

Waco ISD Student Transfer Request

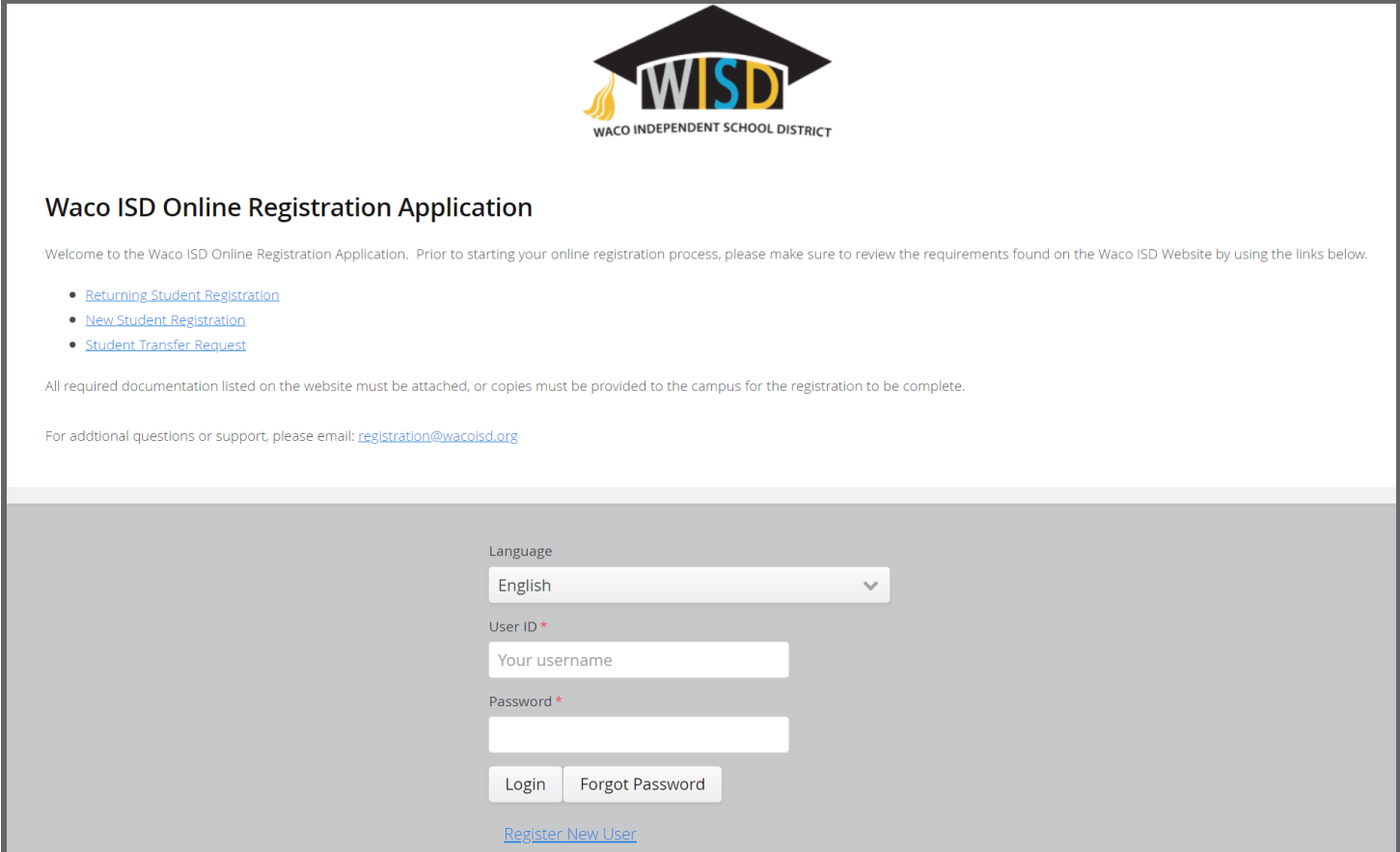
In-District Student Transfers


The instructions below are for students who reside within the boundaries of the Waco Independent School District and are requesting a transfer from their designated attendance zone campus to a different campus within Waco ISD. This **DOES NOT apply** to the application process for our lottery campuses at Hillcrest PDS Elementary and Lake Air Montessori.

First Time or Renewal of In-District Transfer Request

Instructional Video | https://www.youtube.com/watch?v=Tn8_Ow4ZuNk

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

Language
English

User ID *
Your username

Password *
[Redacted]

Login Forgot Password

[Register New User](#)

2. 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. 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 for support.

Parent Self Serve - Forgot User ID

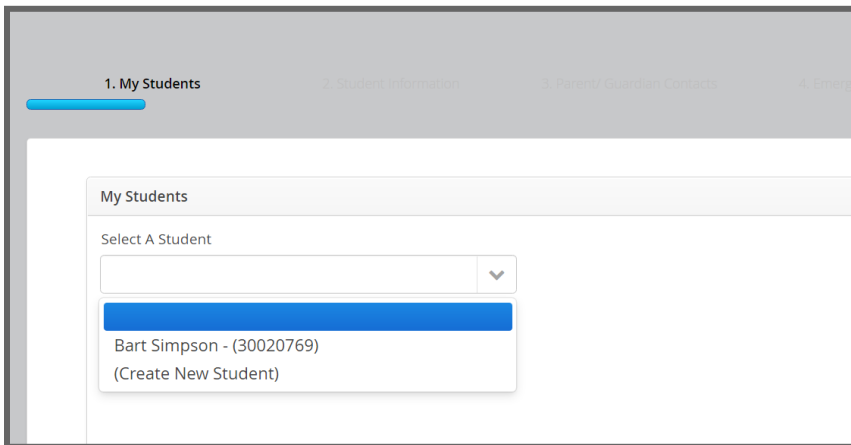
Home Sign In

Email:

Last Name:

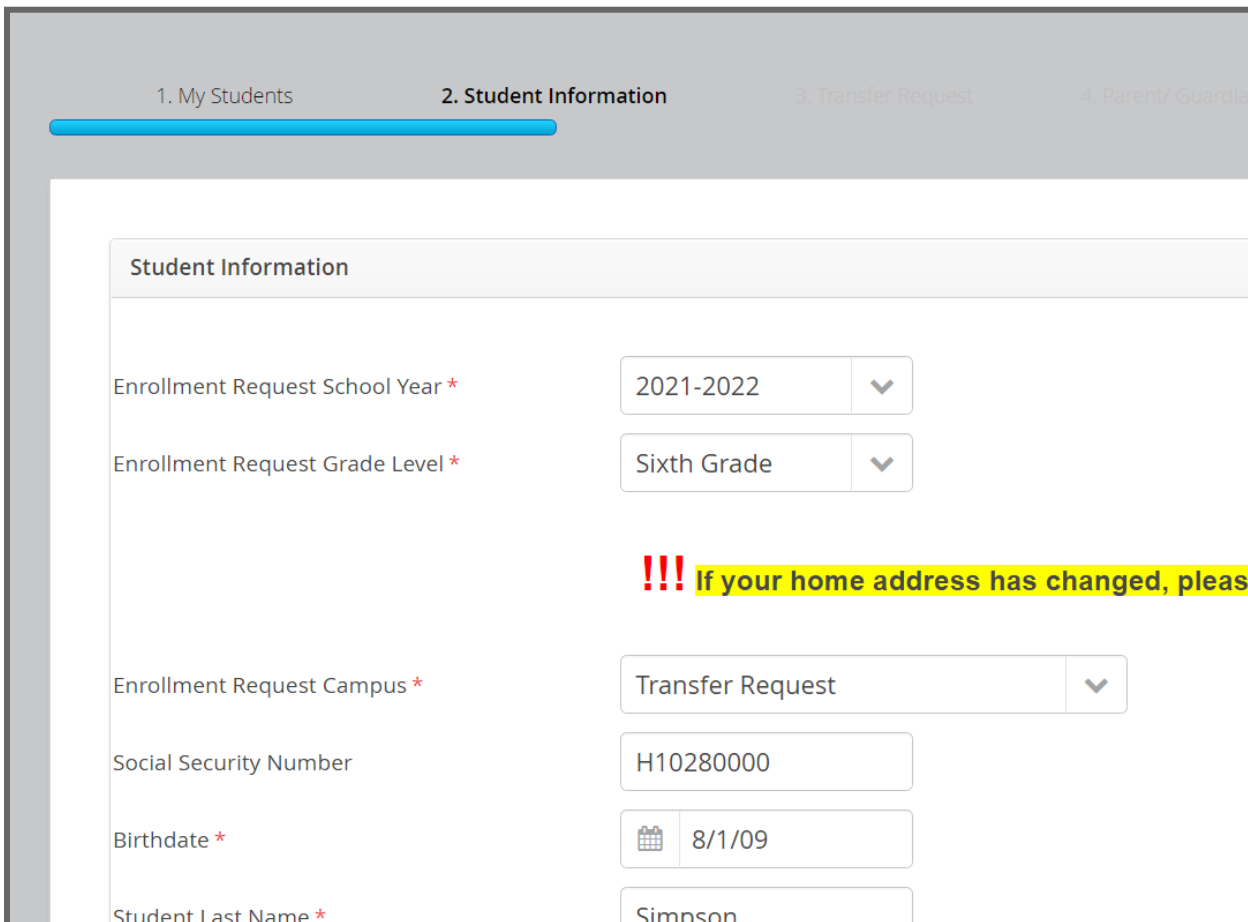
[Submit](#)

5. 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. 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.



The screenshot shows the 'My Students' section of the registration interface. At the top, there is a progress bar with four steps: '1. My Students' (highlighted), '2. Student Information', '3. Parent/ Guardian Contacts', and '4. Enrollment'. Below the progress bar, the 'My Students' section contains a 'Select A Student' dropdown menu. The dropdown is open, showing a list of students with 'Bart Simpson - (30020769)' selected and highlighted in blue. Below the list is a link that says '(Create New Student)'.

6. Make sure the 'Enrollment Request School Year' is set to **2021-2022**. Select the **Transfer Request** option for the 'Enrollment Request Campus'. Please verify all student information before clicking 'Next' to move to the next step.



The screenshot shows the 'Student Information' form in the registration system. At the top, the progress bar is updated to show '2. Student Information' as the active step. The form fields are as follows:

- Enrollment Request School Year ***: 2021-2022
- Enrollment Request Grade Level ***: Sixth Grade
- Enrollment Request Campus ***: Transfer Request
- Social Security Number**: H10280000
- Birthdate ***: 8/1/09
- Student Last Name ***: Simpson

A yellow highlighted warning message reads: **!!! If your home address has changed, please**

7. On the Transfer Request window, set the 'Placement Request Reason' to the appropriate **In-District Request** option.
 - a. If the student currently attends their home campus, select the **In-District Request** option.
 - b. If the student is currently an In-District transfer student, select the **Renewal** option.

8. 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.

9. 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.

The screenshot shows a web application interface with a progress bar at the top containing five steps: 1. My Students, 2. Student Information, 3. Transfer Request, 4. Parent/ Guardian Contacts, and 5. Emergency Contacts. The 'Emergency Contacts' step is highlighted. Below the progress bar, there is a section titled 'Current Contacts for Student' with sub-sections for 'Parent/Guardian Contacts:', 'Emergency Contacts:', and 'Medical Contacts:'. The main form area is titled 'Emergency Contacts' and contains several input fields: a 'Title' dropdown menu, 'Last Name *', 'First Name *', and 'Middle Name' text boxes, a 'Generation' dropdown menu, a 'Relationship' dropdown menu (set to 'Grandmother'), and a 'Birthdate' field with a calendar icon. At the bottom of the form, there are three checkboxes: 'Can Pickup' (checked), 'Dropoff? Pickup?' (checked), and 'Call in Case of Emergency' (unchecked).

10. 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.

The screenshot shows a web application interface with a progress bar at the top containing six steps: 1. My Students, 2. Student Information, 3. Transfer Request, 4. Parent/ Guardian Contacts, 5. Emergency Contacts, and 6. Medical History. The 'Medical History' step is highlighted. Below the progress bar, there is a section titled 'Student Medical History' with a sub-section 'Medical History Introduction'. The main form area is titled 'Allergies:' and contains a grid of checkboxes for various allergen types: Food, Insect, Latex, Peanut, Drug, Epi-pen, Medication, Shellfish, Seasonal, Gluten, Milk, and Other.

11. Your completed transfer request has now been submitted to the Waco ISD Student Services Office for review. In-District Transfer requests will be approved/denied prior to the start of the online enrollment window.

The screenshot shows a web application interface with a progress bar at the top containing eleven steps: 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. Attachments, and 11. Confirm Enrollment. The 'Verify Campus' step is highlighted. Below the progress bar, there is a large white box containing the text: 'Your Transfer Request is still being processed. You cannot continue to other Online Registration screens until your request has been approved.' At the bottom right of the page, there are three buttons: 'Logout', 'Back', and 'Next'.