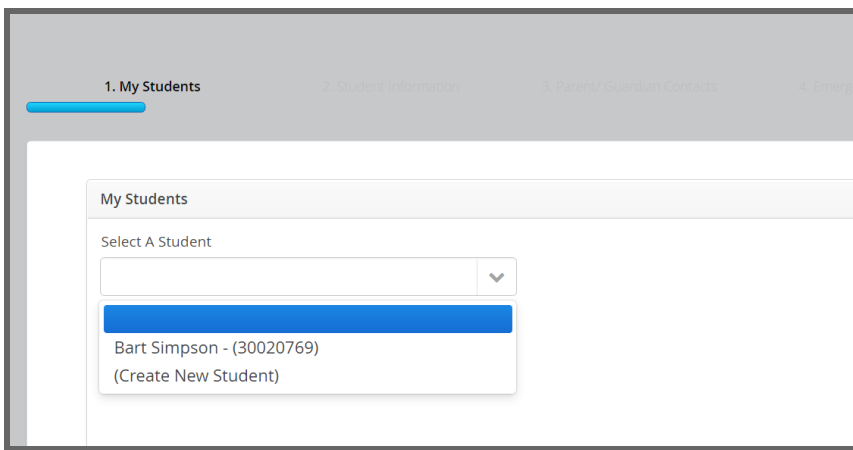
4. Complete the information in the 'Create User' screen. This will be the same information you can use to access your Parent Self Serve account to track your students academic progress. <https://waco.teams.hosting/selfserve/parent>

A screenshot of a "Register New User" form. The form is titled "Create User" and includes a "Create Login" instruction: "Password must contain at least one number, one uppercase letter, one lowercase letter." Below this are five input fields, each with a red border and an asterisk indicating it is required: "User ID \*", "Password \*", "Retype Password \*", "Security Question \*", and "Security Answer \*".

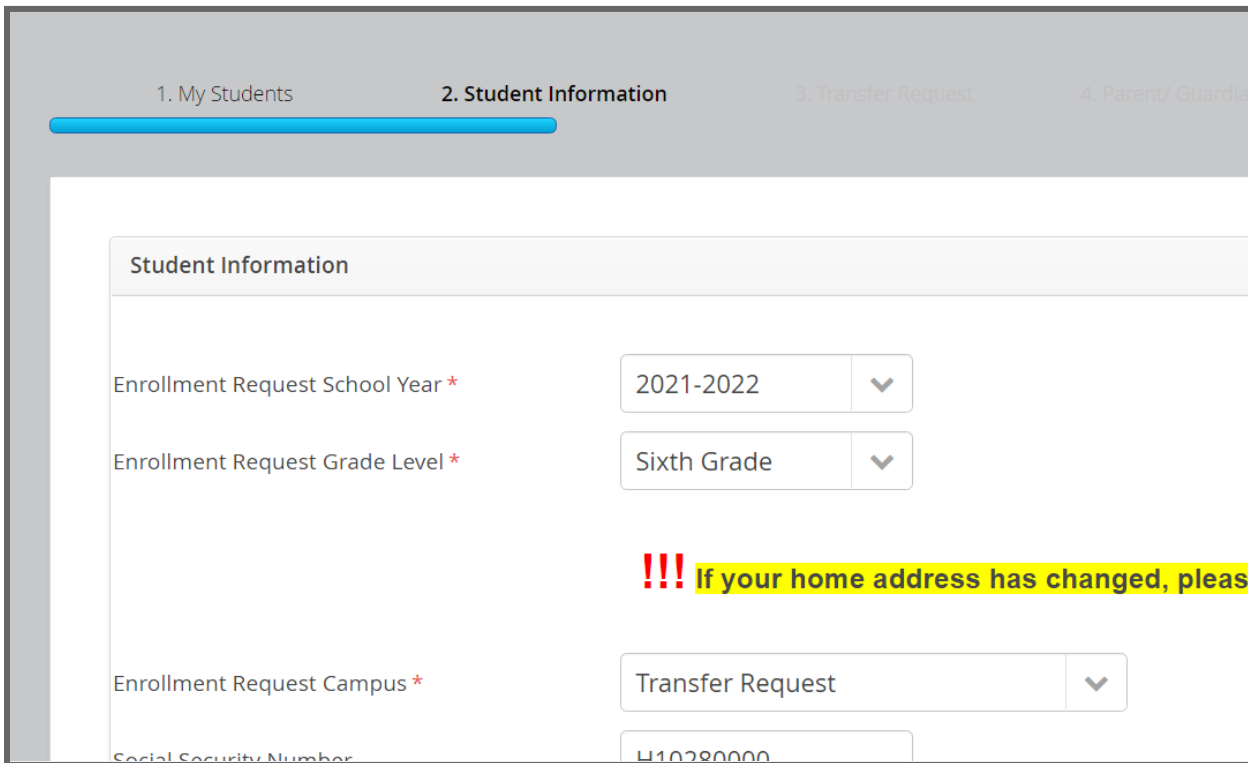
5. You can now log in to the [Waco ISD Online Registration](#) and begin the transfer application process.

## Completing the Student Transfer Request

1. Once you are logged in to the [Waco ISD Online Registration](#) website, select a student from the drop-down menu to start the transfer request process for a current student or select 'Create New Student' to build a new student account. \*\*If you are requesting transfers for more than one student, you must complete this process for each student to be eligible for transfer. Click 'Next' in the top right-hand corner of the screen to move to the next step.



2. Make sure the 'Enrollment Request School Year' is set to **2022-2023**. Select the **Transfer Request** option for the 'Enrollment Request Campus'. Please verify all student information before clicking 'Next' to move to the next step.



3. On the Transfer Request window, set the 'Placement Request Reason' to the appropriate option.
  - a. **ATLAS Academy** will be selected if you are requesting participation in the ATLAS program housed at Tennyson Middle School
  - b. **Lottery Selection** will be selected if you are requesting the opportunity to attend either Hillcrest PDS or Lake Air Montessori School

1. My Students   2. Student Information   **3. Transfer Request**   4. Parent/ Guardian Contacts   5. Emergency Contacts   6. Medical History

**Transfer Request**

Transfer Request Instructions

Placement Request Reason \*

Placement Magnet Reason

Placement To School \*

Placement Request Reason Instructions

Placement Magnet Reason Instructions

Placement To School Instructions

Tennyson Middle

Tennyson Middle

ATLAS Academy or Lottery Selection

Select Campus \*ATLAS select Tennyson Middle

- Review your Parent/Guardian information for accuracy. Please update any contact information including address, phone and email address. Click 'Next' to move to the next step.

1. My Students   2. Student Information   3. Transfer Request   **4. Parent/ Guardian Contacts**   5. Emergency Contacts   6. Medical History

**Current Contacts for Student**

Parent/Guardian Contacts: [View/Remove/Update/Generate](#)

Emergency Contacts: [View/Remove/Update/Generate](#)

Medical Contacts: [View/Remove/Update/Generate](#)

**Parent/ Guardian Contacts**

[View All Contacts](#)   [Remove Contact](#)   [Add a Contact](#)

Title

Last Name   First Name   Middle Name

Generation

Contact Type   Relationship \*

Birthdate \*

Driver's License #   Driver's License State

Father

- Review and update the Emergency Contacts for the student. You can also add or remove Emergency Contacts at this time. Click 'Next' to move to the next step.

1. My Students 2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts

Current Contacts for Student

Parent/Guardian Contacts: [Redacted]

Emergency Contacts: [Redacted]

Medical Contacts:

Emergency Contacts

Title [Dropdown]

Last Name \* [Text] First Name \* [Text] Middle Name [Text]

Generation [Dropdown]

Relationship [Dropdown: Grandmother]

Birthdate [Text]

Can Pickup  Dropoff?  Call in Case of Emergency  
 Pickup?

8. Complete the Medical History tab for the student and sign the form at the bottom of the window. Click 'Next' to move to the next step.

1. My Students 2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts 6. Medical History

Student Medical History

Medical History Introduction

Allergies:

<input type="checkbox"/> Food	<input type="checkbox"/> Drug	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Insect	<input type="checkbox"/> Epi-pen	<input type="checkbox"/> Gluten
<input type="checkbox"/> Latex	<input type="checkbox"/> Medication	<input type="checkbox"/> Milk
<input type="checkbox"/> Peanut	<input type="checkbox"/> Shellfish	<input type="checkbox"/> Other

9. Your completed transfer request has now been submitted to the Waco ISD Student Services Office for review. Transfer request will be approved or denied based on lottery selection or ATLAS requirements and parent(s)/guardian(s) will be notified.

2. Student Information 3. Transfer Request 4. Parent/ Guardian Contacts 5. Emergency Contacts 6. Medical History 7. Verify Campus 8. Student Forms 9. Documents 10. Student Services 11. Online Registration

Your Transfer Request is still being processed. You cannot continue to other Online Registration screens until your request has been approved.

Logout Back Next