

ASCENDER PARENT PORTAL REGISTRATION

CREATE PARENT PORTAL ACCOUNT:

From the Login page, click **Create Account**.

- Create user name and password
- Enter email address and mobile phone number.
- Set up a security question.
- Log on and verify email address.
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NEW STUDENT/SIBLING:

For all students that are new to the district this year.

Enroll The Student:

- From the My Account page, click **Enroll a New Student**.
- Complete New Student Enrollment.
- Enter full name.
- Obtain and enter Enrollment Key.
- Enter address and contact information.
- Upload required documents.
- Complete enrollment forms.
- Click **Save and Continue later** if necessary.
- Once complete, click **Enroll Student** to submit to the district.
- Print confirmation for your records.

Once Student is Enrolled:

- From the My Account page, click on **Student Data Maintenance**.
- Click on **New Student Enrollment Additional Forms**.
- Follow prompts to complete forms.

TO ADD STUDENT TO YOUR ACCOUNT:

- Obtain a Parent Portal ID from the student's campus registrar.
- From the My Account page, click **Link an Enrolled Student**.
- Enter the student's birth date and Parent Portal ID.
- Click **Add**.

PROCEDURES FOR EXISTING STUDENTS:

To complete registration for the upcoming school year.

**If you bookmarked the Parent Portal Link, it will not work. Go to celinaisd.com/Parents/Parent Portal and use the link there.

- From the summary page, click **Registration**.
- Click **Start Registration**.
- Complete all forms. There are several types of forms.
- **View Only:** Click **Next Form** to confirm that you viewed the form.
- **Download:** Click **Download attached Document**.
- **Review and Update:** Add or change data as needed.
- **Contacts.** Click **Add User** to add a new contact.
- Click **Next Form** until you have reviewed and updated all forms.
- Once finished, click **Finish and Submit to District**. Click confirmation for your records.

IMPORTANT INFORMATION:

- New students will receive a secured link in order to scan their documents.
- Attachments must be legible with student name listed on documents submitted
- Lock boxes have been installed at all campuses to submit paperwork after hours.

PROOF OF RESIDENCY:

CISD Residency Requirements as follows;

- Photo ID of Parent/Legal Guardian.
- Copy of **current** utility bill (water and electric ONLY) in Parent/ Guardian name(s) within CISD boundaries.
- Lease/rental agreement in Parent/ Guardian name(s) with start/end date on contract within CISD boundaries.
- **No Transfers Accepted.** You must physically live within the Celina ISD.

