TxEIS™

TCC RESCUE
Training
February 14, 2018

txConnect

New Student Enrollment, Online Registration, & Data Updates

Texas Computer Cooperative

TxEIS ★ iTCCS

Developed by the
TEXAS COMPUTER COOPERATIVE

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Before You Begin

Before you begin

The following information will assist you in implementing txConnect New Student Enrollment, Online Registration, and student data updates in your district.

Accessing the Tools & Assigning Staff

Determine who will be responsible for managing the tasks:

❑ The txConnect Forms Management setup steps must be completed by a user with a district admin login for txConnect. These setup steps cover New Student Enrollment, Online Registration, and student data updates.

❑ Campus tasks such as enrolling students and accepting data changes must be completed by a user with access to the applicable pages in TxEIS Registration. This user must have a role ID with appropriate access to necessary campuses and the following TxEIS Registration pages:

New Student Enrollment:

- Registration > Maintenance > Online Registration > New Student Enrollment
- Registration > Maintenance > Parent Portal > Letters > Print > Letter Criteria
- Registration > Maintenance > Parent Portal > Letters > Print > Print Letters
- Registration > Maintenance > Student Enrollment > Forms (Be sure this tab is enabled in Security Admin.)

Online Registration and student data updates:

- Registration > Maintenance > Student Enrollment > Forms (Be sure this tab is enabled in Security Admin.)
- Registration > Maintenance > Online Registration > Register Student
- Registration > Maintenance > Online Registration > Pending Updates
- Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms
- Registration > Reports > Registration Reports > Student > SRG0710 - Standard Forms (Home Language Survey)
- Registration > Reports > Registration Reports > Student > SRG0720 - Online Registration Forms Related Reports
- Registration > Reports > Registration Reports > Student > SRG0730 - Percentage of Forms Submitted per Campus

Planning Ahead

❑ During the planning phase, contact your regional service center for assistance in developing your forms.

❑ Discuss how your campus and district will implement New Student Enrollment (method and

location).

- What method will you be using (CAPTCHA or email verification)?
- Where will you be hosting the enrollment event (campus, home, during a Kinder Roundup event or open house, etc.)

❏ Determine who will be responsible for completing the forms management setup and ongoing maintenance. It is recommended that 1 or 2 staff persons set up and maintain online forms.

❏ Review all of the district's current registration documents, and compare them to the standard forms.

- Determine whether static forms are needed, and which built-in dynamic and standard forms will be used.
- Make changes to built-in forms as needed.
- Contact your service center consultant for assistance with individual situations.

❏ Develop a plan to explain how the online registration process will work.

❏ It is recommended that you communicate in advance to parents that they need to verify that their txConnect account and email address are current. Recommendations:

- Send a letter to parents (or use messaging system) to notify them that New Student Enrollment will be available on xx/xx/xxx (or during a particular event). Example: The letter can be created from TxEIS Registration > Reports > Create Registration Report. Select the student contact fields, create the report, and then filter the report by email and populate a mail merge with an electronic form template.

- Enable online student data updates before the enrollment event. This will give parents an opportunity and a reason to log on to txConnect, which may assist districts in reconciling txConnect account issues.

❏ Consider whether you need to have translators available for any enrollment events.

Troubleshooting Tools

❏ The **Guardian Verified** field on Registration > Maintenance > Student Enrollment > Contacts can be used to allow verification of txConnect accounts for parents who do not have access to a valid email address.

If **Guardian Verified** is selected, the contact's email address can immediately be matched to the email address entered by the parent when registering for a txConnect account. If the two addresses match, the contact can complete online registration and update the student's data. This allows you to bypass the normal email verification process for short-term situations where the normal email address verification process cannot be completed.
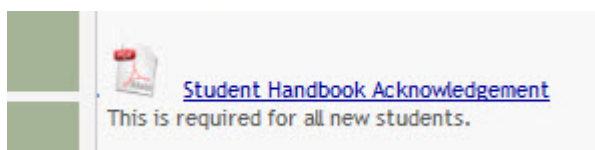
Terminology

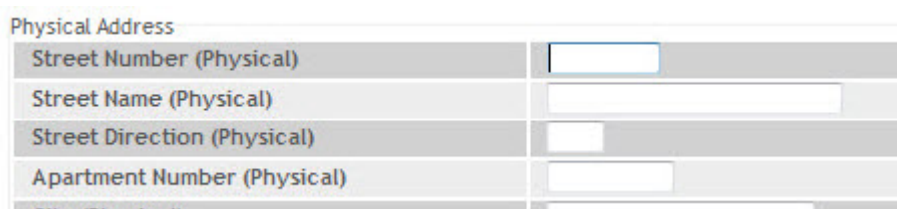Be sure you are familiar with the following terminology:

- **New Student Enrollment** - The one-time process of enrolling a new student in the district.

- **Online Student Registration** - The annual review and updates to student records for existing students (i.e., students already enrolled in the district), such as demographic data updates and standard forms.

- **Student Data Updates** - The ongoing maintenance of records for existing students, such as changes to contact information.

Form types:

- **Static forms** cannot be updated online by parents; they can by viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, and can be delivered in various formats, such as Microsoft Word, PDF, spreadsheet, etc. Calendars are an example of static documents. **Any static forms you upload should be ADA compliant.**
  - screen shot:

    Student Handbook Acknowledgement
    This is required for all new students.

- **Dynamic forms** are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates, as well as document attachment fields and uploads. Dynamic fields are built from a list of available fields.
  - Screen shot:

  - Available Fields:

    NOTES:

    - Default friendly names are initially provided in the program, but they can be changed by administrators as needed. This list reflects the names initially provided.
    - Field names that begin with DOCSTOR_ can be added to a form to allow parents to upload these documents. If the txConnect-provided standard forms are used in your

district, it may not be necessary to use DOCSTOR_ fields for these particular forms.
- Field names that begin with MOCK_ are reserved for New Student Enrollment forms and cannot be selected for any other dynamic forms.

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
ADDR_APT_NBR	Apartment Number (Mailing)	Número de departamento (postal)
ADDR_CITY	City (Mailing)	Ciudad (postal)
ADDR_STATE	State (Mailing)	Estado (postal)
ADDR_STR_DIR	Street Direction (Mailing)	Calle y número (postal)
ADDR_STR_NAME	Street Name (Mailing)	Nombre de la calle (postal)
ADDR_STR_NBR	Street Number (Mailing)	Número(postal)
ADDR_ZIP	Zip (Mailing)	Código postal (postal)
ADDR_ZIP4	Zip4 (Mailing)	Código postal4 (postal)
APT_NBR	Contact: Apartment Number	Contacto: Número de departamento
APT_NBR_PHYS_ADDR	Apartment Number (Physical)	Número de departamento (físico)
CAMPUS_CD_PRV	Previous Campus	Campus anterior
CELL_PHONE	Contact: Cell Phone	Contacto: Teléfono celular
CITY	Contact: City	Contacto: Ciudad
CITY_NAME_PHYS_ADDR	City (Physical)	Ciudad (física)
DL_NBR	Contact: Driver License Number	Contacto: Número de licencia de conducir
DL_ST	Contact: Driver License State	Contacto: Estado de licencia de conducir
DOB (SR_PARENT)	Contact: Date of Birth	Contacto: Fecha de nacimiento
DOB (SR_STU_DEMO)	Date of Birth	Fecha de nacimiento
DOCSTOR_ACCEPTABLEUSEPOLICY	Student Acceptable Use Policy	Política de uso aceptable para estudiantes
DOCSTOR_BC	Birth Certificate Document	Documento de certificado de nacimiento
DOCSTOR_CAPP	Chemical Abuse Participation Form	Formulario de participación en abuso de sustancias
DOCSTOR_DIRECTORY	Directory Form	Formulario del directorio
DOCSTOR_DISTRICTHANDBOOK	District Handbook	Manual del distrito
DOCSTOR_DL	Driver License Document	Documento de licencia de conducir
DOCSTOR_EMP_SURVEY	Employee Survey Form	Formulario de encuesta para empleados
DOCSTOR_ETHRACEQUESTIONNAIRE	Ethnicity and Race Data Questionnaire	Cuestionario de datos de origen étnico y raza
DOCSTOR_FAMILYSURVEY	Family Survey	Encuesta familiar

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
DOCSTOR_FOODALERGY*	Food and Allergy Form	Formulario de alimentos y alergias
DOCSTOR_FREELUNCH	Free Lunch (NSLP)	Almuerzo gratis (NSLP)
DOCSTOR_HISTSCHOOLATTENDANCE	History of School Attendance	Historial de asistencia escolar
DOCSTOR_HOMELANGSURVEY	Home Language Survey	Encuesta sobre idioma del hogar
DOCSTOR_IDENTITYVERIF	Identity Verification	Verificación de identidad
DOCSTOR_IMM*	Immunizations Document	Documento de inmunizaciones
DOCSTOR_MCVINTO	McKinney-Vento Form	Formulario McKinney-Vento
DOCSTOR_MILCONNECTEDSTUDATA	Military Connected Student Data	Datos de alumnos con conexiones militares
DOCSTOR_POR	Proof of Residency Document	Documento de comprobante de residencia
DOCSTOR_REGISTRATIONPACKET	Registration Packet	Paquete de registro
DOCSTOR_RELEASEOFINFO	Release of Information	Divulgación de información
DOCSTOR_STATEMENTSPECED	Statement of Special Education Services	Declaración de servicios de educación especial
DOCSTOR_STUDENTMEDIARELEASE	Student Media Release	Divulgación de información del alumno a medios de comunicación
EMAIL (SR_PARENT)	Contact: Email	Contacto: Correo electrónico
EMAIL (SR_STU_DEMO)	Student Email Address	Dirección de correo electrónico del estudiante
EMERGENCY_FLAG	Contact: Emergency Contact	Contacto: Contacto de emergencia
ETHN_HISPANIC	Hispanic/Latino	
FOOD_ALLERGY	Food Allergy	Food Allergy
GEN	Contact: Generation	Contacto: Generación
HOME_LANG_CD	Pri Language Spoken at Home	
LANG_CD	Contact: Language	Contacto: Idioma
LANG_PRI	Pri Language Spoken by Student	
MIGRANT_FLAG	Contact: Migrant	Contacto: Migrante
MIL_BRANCH	Contact: Branch of Service	Contacto: Rama del servicio
MIL_IND	Military Connection	
MIL_RANK	Contact: Rank	Contacto: Rango
MOCK_FOSTER_CARE	Foster care	Cuidado tutelar
MOCK_HOMELESS	Is student homeless?	¿Es un estudiante sin hogar?
MOCK_LAST_YEAR_GRADE	Last year's grade	Grado del año pasado
MOCK_PREV_IN_504	504 Program	Programa 504

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
MOCK_PREV_IN_ALT_PROG	Alternative Program	Programa alternativo
MOCK_PREV_IN_ARMED_FORCES	Family members serving our country	Miembros de la familia que sirven a nuestro país
MOCK_PREV_IN_BIL_ESL	Bilingual/ESL	Bilingüe/ESL
MOCK_PREV_IN_DAEP_JJAEP	DAEP/JJAEP	DAEP/JJAEP
MOCK_PREV_IN_DYSLEXIA	Dyslexia	Dislexia
MOCK_PREV_IN_GT	Was student previously in GT?	¿El estudiante estuvo antes en GT?
MOCK_PREV_IN_IMMIGRANT	Immigrant Program	Programa para inmigrantes
MOCK_PREV_IN_MIGRANT	Migrant Program	Programa para migrantes
MOCK_PREV_IN_OTHER_PROG	Other Programs	Otros programas
MOCK_PREV_IN_SOCIAL_SERVICES	Social Services	Servicios sociales
MOCK_PREV_IN_SPECIAL_ED	Special Education	Educación especial
MOCK_PREV_IN_SPECIAL_ED_TYPE	If yes, which one?	En caso afirmativo
MOCK_PRIOR_RETENTION	Prior student retention?	
NAME_F (SR_STU_ENROLL)	First Name	Nombre
NAME_F (SR_PARENT)	Contact: First Name	Contacto: Nombre
NAME_GEN_CD	Generation	Generacion
NAME_L (SR_STU_ENROLL)	Last Name	Apellido
NAME_L (SR_PARENT)	Contact: Last Name	Contacto: Apellido
NAME_M (SR_STU_ENROLL)	Middle Name	Segundo nombre
NAME_M (SR_PARENT)	Contact: Middle Name	Contacto: Segundo nombre
NAME_STU_GOES_BY	Nickname	Apodo
OCCUPATION	Contact: Occupation	Contacto: Ocupación
OTHER_PHONE_AC	Contact: Other Phone Area Code	Contacto: Código de área de otro teléfono
OTHER_PHONE_EXT	Contact: Other Phone Extension	Contacto: Extensión de otro teléfono
OTHER_PHONE_NBR	Contact: Other Phone	Contacto: Otro teléfono
PAR_NAME	Parent Name	Nombre del padre/madre
PHONE_AREA_CD	Contact: Area Code	Contacto: Código de área
PHONE_AREA_CD_BUS	Contact: Business Area Code	Contacto: Código de área del negocio
PHONE_EXT_BUS	Contact: Business Phone Extension	Contacto: Extensión del teléfono del negocio
PHONE_NBR (SR_STU_DEMO)	Student Phone	Teléfono del estudiante
PHONE_NBR (SR_PARENT)	Contact: Phone	Contacto: Teléfono
PHONE_NBR_BUS	Contact: Business Phone	Contacto: Teléfono del negocio
PHONE_PREF	Contact: Phone Preference	Contacto: Preferencia telefónica
PHYS_ADDR_STATE	State (Physical)	Estado (físico)
PREV_DIST	Previous District	Distrito anterior
PRI_PHONE	Primary Phone	Teléfono principal

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
PRIMARY_FLAG	Contact: Guardian	Contacto: Tutor
PRIORITY	Contact: Priority	Contacto: Prioridad
RACE_AMER_INDIAN	American Indian/Alaskan Native	Indio americano/Nativo de Alaska
RACE_ASIAN	Asian	Asiático
RACE_BLACK	Black/African American	Negro/Afroamericano
RACE_PACIFIC_ISL	Hawaiian/Pacific Islander	Hawaiiano/Islas del Pacífico
RACE_WHITE	White	Blanco
RCV_MAILOUTS	Contact: Receive Mailouts	Contacto: Recibir comunicaciones por correo
RELAT	Contact: Relation	Contacto: Relación
SCH_YR	Contact: School Year	Contacto: Año escolar
SCND_PHONE	Secondary Phone	
SEQ_NO	Contact: Sequence Number	Contacto: Número consecutivo
SEX	Sex	Sexo
SSN	Contact: SSN	Contacto: NSS
STATE_CD	Contact: State	Contacto: Estado
STATE_STU_ID		
STR_DRCTN_PHYS	Street Direction (Physical)	Calle y número (física)
STR_NAME	Contact: Street Name	Contacto: Calle
STR_NAME_PHYS	Street Name (Physical)	Nombre de la calle (física)
STR_NBR	Contact: Street Number	Contacto: Número
STR_NBR_PHYS	Street Number (Physical)	Número (físico)
STU_CELL_PH	Student Cell Phone	Teléfono celular del estudiante
STU_ID	Student ID	Identificación del estudiante
STU_PHONE_AC	Student Area Code	Código de área del estudiante
TRANSPORT_IND	Contact: Right to Transport	Contacto: Derecho a transportar
VEH_COLOR	Contact: Vehicle Color	Contacto: Color del vehículo
VEH_LIC	Contact: Vehicle License Plate Number	Contacto: Número de placas del vehículo
VEH_LIC_ST	Contact: Vehicle License State	Contacto: Estado de registro del vehículo
VEH_MDL	Contact: Vehicle Model	Contacto: Modelo de vehículo
VEH_MK	Contact: Vehicle Make	Contacto: Marca del vehículo

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
ZIP	Contact: Zip	Contacto: Código postal
ZIP_CODE_PHYS_ADDR	Zip (Physical)	Código postal (físico)
ZIP4	Contact: Zip4	Contacto: Código postal4
ZIP4_PHYS_ADDR	Zip4 (Physical)	Código Postal4 (físico)

- **Standard forms** are predefined district-level forms that are common throughout Texas. The forms cannot be edited, but you can determine whether or not they are available to parents by including (or excluding) them from groups. Most forms are submitted annually; the Home Language Survey only needs to be submitted once during the student's lifetime enrollment in the district.
    - Forms list:
        - Ethnicity and Race Data Questionnaire screen shot:

Mockingbird ISD

TEXAS PUBLIC SCHOOL STUDENT / STAFF ETHNICITY AND RACE DATA QUESTIONNAIRE

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

PART 1. ETHNICITY: Is the person Hispanic/Latino?
- ● Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ○ Not Hispanic/Latino

PART 2. RACE: What is the person's race? *(Choose one or more)*

☐ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ Black or African American - A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☑ White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

STUDENT NAME: DOB:

- Falsification of Documents & Identify Verification screen shot:

Mockingbird ISD

Falsification of Documents
Identity Verification of Person Enrolling Student

STUDENT NAME: DOB:

  STUDENT ID:

Falsification of Information

Texas Education Code 25.001 (h) and (i)
Texas Penal Code 37.10

A person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable for the greater of the maximum tuition fee or the amount the district has budgeted for each student as maintenance and operating expenses if the student is not eligible for enrollment in the district but is enrolled on the basis of false information.

NOTE: Enrollment in specific magnet programs does not incur out of district tuition fees. Check with your individual counseling office if your student is enrolled in a magnet program.

DAILY TUITION RATES ARE SUBJECT TO CHANGE. TUITION RATES ARE REVISED YEARLY IN OCTOBER AND ANNOUNCED BY THE TEXAS EDUCATION AGENCY. STUDENTS WHO QUALIFY FOR SPECIAL EDUCATION SERVICES DIFFER FROM GENERAL EDUCATION STUDENTS DUE TO THE ADDITIONAL SERVICES THEY RECEIVE. CHECK WITH YOUR CAMPUS COUNSELING OFFICE FOR CURRENT TUITION RATES.

Proof of Identity of Person Enrolling Student

Regardless of whether or not a child's parent, guardian, or other person with legal control of the child under a court order is enrolling a child, Texas Education Code as amended in 2001, a district is required to record the name, address, and date of birth, of the person enrolling a child. TEC Section 25.002(f). Providing a copy of your government issued ID with photo satisfies this request.

I UNDERSTAND THAT I MUST PROVIDE MY CURRENT ADDRESS, AND PROOF OF IDENTITY. I ALSO UNDERSTAND THAT IF I HAVE KNOWLINGLY FALSIFIED INFORMATION ON FORMS REQUIRED FOR ENROLLMENT, I AM LIABLE FOR TUITION FEES AS DESCRIBED ABOVE.

- FERPA and Directory Information Notice screen shot:

Mockingbird ISD

NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
and DIRECTORY INFORMATION

Mockingbird ISD maintains general education records which are available to the parent, guardian, or person standing in lawful control of the student under a court order. Both parents/guardians have access to the records unless the school is in possession of a court order limiting access.

Federal law provides that student "educational records" are confidential. School records are defined as being directly related to a student and maintained by the school including, but not limited to: attendance, grades, discipline, test scores, health and immunization, and psychological or counseling records. Directory information **is not** confidential under FERPA.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Mockingbird ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the tenth (10th) day of the school year.

Mockingbird ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

1. **Student directory information is available to the public unless the parent/guardian restricts the release of the information.** According to the Texas Public Information Act (TPIA), Mockingbird ISD must release directory information promptly upon request and may not ask requestors the reason for the requested information. Parents/guardians have the right to restrict the release of directory information, but must do so in writing within the first ten (10) days of the school year or enrollment or see number 4 below.

2. Parents/guardians may alter their choice regarding directory information at any time by completing and submitting the Student Directory Release form found in the list on the left of this webpage to their child's school. Decisions regarding directory information will remain until a subsequent written request is made to alter the previous decision.

3. Parents with a Parent Portal account may review their child's privacy status and make changes if wanted. Privacy codes may also be changed any time by completing a Student Directory Information Release form (found in the list on the left of this webpage) and submitting it to their child's school.

4. Schools must notify parents and eligible students of their FERPA rights annually. In addition to this form, FERPA information is found in the Student/Parent Handbook available in both English and Spanish online at the district website or a paper copy, by request, from your child's school.

- Food Allergy Disclosure screen shot:

Mockingbird ISD
Food Allergy Disclosure

Dear Parents,

The Mockingbird ISD is required to request, at the time of enrollment, that the parent or guardian of each student attending a Mockingbird ISD school disclose the student's
food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the Mockingbird ISD in order to enable
Mockingbird ISD to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. The nurse will contact you for a note from your physician if your child has food allergies. The school must have an EpiPen prescribed for student in the event of an emergency.

FOOD: Nature of allergic reaction to the food:

Mockingbird ISD will maintain the confidentiality of this form and the information provided above and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and district Policy. [See FL] The district will maintain this form as part of your child's student record.

NAME OF STUDENT: DOB: GRADE:

Parent/Guardian Name:

Primary Phone:

Secondary Phone:

- History of School Attendance - Secondary screen shot:

Mockingbird ISD
HISTORY OF SCHOOL ATTENDANCE - SECONDARY

NAME OF STUDENT: _____ GRADE: _____

1. Has your child ever been retained?
○ Yes ○ No

If YES, indicate which grade: [   ]

2. Has your child lived outside the U.S. for two or more consecutive years?
○ Yes ○ No

If YES, indicate when: [   ]
If YES, indicate where: [   ]

3. When your child lived outside the U.S., did he/she attend school regularly?
○ Yes, my child attended school in all previous grades outside the U.S.
○ No, my child missed significant portions of one or more school years as specified.

4. Where has your child attended school?

GRADE:	YEAR	NAME OF SCHOOL	CITY,STATE
Fifth			
Sixth			
Seventh			
Eighth			
Ninth			
Tenth			
Eleventh			
Twelfth			

5. Has your child participated in any of the following programs?
(Any other program may be added at the bottom of the list)

Program	Yes/No	If YES, When	If YES, Where
Bilingual	○ Yes ○ No		
ESL	○ Yes ○ No		
Dyslexia	○ Yes ○ No		
504	○ Yes ○ No		
Gifted & Talented	○ Yes ○ No		
Remedial Math	○ Yes ○ No		
Remedial Reading	○ Yes ○ No		
Speech Therapy	○ Yes ○ No		
Special Education	○ Yes ○ No		
	○ Yes ○ No		

- Home Language Survey * screen shot:

Mockingbird ISD

HOME LANGUAGE SURVEY

Grades Pre-Kindergarten - 12

Dear Parent/Guardian,

The United States Office of Civil Rights and the Texas Education Agency require that each school district conduct a survey of all students who may hear or speak a language other than English in the home. The purpose of this survey is to identify students who are English language learners. Special programs may be available to assist these students.

NAME OF STUDENT: STUDENT ID:

CAMPUS: COUNTRY OF BIRTH:

TO BE FILLED IN BY PARENT, GUARDIAN, OR THE HIGH SCHOOL STUDENT.

1. What language is spoken in the student's home most of the time?

2. What language does the student speak most of the time?

- Migrant Education Program - Family Survey screen shot:

Mockingbird ISD

MIGRANT EDUCATION PROGRAM - FAMILY SURVEY

District: Mockingbird ISD **Campus:**
Student Name: **Age:** **Grade Level:**

Dear Parents,

In order to better serve your children, our school district is helping the State of Texas identify students who may qualify to receive additional educational services.

The information below will be kept confidential.

Please answer the following questions:

1. Within the past 3 years have you, <u>or your child,</u> moved from one school district, city or state to another?
○ Yes ○ No

2. If yes, did you, or your child, move so you could work or look for work in agriculture or fishing?
○ Yes ○ No

If your answer above is NO, STOP here and submit form.

If your answer is YES, please check all that apply below.

☐ Working in fruit, vegetable, sunflower, cotton, wheat, grain, farms or ranches, fields & vineyards

☐ Working in a cannery

☐ Working on a dairy farm

☐ Working in a fishery

☐ Working on a poultry farm

☐ Working in a plant nursery, orchard, tree growing or harvesting

☐ Working in a slaughter house

Other similar work, please explain:

Please complete the following information:

Best time to contact you: Telephone Number:

Parent/Guardian Name:

Home Address/Apt Name: City: Zip Code:

Mailing Address: City: Zip Code:

- Military Connected Student Data screen shot:

- Statement of Special Education Services screen shot:

COMPLETE THIS FORM FOR ALL STUDENTS REGARDLESS OF SPECIAL EDUCATION STATUS

Mockingbird ISD
STATEMENT OF SPECIAL EDUCATION SERVICES

NAME OF STUDENT: DOB:.   GRADE:

School Attending: Pecan Grove High School

1. The above named student has <u>NEVER</u> received special education services.
○ True ● False

If you answered TRUE, DO NOT complete the rest of the form.
If you answered FALSE, proceed to Question 2 and complete the rest of the form.

2. The above named student <u>WAS RECEIVING</u> special education services at his/her prior school.
○ True ○ False

If you answered TRUE, complete the remainder of the form below.

This form serves as a release of information authorization in order to request your child's special education records.
Please work with the campus Admission Review Dismissal (ARD) tee to assist in identifying services to support your child.

Disabling conditions(s): (LD, ED, OI, MR, etc.)

Services received at previous school. Check all that apply:

☐ Speech
☐ Self Contained
☐ Auditory Impaired (hearing)
☐ CMC
☐ Visually Impaired
Other services:

3. The above named student received special education services in the past, <u>BUT WAS DISMISSED PER ARD TEE.</u>
○ True ○ False

If you answered TRUE, enter year dismissed:

4. Comments:

Name and address of previous school:

- Student Directory Information Release screen shot:

- Student Media Release screen shot:

- Student Residency Questionnaire (McKinney-Vento) screen shot:

Student Residency Questionnaire

The information on this form is required to address the McKinney-Vento Act 42 U.S.C. 11434a(2). The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

Indicates a pending change.

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

Mockingbird ISD

STUDENT RESIDENCY QUESTIONNAIRE

NAME OF STUDENT: Gender: Date of Birth:

School Attending: Pecan Grove High School   Student ID:

GRADE: AGE:

○Yes ○No   Is your current address a temporary living arrangement?

○Yes ○No   Is your temporary living arrangement due to loss of housing or economic hardship?

If you answered NO to both of the questions above, DO NOT complete the rest of the form. Click Submit Data to sign and submit the form.
If you answered YES to either of the questions above, proceed to Section A, complete the rest of the form.

Section A - Student Living Situation (Check all that apply)

- ☐ Live with parent/legal guardian in a home, apartment, or housing and does not share home with any other family.
- ☐ Live in a shelter because I do not have permanent housing (family shelter, domestic violence shelter, children/youth shelter, FEMA housing), includes living in transitional housing (housing available for a specific length of time only and partly paid by a Church or other organization.
- ☐ Live in the home of a friend or relative because I lost my housing (doubled up due to economic hardship, fire, flood, lost job, divorce, domestic violence, parent in military and was deployed, parent in jail, etc.)
- ☐ Live in a tent, car, van, abandoned building (living on the streets, campground, park, or unsheltered location), includes living without electricity, heat, and/or running water in a home/apartment.
- ☐ Live in hotel or motel (due to economic hardship, eviction, flood, fire, hurricane, etc.)
- ☐ Unaccompanied Youth (student is not living in the home of a parent or legal guardian)
- ☐ Child or youth placed by DFPS with a temporary guardian (DFPS provided a Parental Child Safety Plan or Authorization for Non-Parent or Voluntary Caregiver)
- ☐ None of these describe my present living situation. Briefly describe your situation:

Section B: Factors contributing to the student's current living situation (Check all that apply):

- ☐ Natural disaster
  - ☐ Tornado, storm, flood, etc.
  - ☐ Hurricane, name:

  - ☐ Fire: prairie, forest, grass, lighting strike, etc.
- ☐ Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.
- ☐ Home issue such as lack of electricity, water, heat, adequate home repair due to lack of funds, overcrowding, mold, etc.
- ☐ Military: Parent/guardian deployed, injured or killed in action
- ☐ Incarceration of parent/guardian
- ☐ Incarceration of parent or guardian due to health, mental health, drugs/alcohol, or other factors
- ☐ Home fire not due to natural causes (i.e., faulty equipment/appliances/wiring, furnace, stove, fireplace, etc.)
- ☐ Economic hardship:
  - ☐ Loss of job resulting in inability to pay rent or mortgage
  - ☐ Income from part-time or low paying job does not cover cost of housing in the area
  - ☐ Loss of mortgage, including loss of mortgage of landlord if student/student's family is renting
  - ☐ Eviction record and/or inability to produce deposits for rent or utilities
- ☐ High medical bills that leave little or no money for housing
- ☐ Lack of affordable housing in the area
- ☐ Minor student unable to afford housing on my own
- ☐ None or the above describe the main reason for my present living situation. Briefly explain the contributing factors:

Section C: Parent/Legal Guardian/Caregiver/Unaccompanied Youth

Last Name:	First Name:	Middle Name:	Relationship to Student:

Address:	Zip:	Telephone:

Student's length of time at present address?

Years:	Months:	Days:	Number of Children Enrolled in District:

Please provide the following information for school-age siblings (brothers and/or sisters) of the student:

Name	Grade	School	District

Admin Steps

txConnect New Student Enrollment, Online Registration, & Data Updates
Admin Steps

Log on to txConnect Admin as a district-level administrator.

↓

Access the Forms Management pages.

Create static forms.

Upload static documents to the txConnect server.

Create forms using static documents.

Create/edit dynamic forms.

Set options for any fields that will be used in dynamic forms.

Create/edit forms using the available fields.

Add forms to groups.

↓

Set up Online Registration forms.

↓

Enable forms for use in txConnect.

Enable New Student Enrollment.

On the Settings tab, select **Allow parent access to New Student Enrollment**.

Select the authentication type (CAPTCHA or email validation).

Parents can now complete New Student Enrollment.

From TxEIS Registration, enroll students from txConnect.

Provide parents with a Student Portal ID.

Enable Online Registration.

On the Settings tab, enter the beginning and ending dates for Online Registration.

Select the school year for which students will be registering during the date range.

Type a confirmation message. Click **Update Message**.

Parents can now complete Online Registration for the upcoming school year.

Enable student data updates.

On the Settings tab, select **Allow parents access to Student Data forms**.

Parents can now update current year data as needed.

From TxEIS Registration, view and approve/reject pending updates to student data.

From TxEIS Registration, monitor forms submitted from txConnect.

Manually record the date for any forms that are hand delivered.

Print reports to monitor data changes: SRG0700, SRG0710, SRG0720, & SRG0730.

Parent Steps

txConnect New Student Enrollment, Online Registration, & Data Updates
Parent Steps

New Student — NO → **Existing Student**

New Student → YES

Create a txConnect account and log on.

From the My Account page, click the **Enroll a New Student** button.

Complete the New Student Enrollment wizard and submit to district.

Existing Student

Do you have a txConnect account? — NO → Create a txConnect account.

YES

Do you have a Student Portal ID? — NO → Obtain a Student Portal ID from the student's campus.

YES

Have you validated your email address? — NO → Log on to txConnect and validate your email address.

YES

Is today's date within the Online Registration date range? — NO → Complete Student Data Updates for the current year as needed.

From the My Account page, click the **View/Edit** button.

Update data that needs to be changed. Submit each updated form individually.

YES

Complete Online Student Registration for the upcoming school year.

From the Summary page, click the **YYYY-YY Registration** button.

Click **Start Registration**.

Proceed through the wizard and update or acknowledge each form. There may be standard, view-only, and/or dynamic forms. Print static forms if needed.

Click **Finish** to submit to district.

txConnect Admin

Manage Forms for Enrollment, Registration, and Data Updates

txConnect Admin - Manage Forms for Enrollment, Registration, and Data Updates

Follow these steps to manage forms for new student enrollment, online student registration, and student data updates, including static printable forms, customized dynamic forms, and standard forms.

Prerequisites:

- Be sure you have considered and completed all steps in the Before You Begin list.

- You must have district-level administrative access to txConnect.

- Any static forms must be ready for upload and saved in a valid format (English and Spanish versions). All forms should be ADA compliant.

Terminology:

- **New Student Enrollment** - The one-time process of enrolling a new student in the district.

- **Online Student Registration** - The annual review and updates to student records for existing students (i.e., students already enrolled in the district), such as demographic data updates and standard forms.

- **Student Data Updates** - The ongoing maintenance of records for existing students, such as changes to contact information.

Form types:

- **Static forms** cannot be updated online by parents; they can by viewed, printed, completed by hand, and returned to the campus. Static forms will vary by campus and district, and can be delivered in various formats, such as Microsoft Word, PDF, spreadsheet, etc. Calendars are an example of static documents. **Any static forms you upload should be ADA compliant.**
    - screen shot:

- **Dynamic forms** are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates, as well as document attachment fields and uploads. Dynamic fields are built from a list of available fields.

○ Screen shot:

○ Available Fields:

NOTES:

- Default friendly names are initially provided in the program, but they can be changed by administrators as needed. This list reflects the names initially provided.
- Field names that begin with DOCSTOR_ can be added to a form to allow parents to upload these documents. If the txConnect-provided standard forms are used in your district, it may not be necessary to use DOCSTOR_ fields for these particular forms.
- Field names that begin with MOCK_ are reserved for New Student Enrollment forms and cannot be selected for any other dynamic forms.

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
ADDR_APT_NBR	Apartment Number (Mailing)	Número de departamento (postal)
ADDR_CITY	City (Mailing)	Ciudad (postal)
ADDR_STATE	State (Mailing)	Estado (postal)
ADDR_STR_DIR	Street Direction (Mailing)	Calle y número (postal)
ADDR_STR_NAME	Street Name (Mailing)	Nombre de la calle (postal)
ADDR_STR_NBR	Street Number (Mailing)	Número(postal)
ADDR_ZIP	Zip (Mailing)	Código postal (postal)
ADDR_ZIP4	Zip4 (Mailing)	Código postal4 (postal)
APT_NBR	Contact: Apartment Number	Contacto: Número de departamento
APT_NBR_PHYS_ADDR	Apartment Number (Physical)	Número de departamento (físico)
CAMPUS_CD_PRV	Previous Campus	Campus anterior
CELL_PHONE	Contact: Cell Phone	Contacto: Teléfono celular
CITY	Contact: City	Contacto: Ciudad
CITY_NAME_PHYS_ADDR	City (Physical)	Ciudad (física)
DL_NBR	Contact: Driver License Number	Contacto: Número de licencia de conducir
DL_ST	Contact: Driver License State	Contacto: Estado de licencia de conducir
DOB (SR_PARENT)	Contact: Date of Birth	Contacto: Fecha de nacimiento

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
DOB (SR_STU_DEMO)	Date of Birth	Fecha de nacimiento
DOCSTOR_ACCEPTABLEUSEPOLICY	Student Acceptable Use Policy	Política de uso aceptable para estudiantes
DOCSTOR_BC	Birth Certificate Document	Documento de certificado de nacimiento
DOCSTOR_CAPP	Chemical Abuse Participation Form	Formulario de participación en abuso de sustancias
DOCSTOR_DIRECTORY	Directory Form	Formulario del directorio
DOCSTOR_DISTRICTHANDBOOK	District Handbook	Manual del distrito
DOCSTOR_DL	Driver License Document	Documento de licencia de conducir
DOCSTOR_EMP_SURVEY	Employee Survey Form	Formulario de encuesta para empleados
DOCSTOR_ETHRACEQUESTIONNAIRE	Ethnicity and Race Data Questionnaire	Cuestionario de datos de origen étnico y raza
DOCSTOR_FAMILYSURVEY	Family Survey	Encuesta familiar
DOCSTOR_FOODALERGY*	Food and Allergy Form	Formulario de alimentos y alergias
DOCSTOR_FREELUNCH	Free Lunch (NSLP)	Almuerzo gratis (NSLP)
DOCSTOR_HISTSCHOOLATTENDANCE	History of School Attendance	Historial de asistencia escolar
DOCSTOR_HOMELANGSURVEY	Home Language Survey	Encuesta sobre idioma del hogar
DOCSTOR_IDENTITYVERIF	Identity Verification	Verificación de identidad
DOCSTOR_IMM*	Immunizations Document	Documento de inmunizaciones
DOCSTOR_MCVINTO	McKinney-Vento Form	Formulario McKinney-Vento
DOCSTOR_MILCONNECTEDSTUDATA	Military Connected Student Data	Datos de alumnos con conexiones militares
DOCSTOR_POR	Proof of Residency Document	Documento de comprobante de residencia
DOCSTOR_REGISTRATIONPACKET	Registration Packet	Paquete de registro
DOCSTOR_RELEASEOFINFO	Release of Information	Divulgación de información
DOCSTOR_STATEMENTSPECED	Statement of Special Education Services	Declaración de servicios de educación especial
DOCSTOR_STUDENTMEDIARELEASE	Student Media Release	Divulgación de información del alumno a medios de comunicación
EMAIL (SR_PARENT)	Contact: Email	Contacto: Correo electrónico
EMAIL (SR_STU_DEMO)	Student Email Address	Dirección de correo electrónico del estudiante
EMERGENCY_FLAG	Contact: Emergency Contact	Contacto: Contacto de emergencia
ETHN_HISPANIC	Hispanic/Latino	
FOOD_ALLERGY	Food Allergy	Food Allergy
GEN	Contact: Generation	Contacto: Generación

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
HOME_LANG_CD	Pri Language Spoken at Home	
LANG_CD	Contact: Language	Contacto: Idioma
LANG_PRI	Pri Language Spoken by Student	
MIGRANT_FLAG	Contact: Migrant	Contacto: Migrante
MIL_BRANCH	Contact: Branch of Service	Contacto: Rama del servicio
MIL_IND	Military Connection	
MIL_RANK	Contact: Rank	Contacto: Rango
MOCK_FOSTER_CARE	Foster care	Cuidado tutelar
MOCK_HOMELESS	Is student homeless?	¿Es un estudiante sin hogar?
MOCK_LAST_YEAR_GRADE	Last year's grade	Grado del año pasado
MOCK_PREV_IN_504	504 Program	Programa 504
MOCK_PREV_IN_ALT_PROG	Alternative Program	Programa alternativo
MOCK_PREV_IN_ARMED_FORCES	Family members serving our country	Miembros de la familia que sirven a nuestro país
MOCK_PREV_IN_BIL_ESL	Bilingual/ESL	Bilingüe/ESL
MOCK_PREV_IN_DAEP_JJAEP	DAEP/JJAEP	DAEP/JJAEP
MOCK_PREV_IN_DYSLEXIA	Dyslexia	Dislexia
MOCK_PREV_IN_GT	Was student previously in GT?	¿El estudiante estuvo antes en GT?
MOCK_PREV_IN_IMMIGRANT	Immigrant Program	Programa para inmigrantes
MOCK_PREV_IN_MIGRANT	Migrant Program	Programa para migrantes
MOCK_PREV_IN_OTHER_PROG	Other Programs	Otros programas
MOCK_PREV_IN_SOCIAL_SERVICES	Social Services	Servicios sociales
MOCK_PREV_IN_SPECIAL_ED	Special Education	Educación especial
MOCK_PREV_IN_SPECIAL_ED_TYPE	If yes, which one?	En caso afirmativo
MOCK_PRIOR_RETENTION	Prior student retention?	
NAME_F (SR_STU_ENROLL)	First Name	Nombre
NAME_F (SR_PARENT)	Contact: First Name	Contacto: Nombre
NAME_GEN_CD	Generation	Generacion
NAME_L (SR_STU_ENROLL)	Last Name	Apellido
NAME_L (SR_PARENT)	Contact: Last Name	Contacto: Apellido
NAME_M (SR_STU_ENROLL)	Middle Name	Segundo nombre
NAME_M (SR_PARENT)	Contact: Middle Name	Contacto: Segundo nombre
NAME_STU_GOES_BY	Nickname	Apodo
OCCUPATION	Contact: Occupation	Contacto: Ocupación
OTHER_PHONE_AC	Contact: Other Phone Area Code	Contacto: Código de área de otro teléfono
OTHER_PHONE_EXT	Contact: Other Phone Extension	Contacto: Extensión de otro teléfono
OTHER_PHONE_NBR	Contact: Other Phone	Contacto: Otro teléfono

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
PAR_NAME	Parent Name	Nombre del padre/madre
PHONE_AREA_CD	Contact: Area Code	Contacto: Código de área
PHONE_AREA_CD_BUS	Contact: Business Area Code	Contacto: Código de área del negocio
PHONE_EXT_BUS	Contact: Business Phone Extension	Contacto: Extensión del teléfono del negocio
PHONE_NBR (SR_STU_DEMO)	Student Phone	Teléfono del estudiante
PHONE_NBR (SR_PARENT)	Contact: Phone	Contacto: Teléfono
PHONE_NBR_BUS	Contact: Business Phone	Contacto: Teléfono del negocio
PHONE_PREF	Contact: Phone Preference	Contacto: Preferencia telefónica
PHYS_ADDR_STATE	State (Physical)	Estado (físico)
PREV_DIST	Previous District	Distrito anterior
PRI_PHONE	Primary Phone	Teléfono principal
PRIMARY_FLAG	Contact: Guardian	Contacto: Tutor
PRIORITY	Contact: Priority	Contacto: Prioridad
RACE_AMER_INDIAN	American Indian/Alaskan Native	Indio americano/Nativo de Alaska
RACE_ASIAN	Asian	Asiático
RACE_BLACK	Black/African American	Negro/Afroamericano
RACE_PACIFIC_ISL	Hawaiian/Pacific Islander	Hawaiiano/Islas del Pacífico
RACE_WHITE	White	Blanco
RCV_MAILOUTS	Contact: Receive Mailouts	Contacto: Recibir comunicaciones por correo
RELAT	Contact: Relation	Contacto: Relación
SCH_YR	Contact: School Year	Contacto: Año escolar
SCND_PHONE	Secondary Phone	
SEQ_NO	Contact: Sequence Number	Contacto: Número consecutivo
SEX	Sex	Sexo
SSN	Contact: SSN	Contacto: NSS
STATE_CD	Contact: State	Contacto: Estado
STATE_STU_ID		
STR_DRCTN_PHYS	Street Direction (Physical)	Calle y número (física)
STR_NAME	Contact: Street Name	Contacto: Calle
STR_NAME_PHYS	Street Name (Physical)	Nombre de la calle (física)
STR_NBR	Contact: Street Number	Contacto: Número
STR_NBR_PHYS	Street Number (Physical)	Número (físico)

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
STU_CELL_PH	Student Cell Phone	Teléfono celular del estudiante
STU_ID	Student ID	Identificación del estudiante
STU_PHONE_AC	Student Area Code	Código de área del estudiante
TRANSPORT_IND	Contact: Right to Transport	Contacto: Derecho a transportar
VEH_COLOR	Contact: Vehicle Color	Contacto: Color del vehículo
VEH_LIC	Contact: Vehicle License Plate Number	Contacto: Número de placas del vehículo
VEH_LIC_ST	Contact: Vehicle License State	Contacto: Estado de registro del vehículo
VEH_MDL	Contact: Vehicle Model	Contacto: Modelo de vehículo
VEH_MK	Contact: Vehicle Make	Contacto: Marca del vehículo
ZIP	Contact: Zip	Contacto: Código postal
ZIP_CODE_PHYS_ADDR	Zip (Physical)	Código postal (físico)
ZIP4	Contact: Zip4	Contacto: Código postal4
ZIP4_PHYS_ADDR	Zip4 (Physical)	Código Postal4 (físico)

- **Standard forms** are predefined district-level forms that are common throughout Texas. The forms cannot be edited, but you can determine whether or not they are available to parents by including (or excluding) them from groups. Most forms are submitted annually; the Home Language Survey only needs to be submitted once during the student's lifetime enrollment in the district.
    - Forms list:
        - Ethnicity and Race Data Questionnaire:

Mockingbird ISD

TEXAS PUBLIC SCHOOL STUDENT / STAFF ETHNICITY AND RACE DATA QUESTIONNAIRE

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

PART 1. ETHNICITY: Is the person Hispanic/Latino?

◉ Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

○ Not Hispanic/Latino

PART 2. RACE: What is the person's race? *(Choose one or more)*

☐ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ Black or African American - A person having origins in any of the black racial groups of Africa.

☐ Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☑ White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

STUDENT NAME: DOB:

- [Falsification of Documents & Identify Verification:](#)

Mockingbird ISD

Falsification of Documents
Identity Verification of Person Enrolling Student

STUDENT NAME: DOB:

   STUDENT ID:

Falsification of Information

Texas Education Code 25.001 (h) and (i)
Texas Penal Code 37.10

A person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable for the greater of the maximum tuition fee or the amount the district has budgeted for each student as maintenance and operating expenses if the student is not eligible for enrollment in the district but is enrolled on the basis of false information.

NOTE: Enrollment in specific magnet programs does not incur out of district tuition fees. Check with your individual counseling office if your student is enrolled in a magnet program.

DAILY TUITION RATES ARE SUBJECT TO CHANGE. TUITION RATES ARE REVISED YEARLY IN OCTOBER AND ANNOUNCED BY THE TEXAS EDUCATION AGENCY. STUDENTS WHO QUALIFY FOR SPECIAL EDUCATION SERVICES DIFFER FROM GENERAL EDUCATION STUDENTS DUE TO THE ADDITIONAL SERVICES THEY RECEIVE. CHECK WITH YOUR CAMPUS COUNSELING OFFICE FOR CURRENT TUITION RATES.

Proof of Identity of Person Enrolling Student

Regardless of whether or not a child's parent, guardian, or other person with legal control of the child under a court order is enrolling a child, Texas Education Code as amended in 2001, a district is required to record the name, address, and date of birth, of the person enrolling a child. TEC Section 25.002(f). Providing a copy of your government issued ID with photo satisfies this request.

I UNDERSTAND THAT I MUST PROVIDE MY CURRENT ADDRESS, AND PROOF OF IDENTITY. I ALSO UNDERSTAND THAT IF I HAVE KNOWLINGLY FALSIFIED INFORMATION ON FORMS REQUIRED FOR ENROLLMENT, I AM LIABLE FOR TUITION FEES AS DESCRIBED ABOVE.

- [FERPA and Directory Information Notice:](#)

Mockingbird ISD

NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
and DIRECTORY INFORMATION

Mockingbird ISD maintains general education records which are available to the parent, guardian, or person standing in lawful control of the student under a court order. Both parents/guardians have access to the records unless the school is in possession of a court order limiting access.

Federal law provides that student "educational records" are confidential. School records are defined as being directly related to a student and maintained by the school including, but not limited to: attendance, grades, discipline, test scores, health and immunization, and psychological or counseling records. Directory information **is not** confidential under FERPA.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Mockingbird ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the tenth (10th) day of the school year.

Mockingbird ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

1. **Student directory information is available to the public unless the parent/guardian restricts the release of the information.** According to the Texas Public Information Act (TPIA), Mockingbird ISD must release directory information promptly upon request and may not ask requestors the reason for the requested information. Parents/guardians have the right to restrict the release of directory information, but must do so in writing within the first ten (10) days of the school year or enrollment or see number 4 below.

2. Parents/guardians may alter their choice regarding directory information at any time by completing and submitting the Student Directory Release form found in the list on the left of this webpage to their child's school. Decisions regarding directory information will remain until a subsequent written request is made to alter the previous decision.

3. Parents with a Parent Portal account may review their child's privacy status and make changes if wanted. Privacy codes may also be changed any time by completing a Student Directory Information Release form (found in the list on the left of this webpage) and submitting it to their child's school.

4. Schools must notify parents and eligible students of their FERPA rights annually. In addition to this form, FERPA information is found in the Student/Parent Handbook available in both English and Spanish online at the district website or a paper copy, by request, from your child's school.

- Food Allergy Disclosure:

Mockingbird ISD
Food Allergy Disclosure

Dear Parents,

The Mockingbird ISD is required to request, at the time of enrollment, that the parent or guardian of each student attending a Mockingbird ISD school disclose the student's
food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the Mockingbird ISD in order to enable
Mockingbird ISD to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. The nurse will contact you for a note from your physician if your child has food allergies. The school must have an EpiPen prescribed for student in the event of an emergency.

FOOD: Nature of allergic reaction to the food:

Mockingbird ISD will maintain the confidentiality of this form and the information provided above and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and district Policy. [See FL] The district will maintain this form as part of your child's student record.

NAME OF STUDENT: DOB: GRADE:

Parent/Guardian Name:

Primary Phone:

Secondary Phone:

- History of School Attendance - Secondary:

Mockingbird ISD
HISTORY OF SCHOOL ATTENDANCE - SECONDARY

NAME OF STUDENT: GRADE:

1. Has your child ever been retained?
○ Yes ○ No

If YES, indicate which grade: [   ]

2. Has your child lived outside the U.S. for two or more consecutive years?
○ Yes ○ No

If YES, indicate when: [   ]
If YES, indicate where: [   ]

3. When your child lived outside the U.S., did he/she attend school regularly?
○ Yes, my child attended school in all previous grades outside the U.S.
○ No, my child missed significant portions of one or more school years as specified.

4. Where has your child attended school?

GRADE:	YEAR	NAME OF SCHOOL	CITY,STATE
Fifth			
Sixth			
Seventh			
Eighth			
Ninth			
Tenth			
Eleventh			
Twelfth			

5. Has your child participated in any of the following programs?
(Any other program may be added at the bottom of the list)

Program	Yes/No	If YES, When	If YES, Where
Bilingual	○ Yes ○ No		
ESL	○ Yes ○ No		
Dyslexia	○ Yes ○ No		
504	○ Yes ○ No		
Gifted & Talented	○ Yes ○ No		
Remedial Math	○ Yes ○ No		
Remedial Reading	○ Yes ○ No		
Speech Therapy	○ Yes ○ No		
Special Education	○ Yes ○ No		
	○ Yes ○ No		

- Home Language Survey *:

Mockingbird ISD

HOME LANGUAGE SURVEY

Grades Pre-Kindergarten - 12

Dear Parent/Guardian,

The United States Office of Civil Rights and the Texas Education Agency require that each school district conduct a survey of all students who may hear or speak a language other than English in the home. The purpose of this survey is to identify students who are English language learners. Special programs may be available to assist these students.

NAME OF STUDENT: STUDENT ID:

CAMPUS: COUNTRY OF BIRTH:

TO BE FILLED IN BY PARENT, GUARDIAN, OR THE HIGH SCHOOL STUDENT.

1. What language is spoken in the student's home most of the time?

2. What language does the student speak most of the time?

- Migrant Education Program - Family Survey:

Mockingbird ISD

MIGRANT EDUCATION PROGRAM - FAMILY SURVEY

District: Mockingbird ISD   **Campus:**
Student Name: **Age:**   **Grade Level:**

Dear Parents,

In order to better serve your children, our school district is helping the State of Texas identify students who may qualify to receive additional educational services.

The information below will be kept confidential.

Please answer the following questions:

1. Within the past 3 years have you, <u>or your child,</u> moved from one school district, city or state to another?
○ Yes ○ No

2. If yes, did you, or your child, move so you could work or look for work in agriculture or fishing?
○ Yes ○ No

If your answer above is NO, STOP here and submit form.

If your answer is YES, please check all that apply below.

☐ Working in fruit, vegetable, sunflower, cotton, wheat, grain, farms or ranches, fields & vineyards

☐ Working in a cannery

☐ Working on a dairy farm

☐ Working in a fishery

☐ Working on a poultry farm

☐ Working in a plant nursery, orchard, tree growing or harvesting

☐ Working in a slaughter house

Other similar work, please explain:

Please complete the following information:

Best time to contact you: Telephone Number:

Parent/Guardian Name:

Home Address/Apt Name: City: Zip Code:

Mailing Address: City: Zip Code:

- **Military Connected Student Data:**

- **Statement of Special Education Services:**

COMPLETE THIS FORM FOR ALL STUDENTS REGARDLESS OF SPECIAL EDUCATION STATUS

Mockingbird ISD
STATEMENT OF SPECIAL EDUCATION SERVICES

NAME OF STUDENT:ˈ   DOB:.   GRADE:

School Attending: Pecan Grove High School

1. The above named student has <u>NEVER</u> received special education services.
○ True ◉ False

If you answered TRUE, DO NOT complete the rest of the form.
If you answered FALSE, proceed to Question 2 and complete the rest of the form.

2. The above named student <u>WAS RECEIVING</u> special education services at his/her prior school.
○ True ○ False

If you answered TRUE, complete the remainder of the form below.

This form serves as a release of information authorization in order to request your child's special education records.
Please work with the campus Admission Review Dismissal (ARD) tee to assist in identifying services to support your child.

Disabling conditions(s): (LD, ED, OI, MR, etc.)

Services received at previous school. Check all that apply:

☐ Speech
☐ Self Contained
☐ Auditory Impaired (hearing)
☐ CMC
☐ Visually Impaired
Other services:

3. The above named student received special education services in the past, <u>BUT WAS DISMISSED PER ARD TEE.</u>
○ True ○ False

If you answered TRUE, enter year dismissed:

4. Comments:

Name and address of previous school:

- **Student Directory Information Release:**

Mockingbird ISD

STUDENT DIRECTORY INFORMATION RELEASE

Please review the information below to indicate your current wishes regarding the privacy of your child's directory information. Select YES or NO for each statement. By submitting this form you are signing, dating and indicating your preferences to the school district. Forms that are not signed will result in the release of your child's directory information when requested.

Selecting NO below will result in blocking the release of directory information in the designated categories.

DISTRICT PUBLICATION
Mockingbird ISD has my permission to release directory information for limited school sponsored purposes including, but not limited to: selected photography companies supporting campus pictures, and publicity (name and picture in yearbook, newsletters, awards, honors, PTA, booster clubs, etc.). Example: If you select NO, your child's name will NOT appear in the district's newsletter, the school's yearbook, etc.

○ Yes ● No

PRIVATE REQUESTERS:
Mockingbird ISD has my permission to release directory information (name, address, phone number, etc.) to any requestor in accordance with the Texas Publication Information Act (TPIA). The TPIA requires Mockingbird ISD to release this type of information to any company, individual, or group that requests it unless the parent/guardian requests the information not to be released. Example: If you select NO, your child's directory information will NOT be released to vendors or others who may be soliciting products and services.

○ Yes ● No

HIGHER EDUCATION:
The No Child Left Behind Act of 2001 requires schools to provide military recruiters and institutions of higher education student directory information unless the parent/guardian objects. Mockingbird ISD has my permission to release directory information to a military recruiter.

● Yes ○ No

Mockingbird ISD has my permission to provide the name, address, and telephone number of my secondary student to an institution of higher education.

○ Yes ● No

Please consider your responses carefully prior to making final decisions. Should you have questions or need further assistance for a complete understanding, see your campus administrator.

Student Name:

- **Student Media Release:**

Mockingbird ISD

STUDENT MEDIA RELEASE

Student Name: **Student ID#:**   :

During the school year, opportunities arise to provide positive information and publicity about our programs and events to the general public or specific audiences. In some cases, we may receive requests from the news media or professional persons to interview, photograph, and/or film students for news or non-profit publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by Mockingbird ISD and parent-teacher organizations.

Permission is needed for your child to be the subject of any news media publicity or to be included in district publications. Your selection will be kept on file for future reference and will remain in effect unless revoked in writing by the parent/guardian.

○ Yes ○ No	I give permission for my child to be interviewed, photographed, and/or filmed for public news media, professional education information, or any other non-profit publication for public use (e.g. newsletters). In addition, I give permission for my child's name, work and likeness to appear on the Internet.

- **Student Residency Questionnaire (McKinney-Vento):**

Student Residency Questionnaire

The information on this form is required to address the McKinney-Vento Act 42 U.S.C. 11434a(2). The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

Indicates a pending change.

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

Mockingbird ISD

STUDENT RESIDENCY QUESTIONNAIRE

NAME OF STUDENT: Gender: Date of Birth:

School Attending: Pecan Grove High School   Student ID:

GRADE: AGE:

- ○ Yes ○ No   Is your current address a temporary living arrangement?
- ○ Yes ○ No   Is your temporary living arrangement due to loss of housing or economic hardship?

If you answered NO to both of the questions above, DO NOT complete the rest of the form. Click Submit Data to sign and submit the form.
If you answered YES to either of the questions above, proceed to Section A, complete the rest of the form.

Section A - Student Living Situation (Check all that apply)

- ☐ Live with parent/legal guardian in a home, apartment, or housing and does not share home with any other family.
- ☐ Live in a shelter because I do not have permanent housing (family shelter, domestic violence shelter, children/youth shelter, FEMA housing), includes living in transitional housing (housing available for a specific length of time only and partly paid by a Church or other organization.
- ☐ Live in the home of a friend or relative because I lost my housing (doubled up due to economic hardship, fire, flood, lost job, divorce, domestic violence, parent in military and was deployed, parent in jail, etc.)
- ☐ Live in a tent, car, van, abandoned building (living on the streets, campground, park, or unsheltered location), includes living without electricity, heat, and/or running water in a home/apartment.
- ☐ Live in hotel or motel (due to economic hardship, eviction, flood, fire, hurricane, etc.)
- ☐ Unaccompanied Youth (student is not living in the home of a parent or legal guardian)
- ☐ Child or youth placed by DFPS with a temporary guardian (DFPS provided a Parental Child Safety Plan or Authorization for Non-Parent or Voluntary Caregiver)
- ☐ None of these describe my present living situation. Briefly describe your situation:

Section B: Factors contributing to the student's current living situation (Check all that apply):

- ☐ Natural disaster
  - ☐ Tornado, storm, flood, etc.
  - ☐ Hurricane, name:

  - ☐ Fire: prairie, forest, grass, lighting strike, etc.
- ☐ Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.
- ☐ Home issue such as lack of electricity, water, heat, adequate home repair due to lack of funds, overcrowding, mold, etc.
- ☐ Military: Parent/guardian deployed, injured or killed in action
- ☐ Incarceration of parent/guardian
- ☐ Incarceration of parent or guardian due to health, mental health, drugs/alcohol, or other factors
- ☐ Home fire not due to natural causes (i.e., faulty equipment/appliances/wiring, furnace, stove, fireplace, etc.)
- ☐ Economic hardship:
  - ☐ Loss of job resulting in inability to pay rent or mortgage
  - ☐ Income from part-time or low paying job does not cover cost of housing in the area
  - ☐ Loss of mortgage, including loss of mortgage of landlord if student/student's family is renting
  - ☐ Eviction record and/or inability to produce deposits for rent or utilities
- ☐ High medical bills that leave little or no money for housing
- ☐ Lack of affordable housing in the area
- ☐ Minor student unable to afford housing on my own
- ☐ None or the above describe the main reason for my present living situation. Briefly explain the contributing factors:

Section C: Parent/Legal Guardian/Caregiver/Unaccompanied Youth

Last Name: First Name: Middle Name: Relationship to Student:

Address: Zip: Telephone:

Student's length of time at present address?

Years: Months: Days: Number of Children Enrolled in District:

Please provide the following information for school-age siblings (brothers and/or sisters) of the student:

Name	Grade	School	District

* Only needs to be submitted once during the student's lifetime enrollment in the district.
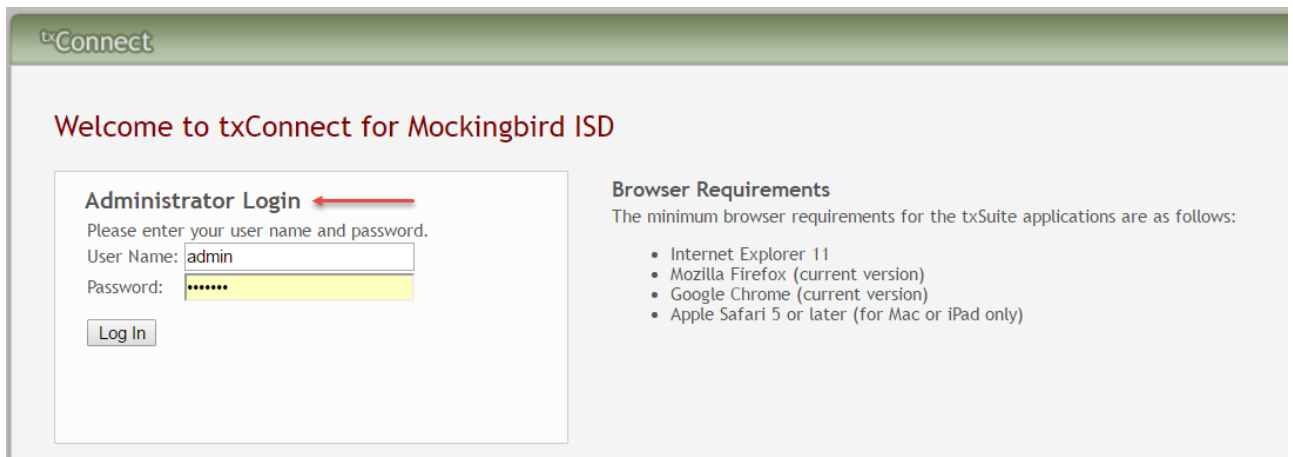
1. Access the Forms Management pages.

   txConnect Admin > Administrator Options > Settings > Forms Management

   This page allows district-level administrative users to access pages for managing forms for new student enrollment, online student registration, and student data updates, including static printable forms, customized dynamic forms, and standard forms.

   The Forms Management pages can be accessed from the txConnect Administrator Options page. Administrator access to txConnect is accomplished by a separate Administrator Login page using the **AdminLogin.aspx** file name in the application URL.

   From the Administrator Login page, type your administrative user name and password, and then click **Log In**. The Administrator Options page is displayed with User Administration as the default tab.

   Click the **Settings** tab.

Scroll down to the **Student Data, Online Registration & New Student Enrollment** section where the following fields are displayed but ***should be skipped for now***. They will be set in a subsequent step.

- The **Allow parents access to Student Data forms** field is set to *No* by default. Leave this field set to *No* until setup is complete.

- Leave the **Active Online Registration From** and **To** (date range) fields blank for now.

- The **What school year will Online Registration be Running for** and **District Online Registration confirmation message** fields can be set once setup is complete.

- The **Allow parent access to New Student Enrollment** field is set to *No* by default. Leave this field set to *No* until setup is complete.

- Leave the **New Student Enrollment Authentication Type** field set to the default setting for now.

Click the **Forms Management** link.

The Forms Management page opens.

On the Forms Management page, a different menu is displayed. Click **Admin** to return to the main menu at any time.

(left side)	Links to the menu items are displayed.

(right side) Summary Information	Data on the number of existing forms and fields is displayed. Some forms and fields are included automatically. Archived forms include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the Form Editor page.

2. Upload static forms.

   txConnect Admin > Administrator Options > Settings > Forms Management > Static Documents

   This page allows you to maintain a pool of read-only forms that parents can view and print as needed. Static forms are documents that cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. These forms will vary by district and campus and may include documents such as campus and district calendars, school supply lists, acknowledgement forms, or surveys.

   From the Static Documents page, you can upload forms from your PC to the txConnect server. Parents will be able to access these forms from txConnect for new student enrollment, annual student registration, and ongoing student data maintenance.

   Your static forms should be ADA compliant.

   You can upload documents in the following formats:

   - .doc or .docx (Microsoft Word)
   - .pdf (Adobe Acrobat)
   - .xls or .xlsx (Microsoft Excel)

   - On this page, you will only upload the documents. You will create a form for each document in a subsequent step using the Form Management page.

   - If you will be creating English and Spanish versions of static forms, you must upload

> an English and Spanish version of each form.
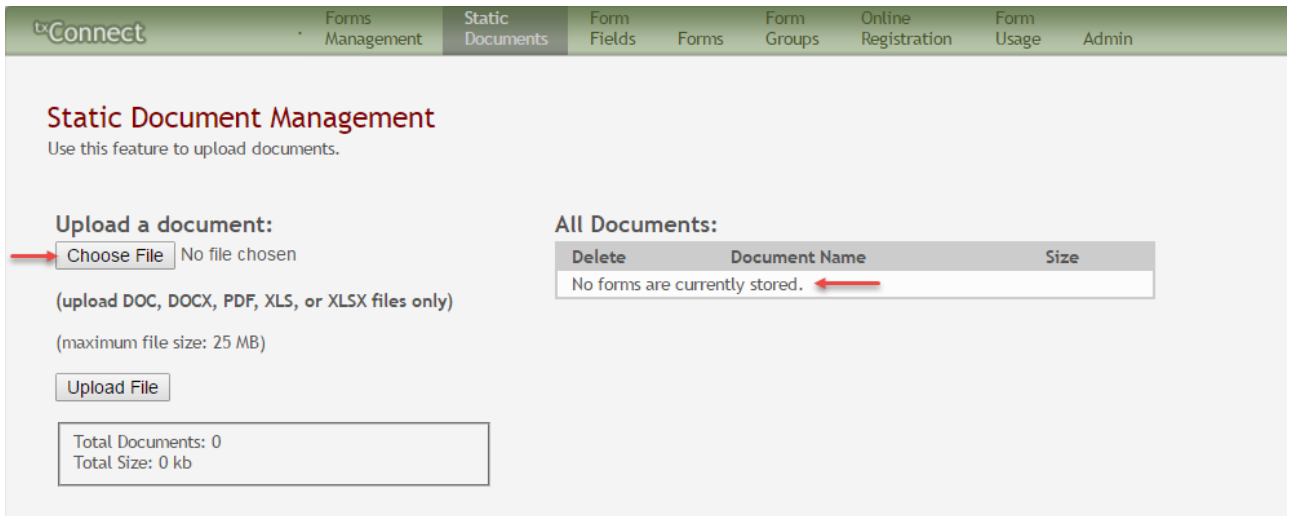
Upload a document to the txConnect server:

Upload a document	Click **Choose File**. Locate and select the form you want to upload. The file name is displayed.
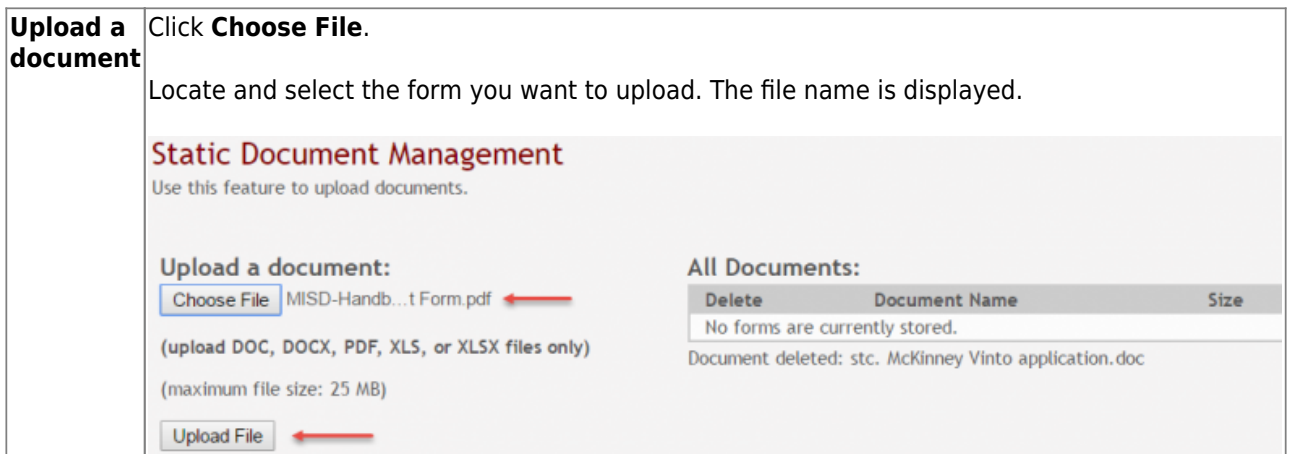
Click **Upload File** to upload the selected file to the txConnect server.

All Documents (right grid)	Once uploaded, the file name and file size are displayed.
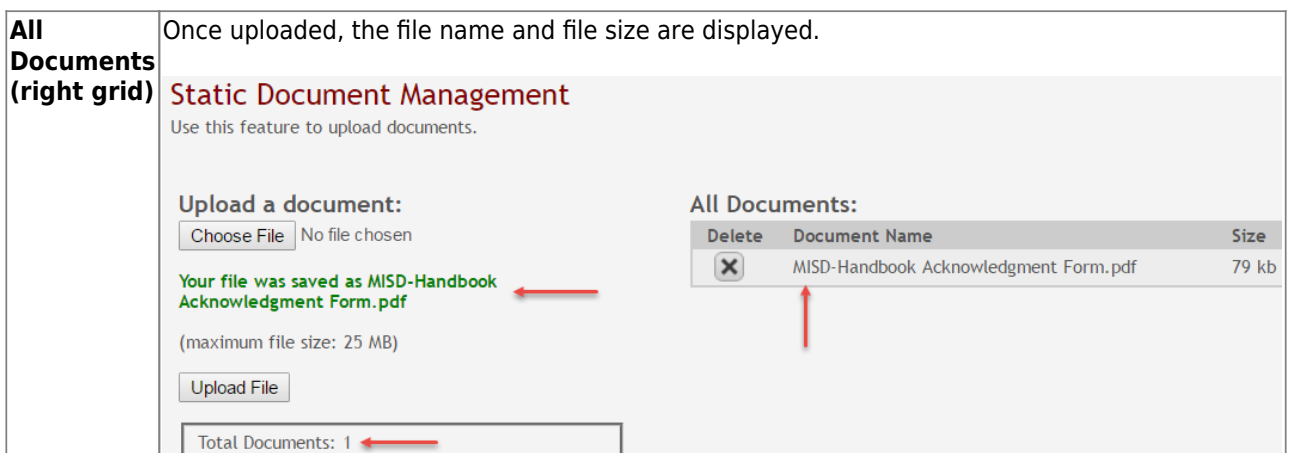
Upload additional files as needed. They are listed alphabetically.

Below the **Upload File** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.

Delete a document from the txConnect server:

Click the delete icon ⊗ for the document you want to delete.

You are prompted to confirm that you want to delete the file. Click **OK**.

> You cannot delete a document if it is in use (i.e., added to a form).

3. Edit student data fields.

   txConnect Admin > Administrator Options > Settings > Forms Management > Form Fields

   This page allows you to set options for the fields that will be used for student enrollment, registration, and data update forms. Examples of fields are first name, last name, middle name, and birth date.

   The list of **Available Fields** is added automatically. For each field, you indicate if the field is visible and add any instructions. By default, all fields are visible and no action is required; however you can hide a field globally and/or add default instructions as needed.

   Some districts allow you to select document storage (DOCSTOR_) fields which allow parents to upload supporting registration forms (immunization record, birth certificate, etc.).

   Available Fields:

   NOTES:

- Default friendly names are initially provided in the program, but they can be changed by administrators as needed. This list reflects the names initially provided.
- Field names that begin with DOCSTOR_ can be added to a form to allow parents to upload these documents. If the txConnect-provided standard forms are used in your district, it may not be necessary to use DOCSTOR_ fields for these particular forms.
- Field names that begin with MOCK_ are reserved for New Student Enrollment forms and cannot be selected for any other dynamic forms.

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
ADDR_APT_NBR	Apartment Number (Mailing)	Número de departamento (postal)
ADDR_CITY	City (Mailing)	Ciudad (postal)
ADDR_STATE	State (Mailing)	Estado (postal)
ADDR_STR_DIR	Street Direction (Mailing)	Calle y número (postal)
ADDR_STR_NAME	Street Name (Mailing)	Nombre de la calle (postal)
ADDR_STR_NBR	Street Number (Mailing)	Número(postal)
ADDR_ZIP	Zip (Mailing)	Código postal (postal)
ADDR_ZIP4	Zip4 (Mailing)	Código postal4 (postal)
APT_NBR	Contact: Apartment Number	Contacto: Número de departamento
APT_NBR_PHYS_ADDR	Apartment Number (Physical)	Número de departamento (físico)
CAMPUS_CD_PRV	Previous Campus	Campus anterior
CELL_PHONE	Contact: Cell Phone	Contacto: Teléfono celular
CITY	Contact: City	Contacto: Ciudad
CITY_NAME_PHYS_ADDR	City (Physical)	Ciudad (física)
DL_NBR	Contact: Driver License Number	Contacto: Número de licencia de conducir
DL_ST	Contact: Driver License State	Contacto: Estado de licencia de conducir
DOB (SR_PARENT)	Contact: Date of Birth	Contacto: Fecha de nacimiento
DOB (SR_STU_DEMO)	Date of Birth	Fecha de nacimiento
DOCSTOR_ACCEPTABLEUSEPOLICY	Student Acceptable Use Policy	Política de uso aceptable para estudiantes
DOCSTOR_BC	Birth Certificate Document	Documento de certificado de nacimiento
DOCSTOR_CAPP	Chemical Abuse Participation Form	Formulario de participación en abuso de sustancias
DOCSTOR_DIRECTORY	Directory Form	Formulario del directorio
DOCSTOR_DISTRICTHANDBOOK	District Handbook	Manual del distrito
DOCSTOR_DL	Driver License Document	Documento de licencia de conducir
DOCSTOR_EMP_SURVEY	Employee Survey Form	Formulario de encuesta para empleados
DOCSTOR_ETHRACEQUESTIONNAIRE	Ethnicity and Race Data Questionnaire	Cuestionario de datos de origen étnico y raza
DOCSTOR_FAMILYSURVEY	Family Survey	Encuesta familiar

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
DOCSTOR_FOODALERGY*	Food and Allergy Form	Formulario de alimentos y alergias
DOCSTOR_FREELUNCH	Free Lunch (NSLP)	Almuerzo gratis (NSLP)
DOCSTOR_HISTSCHOOLATTENDANCE	History of School Attendance	Historial de asistencia escolar
DOCSTOR_HOMELANGSURVEY	Home Language Survey	Encuesta sobre idioma del hogar
DOCSTOR_IDENTITYVERIF	Identity Verification	Verificación de identidad
DOCSTOR_IMM*	Immunizations Document	Documento de inmunizaciones
DOCSTOR_MCVINTO	McKinney-Vento Form	Formulario McKinney-Vento
DOCSTOR_MILCONNECTEDSTUDATA	Military Connected Student Data	Datos de alumnos con conexiones militares
DOCSTOR_POR	Proof of Residency Document	Documento de comprobante de residencia
DOCSTOR_REGISTRATIONPACKET	Registration Packet	Paquete de registro
DOCSTOR_RELEASEOFINFO	Release of Information	Divulgación de información
DOCSTOR_STATEMENTSPECED	Statement of Special Education Services	Declaración de servicios de educación especial
DOCSTOR_STUDENTMEDIARELEASE	Student Media Release	Divulgación de información del alumno a medios de comunicación
EMAIL (SR_PARENT)	Contact: Email	Contacto: Correo electrónico
EMAIL (SR_STU_DEMO)	Student Email Address	Dirección de correo electrónico del estudiante
EMERGENCY_FLAG	Contact: Emergency Contact	Contacto: Contacto de emergencia
ETHN_HISPANIC	Hispanic/Latino	
FOOD_ALLERGY	Food Allergy	Food Allergy
GEN	Contact: Generation	Contacto: Generación
HOME_LANG_CD	Pri Language Spoken at Home	
LANG_CD	Contact: Language	Contacto: Idioma
LANG_PRI	Pri Language Spoken by Student	
MIGRANT_FLAG	Contact: Migrant	Contacto: Migrante
MIL_BRANCH	Contact: Branch of Service	Contacto: Rama del servicio
MIL_IND	Military Connection	
MIL_RANK	Contact: Rank	Contacto: Rango
MOCK_FOSTER_CARE	Foster care	Cuidado tutelar
MOCK_HOMELESS	Is student homeless?	¿Es un estudiante sin hogar?
MOCK_LAST_YEAR_GRADE	Last year's grade	Grado del año pasado
MOCK_PREV_IN_504	504 Program	Programa 504
MOCK_PREV_IN_ALT_PROG	Alternative Program	Programa alternativo

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
MOCK_PREV_IN_ARMED_FORCES	Family members serving our country	Miembros de la familia que sirven a nuestro país
MOCK_PREV_IN_BIL_ESL	Bilingual/ESL	Bilingüe/ESL
MOCK_PREV_IN_DAEP_JJAEP	DAEP/JJAEP	DAEP/JJAEP
MOCK_PREV_IN_DYSLEXIA	Dyslexia	Dislexia
MOCK_PREV_IN_GT	Was student previously in GT?	¿El estudiante estuvo antes en GT?
MOCK_PREV_IN_IMMIGRANT	Immigrant Program	Programa para inmigrantes
MOCK_PREV_IN_MIGRANT	Migrant Program	Programa para migrantes
MOCK_PREV_IN_OTHER_PROG	Other Programs	Otros programas
MOCK_PREV_IN_SOCIAL_SERVICES	Social Services	Servicios sociales
MOCK_PREV_IN_SPECIAL_ED	Special Education	Educación especial
MOCK_PREV_IN_SPECIAL_ED_TYPE	If yes, which one?	En caso afirmativo
MOCK_PRIOR_RETENTION	Prior student retention?	
NAME_F (SR_STU_ENROLL)	First Name	Nombre
NAME_F (SR_PARENT)	Contact: First Name	Contacto: Nombre
NAME_GEN_CD	Generation	Generacion
NAME_L (SR_STU_ENROLL)	Last Name	Apellido
NAME_L (SR_PARENT)	Contact: Last Name	Contacto: Apellido
NAME_M (SR_STU_ENROLL)	Middle Name	Segundo nombre
NAME_M (SR_PARENT)	Contact: Middle Name	Contacto: Segundo nombre
NAME_STU_GOES_BY	Nickname	Apodo
OCCUPATION	Contact: Occupation	Contacto: Ocupación
OTHER_PHONE_AC	Contact: Other Phone Area Code	Contacto: Código de área de otro teléfono
OTHER_PHONE_EXT	Contact: Other Phone Extension	Contacto: Extensión de otro teléfono
OTHER_PHONE_NBR	Contact: Other Phone	Contacto: Otro teléfono
PAR_NAME	Parent Name	Nombre del padre/madre
PHONE_AREA_CD	Contact: Area Code	Contacto: Código de área
PHONE_AREA_CD_BUS	Contact: Business Area Code	Contacto: Código de área del negocio
PHONE_EXT_BUS	Contact: Business Phone Extension	Contacto: Extensión del teléfono del negocio
PHONE_NBR (SR_STU_DEMO)	Student Phone	Teléfono del estudiante
PHONE_NBR (SR_PARENT)	Contact: Phone	Contacto: Teléfono
PHONE_NBR_BUS	Contact: Business Phone	Contacto: Teléfono del negocio
PHONE_PREF	Contact: Phone Preference	Contacto: Preferencia telefónica
PHYS_ADDR_STATE	State (Physical)	Estado (físico)
PREV_DIST	Previous District	Distrito anterior
PRI_PHONE	Primary Phone	Teléfono principal
PRIMARY_FLAG	Contact: Guardian	Contacto: Tutor
PRIORITY	Contact: Priority	Contacto: Prioridad

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
RACE_AMER_INDIAN	American Indian/Alaskan Native	Indio americano/Nativo de Alaska
RACE_ASIAN	Asian	Asiático
RACE_BLACK	Black/African American	Negro/Afroamericano
RACE_PACIFIC_ISL	Hawaiian/Pacific Islander	Hawaiiano/Islas del Pacífico
RACE_WHITE	White	Blanco
RCV_MAILOUTS	Contact: Receive Mailouts	Contacto: Recibir comunicaciones por correo
RELAT	Contact: Relation	Contacto: Relación
SCH_YR	Contact: School Year	Contacto: Año escolar
SCND_PHONE	Secondary Phone	
SEQ_NO	Contact: Sequence Number	Contacto: Número consecutivo
SEX	Sex	Sexo
SSN	Contact: SSN	Contacto: NSS
STATE_CD	Contact: State	Contacto: Estado
STATE_STU_ID		
STR_DRCTN_PHYS	Street Direction (Physical)	Calle y número (física)
STR_NAME	Contact: Street Name	Contacto: Calle
STR_NAME_PHYS	Street Name (Physical)	Nombre de la calle (física)
STR_NBR	Contact: Street Number	Contacto: Número
STR_NBR_PHYS	Street Number (Physical)	Número (físico)
STU_CELL_PH	Student Cell Phone	Teléfono celular del estudiante
STU_ID	Student ID	Identificación del estudiante
STU_PHONE_AC	Student Area Code	Código de área del estudiante
TRANSPORT_IND	Contact: Right to Transport	Contacto: Derecho a transportar
VEH_COLOR	Contact: Vehicle Color	Contacto: Color del vehículo
VEH_LIC	Contact: Vehicle License Plate Number	Contacto: Número de placas del vehículo
VEH_LIC_ST	Contact: Vehicle License State	Contacto: Estado de registro del vehículo
VEH_MDL	Contact: Vehicle Model	Contacto: Modelo de vehículo
VEH_MK	Contact: Vehicle Make	Contacto: Marca del vehículo
ZIP	Contact: Zip	Contacto: Código postal
ZIP_CODE_PHYS_ADDR	Zip (Physical)	Código postal (físico)
ZIP4	Contact: Zip4	Contacto: Código postal4
ZIP4_PHYS_ADDR	Zip4 (Physical)	Código Postal4 (físico)

On this page you will set options for the fields. You will add the fields to a form in a subsequent step.

Available Fields (right)
A list of all available fields is displayed. The list includes the database field name, database table name, and the application with which the field is associated (such as Registration). **HERE'S A TIP:** To change the sort order of the grid, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.   Click it once to sort the column in ascending order. Click it again to sort the column in descending order.   **NOTE:** If a **Table Name** is displayed, any data entered in the corresponding field will be updated in the student's TxEIS Registration pages.

Seq	This field indicates if the field is from a vertical table.
	• blank = a single record for the student, such as a birth date (i.e., not a vertical table).
	• asterisk (*) = multiple records for the student, such as multiple contact records. For example, the demo contact table has a sequence identifier for each person entered.
	• (iTCCS only) sequence number = a hard-coded sequence resulting in a static number of multiple-records. If there are two contacts entered, they would have sequence numbers of 01 and 02.
Updateable	This field indicates if the data in the field can be updated by a parent. This is set automatically and cannot be changed.
	• *True* (i.e., yes) indicates that the field can be updated by a parent.
	• *False* (i.e., no) indicates that the field cannot be updated by a parent.

Click 🔍 under **Edit** to edit settings for a particular field.

The **Edit Field Information** section is displayed on the left side of the page.

Edit Field Information (left)		
Modify information for the selected field as needed.		
Selected Field		The database name for the selected field is displayed. For a field in a vertical table, an asterisk or a sequence number is displayed in parentheses next to the field name.
From Table		The database name for the table in which the selected field exists is displayed.

Edit Field Information (left)	
Default friendly display name	A friendly name for the selected field is displayed as it will appear on the form in both English and Spanish. For example, if the database field name is DOB, the friendly name might be Date of Birth (English) and Fecha de nacimiento (Spanish). The friendly name is set automatically and cannot be changed from this page; however, you can modify the friendly name when you add it to a form in a subsequent step. **Language** **Friendly Name** - Friendly field names are automatically provided for both languages.
Is field visible to the user	• _Yes_ - Allow the field to be displayed for the parent on a form in txConnect. • _No_ - The field will not be displayed on any forms for parents to see. If _No_, this setting overrides all other visibility settings.
Will this field require an admin's review	This field is not in use at this time. Whether you select _Yes_ or _No_, all changes submitted by a parent must be reviewed by an administrator before they can be reviewed.
Is physical documentation required for changes	This field is not in use at this time.
Default instructions or information for this data	Type any special instructions for the parent that are specific to the field, up to 255 characters. **Language** **Instructions** - Any instructions should be provided in both English and Spanish. If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

Click **Save**.

Repeat for each field that will be used in a form.

4. Create a form.

   txConnect Admin > Administrator Options > Settings > Forms Management > Forms

   This page allows you to create new forms, as well as delete and edit existing forms. Two types of forms can be created:

   - **Static forms** can be created using the static documents you have already uploaded.
   - **Dynamic forms** can be created using the fields you selected in previous steps.

   Standard forms are predefined district-level forms that are common throughout Texas. The forms are included automatically and cannot be edited.

   A form must be added to a group (or to the Online Registration template) in order to be accessible to parents. You will add the form to a group or to the Online Registration template in a subsequent step.

Available Forms (right)	
Any existing forms are listed, including those that are added automatically. Initially, only standard forms and "New Student" forms are included. These are included automatically and cannot be removed. The grid displays the form name, type of form (i.e., standard, static, or dynamic), and the campus with which the form is associated (if applicable). If **Campus** is blank, the form is associated with all campuses in the district.	
show archived **show active**	By default, archived forms are not displayed. • Click **show archived** to view any archived forms. • Click **show active** to return to the list of active forms. Forms can be archived (or un-archived) on the Form Editor page.
Type	*Dynamic*, *Standard*, or *Static* is displayed.
Campus	The specific campus with which the form is associated is displayed if applicable.
Editable	• *True* - The form is editable. • *False* - The form is not editable. This does not apply to static forms.
Columns (Fields)	The number of fields currently added to the form is displayed. This does not apply to static forms.

To change the sort order of the grid, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.

Note the standard forms:

Several standard forms are included automatically. The **Type** is set to standard. Standard forms cannot be modified or deleted; the spyglass 🔍 and delete ✖ icons are not available.

Create a new form:

1. Create a new form using a static document.

   If you uploaded any static documents, you must create a form with each document in order to make it accessible to parents.

   > **NOTE:** To create a Spanish version of a static form, you will need to set the **Current Language Context** for the form to *Spanish*. This will be done in a subsequent step using the Form Editor page once the static form is created.

   To create a static form, do the following under **New Form**:

Name	Type a name for the new form, up to 50 characters.
Campus	Select a campus in order to assign the form to a specific campus. Or, select *None* if the form is used for all campuses in the district.
Visible	Select **Yes** if you want the form to visible to parents in txConnect.

Select the form from the list in the drop-down field.

Special Instructions or information for this form	Type any specific district-level instructions for the form, up to 2000 characters.

Click **Add**. A message is displayed indicating that the static form was successfully added.

Repeat for all remaining static forms.

2. Create a Spanish version of a static form.

> To create a Spanish static form, you must have already uploaded a Spanish version of the static form, and you must have created a form using the Spanish document.

1. Click the spyglass icon for the form. The form opens on the Form Editor page where you can make changes.

2. In the **Language Context** field, select *Spanish*.

3. Ensure that the Spanish version of the form is selected for **Static document selection**.

4. Ensure that the **Name** and **Special instructions** are provided in Spanish.

5. Click **Save**.

3. Create a new form using a data fields.

To create a dynamic form, do the following under **New Form**:

Form Management

This is where you can add new forms or edit and delete existing forms.

New Form

Name:
LBM M.S. Right to Transport

Campus: LBJ Middle School ▼

Visible: ⦿ Yes ○ No

If this is to be a static form, choose a document from the document pool:
No Document ▼

Special instructions or information for this form (max 2000):
This form must be submitted annually.

Add

Available Forms   (show archived)

Options	Form Name
	Ethnicity and Race Data Questionnaire
	Falsification of Documents & Identity Verific
	FERPA and Directory Information Notice
	Food Allergy Disclosure
	History of School Attendance - Secondary
	Home Language Survey
	Migrant Education Program - Family Survey
	Military Connected Student Data
🔍 ✕	Mockingbird ISD Dress Code- FAQ
🔍	New Student Address
🔍	New Student Contacts
🔍	New Student Enrollment
	Statement of Special Education Services
	Student Directory Information Release
	Student Media Release

Name	Type a name for the new form, up to 50 characters.
Campus	Select a campus in order to assign the form to a specific campus. Or, select *None* if the form is used for all campuses in the district.
Visible	Select **Yes** if you want the form to visible to parents in txConnect.

If you are creating a dynamic form, leave the drop-down field set to *No Document*.

Special Instructions or information for this form	Type any specific district-level instructions for the form, up to 2000 characters.

Click **Add**.

The form opens on the Form Editor page where you can add fields and make other modifications.

On the Form Editor page:

Current Language Context	Select the language of the form you are editing.
Name	The form name is displayed as entered in the previous step. Modify the field if necessary. The name should be typed in the language selected in **Current Language Context**. If a Spanish name is not provided, the English name will be displayed even if the parent is viewing txConnect in Spanish.
Campus	The campus is displayed as entered in the previous step. Modify the field if necessary. • Select a campus if the form is specific to one campus. • Select *None - District* if the form is for all campuses in the district.
Editable	• *Yes* - The fields on the form will be editable. • *No* - The fields on the form will not be editable.
Visible	The setting entered on the previous page is displayed, indicating if the form is visible to parents in txConnect. Modify the setting if necessary.
Archived	• *Yes* - Archive the form, which allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes. • *No* - Do not archive the form. Archived forms are *not* visible to parents in txConnect. New Student Enrollment forms cannot be archived.

Special Instructions or information for this form	The text box displays any text entered on the previous page. Modify the text if necessary, up to 2000 characters. The instructions should be typed in the language selected in **Current Language Context**. If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

Form Fields

Add the fields to the form. You must add at least one field to a form for the form to be valid.

Click either **Add** button to add a new column to the form.
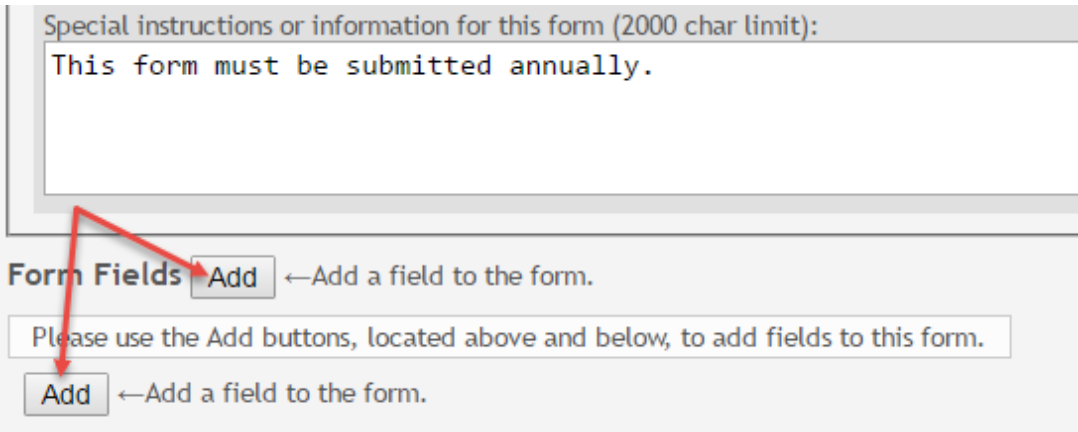
A row is displayed in the grid.
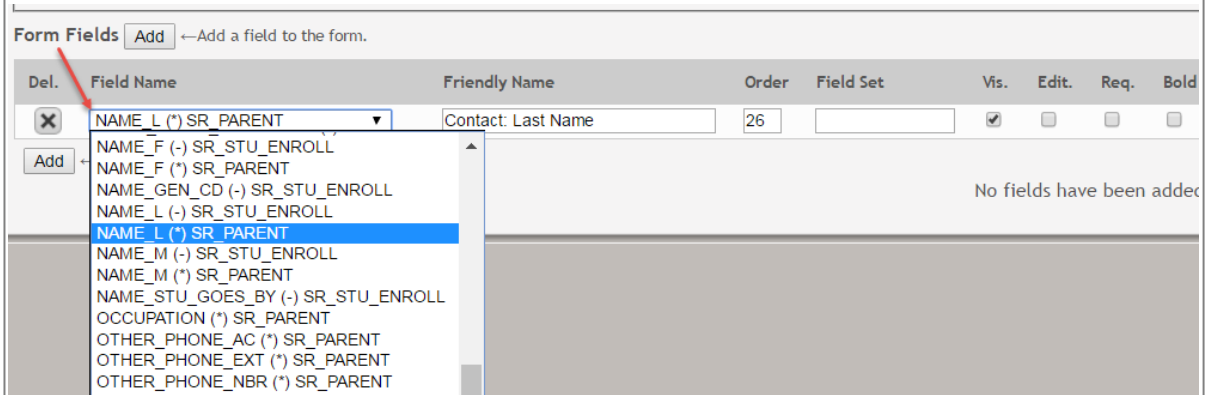
Field Name

Select the table-field you want to add to the form. The drop down lists all possible fields, including the field name, sequence number (if applicable), and table name.

Once you select a table-field, all subsequent fields that you add to the form must come from the same type of table (either vertical with multiple records, or single record). The drop-down list in the subsequent rows will filter out the tables that can no longer be selected based on the selection in the first row.

• A hyphen indicates a flat (single-record) table.
• An asterisk indicates a vertical (multi-record) table.

For vertical table, some fields are mandatory, and they will automatically be added

to the form even if you do not select them.

Mandatory fields:

Table	Mandatory Fields
SR_PARENT	NAME_L NAME_F NAME_M
SR_HLTH_MED_COND	MED_COND_CD
SR_STU_RESTRICT	STU_RESTRICT_CD STU_RESTRICT_CATEG_CD (iTCCS only)
SR_DEMO	PAR1_NAME_L PAR1_NAME_F PAR1_NAME_M PAR2_NAME_L PAR2_NAME_F PAR2_NAME_M
SR_DEMO_CONTACT	NAME_L NAME_F NAME_M SEQ_NBR (iTCCS only)

Form field edits:
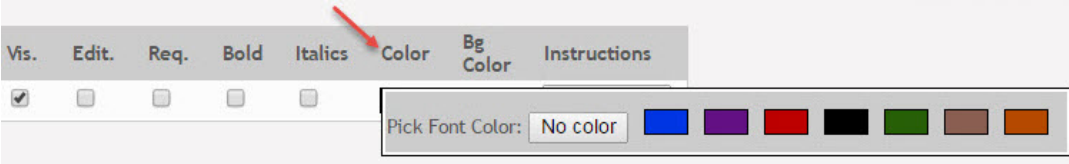
The following fields will have edits when used on a dynamic form:

• If a column has a DATA_TYP of STATE in DR_ORD_OPT_TYP, the entry will appear as a drop-down list with all of the US states, territories, and insular areas spelled out. When one is selected, the standard two-character postal abbreviation is stored in the table.

• If a column has a DATA_TYP of NUMERIC in DR_ORD_OPT_TYP, the data entered by the user is checked to ensure that there are no invalid characters. It allows either all numbers or spaces. No alpha or special characters are allowed.

• If a column has a DATA_TYP of DATE in DR_ORD_OPT_TYP, the data is masked to force the format MM/DD/YYYY and checked to verify that it is a valid date. For example, 02/31/1995 is not a valid date, even though it is numeric and in the correct format.

• For a DATA_TYP of AREACODE, the data is masked to force the format ###.

• For a DATA_TYP of PHONENUM, the data is masked to force the format ###-####.

• For a DATA_TYP of ZIP5, the data is masked to force the format #####.

• For a DATA_TYP of ZIP4, the data is masked to force the format ####.

• For a DATA_TYP of SSN, the data is masked to force the format ###-##-####.

• In any cases where there are special characters in the display mask on the page, the characters are removed before saving to the SR_ORD table. Also, the date is reformatted to the format YYYYMMDD before saving.

• For a DATA_TYP of EMAIL, the data is checked to ensure that it fits a standard email format. It must have at least one character before an "@" symbol, at least one character between the "@" and the final period, and at least two characters after the final period. For example, the smallest email address that would be considered valid is a@b.cd. There can be multiple periods in the address (e.g., first.last@email.net).

• If a column has an HTML_TYP of DROPDOWN and includes the name of a lookup table, lookup ID, and value fields, the drop down is populated from that table.

• If a column has an HTML_TYP of RADIO_YN, it displays as ○Y ○N.

• If a column has an HTML_TYP of TEXT, and a FLD_LEN is given, the text entered into the field is limited to the number of characters specified in FLD_LEN.

Friendly Name	The default friendly name is displayed. If you selected *Spanish* for **Current Language Context**, the default friendly names are Spanish. Modify the name as needed, up to 50 characters.
Order	Indicate the order in which you want the fields to be displayed on the form. For example, type 1 if you want to field to be displayed at the top of the form.
Field Set	Use this column to group related fields together in the form. For example, you could type "Mailing Address" for all fields that are related to the student's mailing address. The fields that you want to physically group together should also be together as indicated by the **Order** field. The fields with the same **Field Set** are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a **Field Set** specified. The field set should be typed in the language selected in **Current Language Context**. If a Spanish field set name is not provided, the English field set name will be displayed even if the parent is viewing txConnect in Spanish.
Vis	Select if you want the field to be visible to parents on the form. Clear the check box if you do not want the field visible to parents. For example, you can hide the four-digit zip code extension. The setting of this field overrides all other visibility settings.
Edit	Select to allow parents to update data in this field from the form. • If selected, the form field will be editable, but only if the field is also set to **Updateable**=*true* on the Form Field Management page. • If *not* selected, this will override the other setting, and the form field will not be editable.
Req	Select if the field is required of the parents. If this field is selected, be sure **Edit** is also selected.
Bold	Select if you want the field to be displayed in a bold font.
Italics	Select if you want the field to be displayed in an italic font.

Color	Click the box to select a color for the field text, if you prefer a color other than black. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black). Click a color to select it, and the window closes.
Bg Color	Click the box to select a background color for the field. A pop-up window opens that provides seven background color choices, as well as the option for no color. Click a color to select it, and the window closes. The form is automatically shaded with an alternating (light/dark) gray background when displayed for parents in txConnect. If you do not select a color, or if you select **No Color**, the background will be gray.
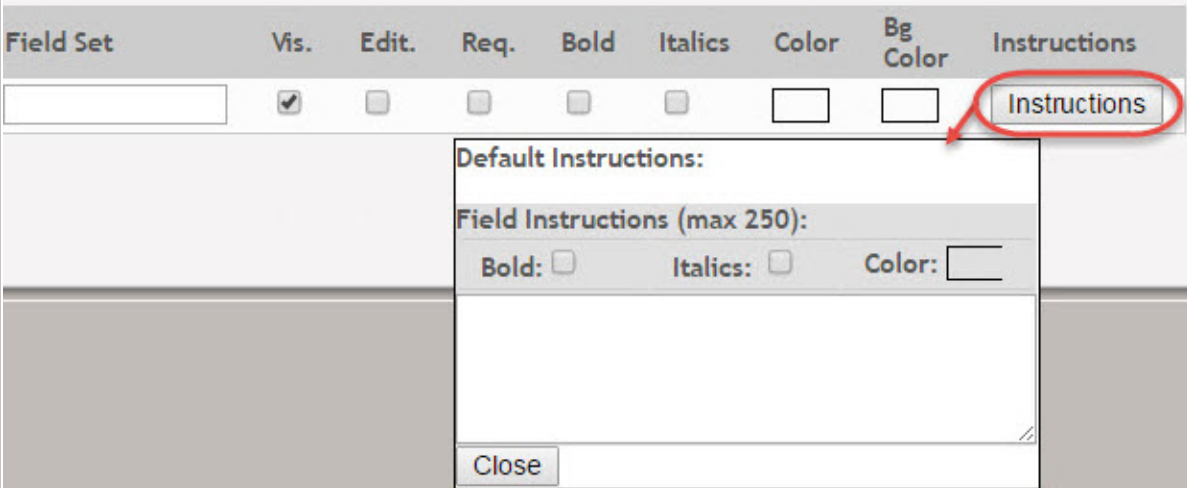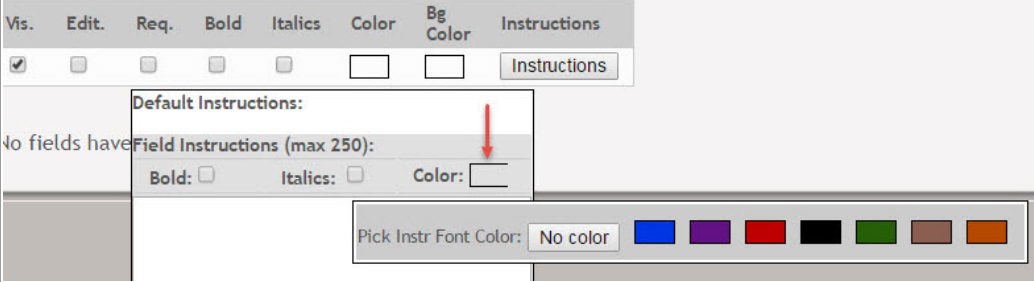
Instructions
Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens.

Default Instructions	Any instructions entered on the Form Field Management page are displayed. They cannot be changed here.
Field Instructions	Add or update any additional instructions for the field. These instructions will be appended to the **Default Instructions** when the parent accesses the form in txConnect.
Bold	Select if you want the instructions to be displayed in a bold font. This selection will apply to all text typed in the **Field Instructions** area.
Italics	Select if you want the instructions to be displayed in an italic font. This selection will apply to all text typed in the **Field Instructions** area.

Color	Click the box if you want the instructions to be displayed in a color. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black).
	Click a color to select it, or click **No Color**, and the window closes.
	This selection will apply to all text typed in the **Field Instructions** area.

Click **Close**.

To remove a column from the form, click the delete icon ❌ for the column.

It is removed from the list, but it is not actually deleted until you click **Save**.

Click **Save**.

NOTE: If you created a form with fields from a vertical table, some required additional fields may be added automatically. If so, a message is displayed prompting you to review the fields before saving.

Note the added fields. These fields cannot be removed; the delete icon ❌ is not displayed.

Click **Save** again.

Based on the settings in the example above, the form will look like this to the parent in txConnect:

Click **< Forms** to return to the Form Management page.

4. Create a new form by copying an existing form.

Copy Form	Click to create a new form that is an exact duplicate of the form you are copying. • Only static and dynamic forms can be copied. • Only saved changes are copied to the new form; unsaved changes are not copied. A text box is displayed allowing you to type a name for the new form. The new form name cannot already be in use by another form, and it must be three or more characters. Click **Save**. The new form is now displayed on the Forms Management page and can be modified as needed.
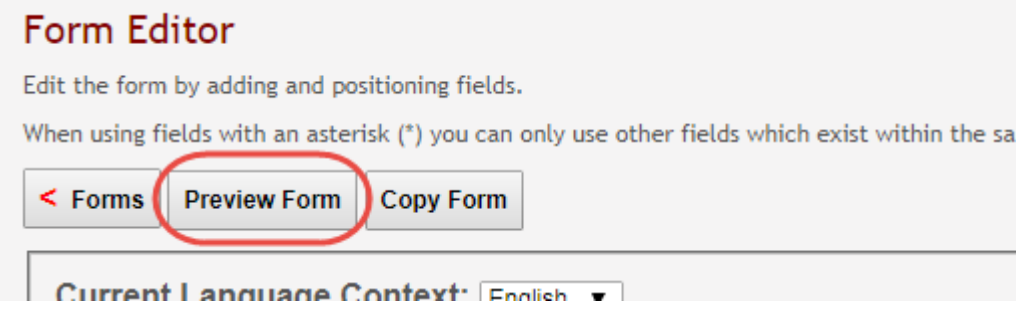
Preview a form:

Preview	Click to view the saved changes to the form. • Only static and dynamic forms can be previewed. • In the preview window, data cannot be edited or saved. The form opens in a pop-up window or different tab allowing you to view the form as it will be displayed to parents in txConnect.

5. Establish settings for New Student forms.

   txConnect Admin > Administrator Options > Settings > Forms Management > Forms

   New Student forms are dynamic forms used specifically for the new student enrollment process. Several *New Student* forms are included automatically and already have columns (i.e., fields) added.

   ○ New Student Address
   ○ New Student Contacts
   ○ New Student Enrollment

   These forms cannot be deleted or renamed; however, you can modify some of the default settings for each form column.

   To edit a *New Student* form, click 🔍 under **Options**.

The form opens on the Form Editor page where you can make changes.

The **Name**, **Campus**, **Editable**, and **Visible** fields display the default information and cannot be changed. Also, these forms cannot be archived.

Current Language Context	Select the language of the form you are editing.
Special Instructions or information for this form	Type any specific instructions for the form, up to 2000 characters, in the selected language. The instructions should be typed in the language selected in **Current Language Context**. If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

You cannot add columns to a *New Student* form; the **Add** button is disabled. However, you can modify the following settings for existing columns:

Friendly Name	The default friendly name is displayed. If you selected *Spanish* for **Current Language Context**, the default friendly names are Spanish. Modify the name as needed, up to 50 characters.

Order	Indicate the order in which you want the fields to be displayed on the form. For example, type 1 if you want to field to be displayed at the top of the form.
Field Set	Use this column to group related fields together in the form. For example, you could type "Mailing Address" for all fields that are related to the student's mailing address. The fields that you want to physically group together should also be together as indicated by the **Order** field. The fields with the same **Field Set** are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a **Field Set** specified. The field set should be typed in the language selected in **Current Language Context**. If a Spanish field set name is not provided, the English field set name will be displayed even if the parent is viewing txConnect in Spanish.
Vis	Select if you want the field to be visible to parents on the form. Clear the check box if you do not want the field visible to parents. For example, you can hide the four-digit zip code extension. The setting of this field overrides all other visibility settings.
Edit	Select to allow parents to update data in this field from the form. • If selected, the form field will be editable, but only if the field is also set to **Updateable**=*true* on the Form Field Management page. • If *not* selected, this will override the other setting, and the form field will not be editable.
Req	Select if the field is required of the parents. If this field is selected, be sure **Edit** is also selected.
Instructions	Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens. Click **Close**.

Click **Save**.

Click **< Forms** to return to the Form Management page.
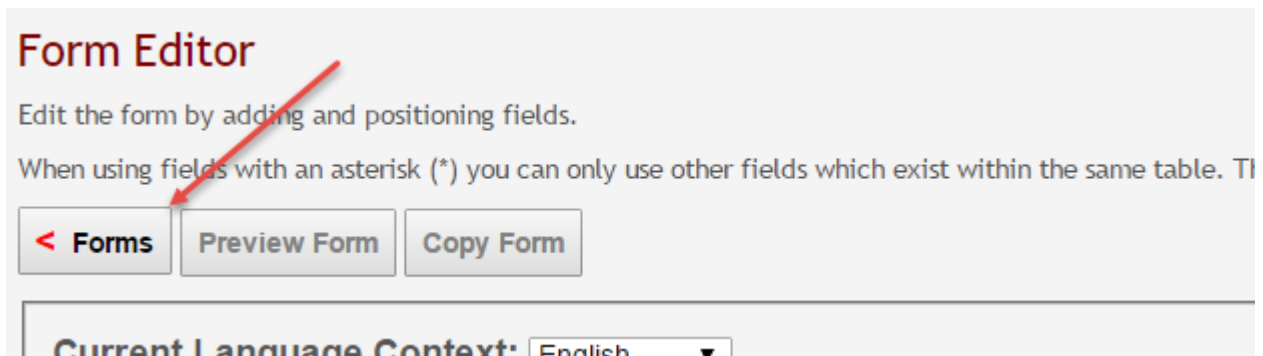
6. Edit or delete existing forms.

   txConnect Admin > Administrator Options > Settings > Forms Management > Forms

Only static and dynamic forms can be modified or deleted. Default forms cannot be deleted, and only some fields can be updated.

Available Forms (right)	To edit an existing form, including a *New Student* form, click 🔍 under **Options**. The form opens on the Form Editor page where you can make changes. To delete an existing form, click ✖ under **Options**. You are prompted to confirm that you want to delete the form. Click **OK**. You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).

7. Create groups and add forms to groups.

   txConnect Admin > Administrator Options > Settings > Forms Management > Form Groups

   This page allows you to create and edit form group headings so you can group related forms.

   > A form must be added to a group (or to the Online Registration template) in order to be accessible to parents.

   Some groups are included automatically.
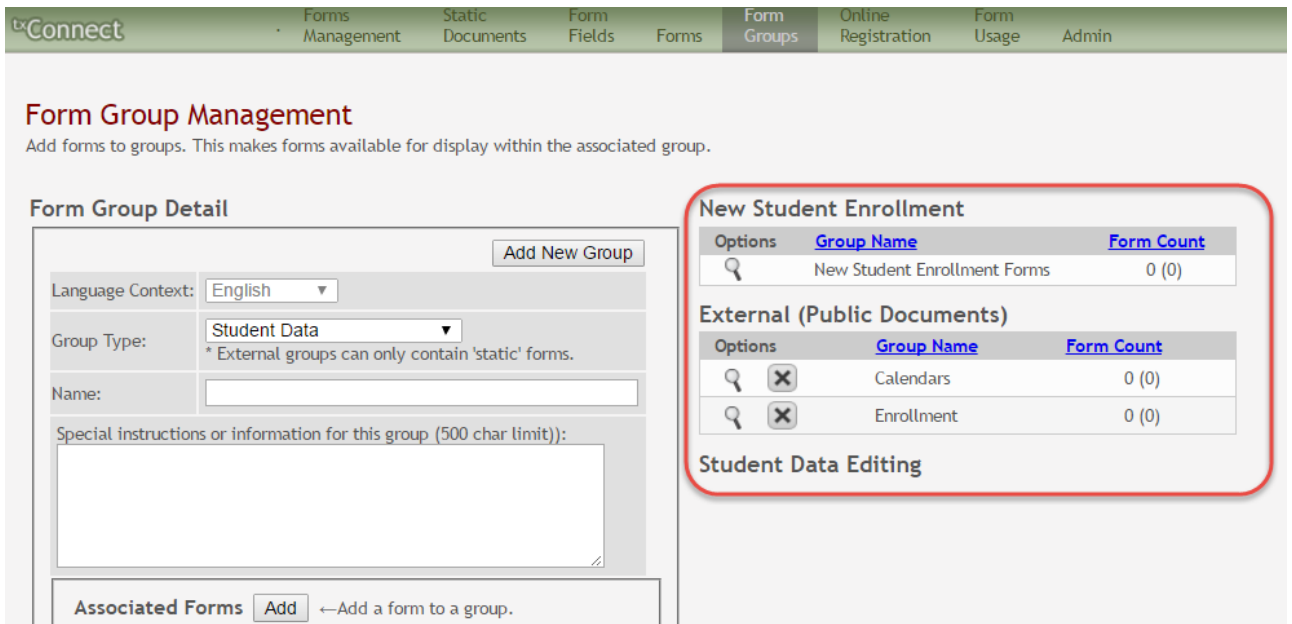
existing groups (right)
Groups fall into one of three categories: • New Student Enrollment • External (Public Documents) • Student Data Editing

Group Name	Any existing groups are displayed, including those that are included automatically: Under **New Student Enrollment**: • The *New Student Enrollment Forms* group is included automatically and is used to provide any static and standard forms required for enrolling a new student in the district. Any static and/or standard forms added to this group will be displayed when a parent goes through the new student enrollment process online (Step 5). Under **External (Public Documents)**: • For forms in groups under this heading, the parent does not need to have a txConnect account or log on in order to access the forms. Only static document forms can be added to these groups. If at least one static document form has been added to an external group group, the parent can click the **Need Documents** link on the txConnect login page to access the documents. The *Enrollment* and *Calendars* groups are included by default. • These forms are only available when the **Allow parents access to Student Data forms** is set to *Yes*. Under **Student Data Editing**: • Initially, no groups are listed. Or, any groups created by the district prior to release 2.12 (Summer 2017) are listed. Any groups you add with the **Group Type** field set to *Student Data* will be listed here.

existing groups (right)	
Form Count	The first number indicates the number of active forms in the group. The second number (in parentheses) indicates the number of archived forms in the group. Forms can be archived (or un-archived) on the Form Editor page.

Scroll down to view instructions for default groups, new groups, and existing groups.

> **NOTE:** Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

Update a default group:

For groups that are included by default, you can only modify **Language Context** and **Special instructions** and add forms to the group. You cannot change the name of a default group.

- External groups only allow you to add static forms.

- The *New Student Enrollment Forms* group allows you to add static and standard forms.

Click the spyglass icon 🔍 to edit a group.

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

Form Group Detail (left)	
Language Context	Select the language of the forms in the group.
Special instructions or information for this form grouping	Add or update any special instructions for the form group, such as clarification about which forms are included in the group. The instructions should be typed in the language selected in **Current Language Context**. If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

Next to **Associated Forms**, click **Add** to add a form to a group. A grid is displayed allowing you to associate forms with the group.
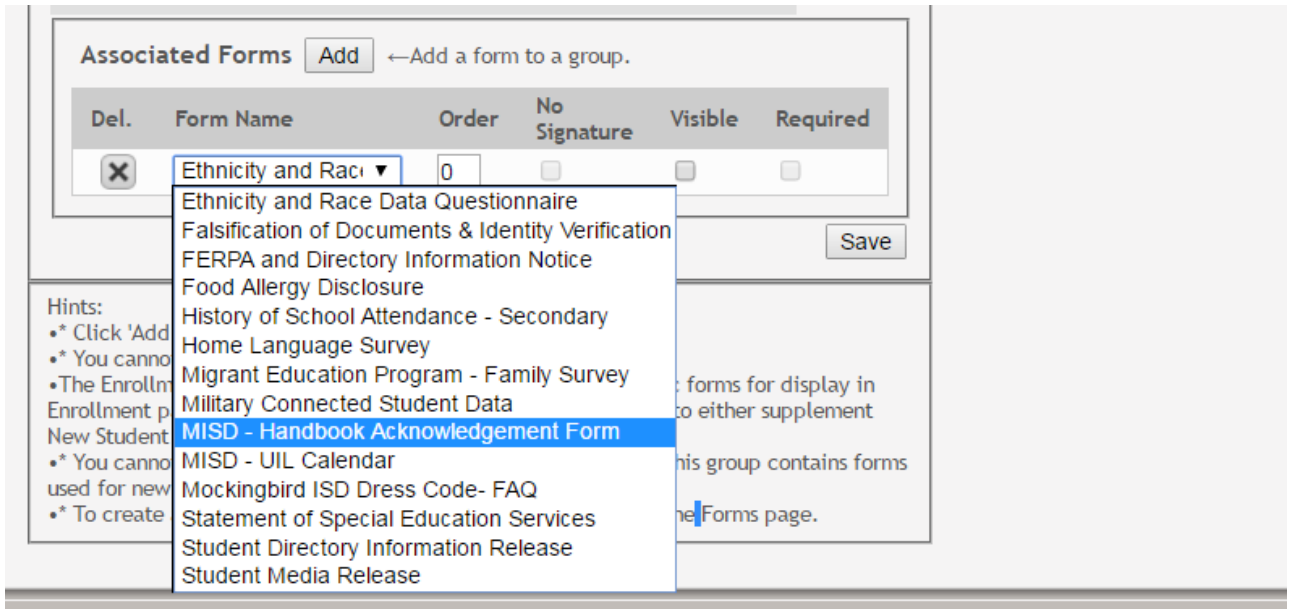
NOTE: The *Home Language Survey* standard form can only be added to the New Student Enrollment Forms group; it cannot be added to any other group.

Any archived forms in the group are highlighted in orange.

NOTE: Standard forms generally do not need to be added to the Student Data Editing group.

Form Name	Select the form from the drop-down list. All available forms are listed in alphabetical order, including standard forms, which are automatically included.
Order	Type the number indicating the order in which you want the forms to be listed within the group. For example, type 1 if you want the form to be listed first in the group.

No Signature	Select if the form has no data input fields or the parent is not required to acknowledge or submit the form. This only applies to forms that are for information purposes only, such as a school supply list or calendar. When selected, the form will not have any buttons displayed to the parent in txConnect allowing him to submit or acknowledge the form. The form will simply be displayed to the parent as a read-only form. • For *New Student Enrollment Forms*, the field is disabled. The field is blank by default and cannot be selected. • For External forms, the field is disabled. The field is selected by default and cannot be cleared.
Visible	Select to make the form visible to parents. If the field is not selected, the form will not be displayed in txConnect, even if it is associated with a group. This field can be used if you need to temporarily or quickly block access to the form, for example, if you need to make corrections to the content.
Required	Select to indicate to the parent that the form is required and the parent must either submit required data or acknowledge that he has reviewed the form. If selected: • If the form has data fields that must be input, the **Submit Data with Electronic Signature** button is displayed on the form in the parent portal, and the parent will be required to enter data and submit the form. • If the form has no data fields but the parent must acknowledge that he has reviewed the form, the **Submit Electronic Signature** button is displayed on the form in the parent portal, and the parent will be required to submit the form. This field is set automatically for some form types: • For External and any other static forms, the field is disabled. The field is blank by default and cannot be selected. • For standard forms in *New Student Enrollment*, the field is disabled. The field is selected by default and cannot be cleared.

Click **Add** again to add another form.

The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click ☒ under **Associated Forms**.
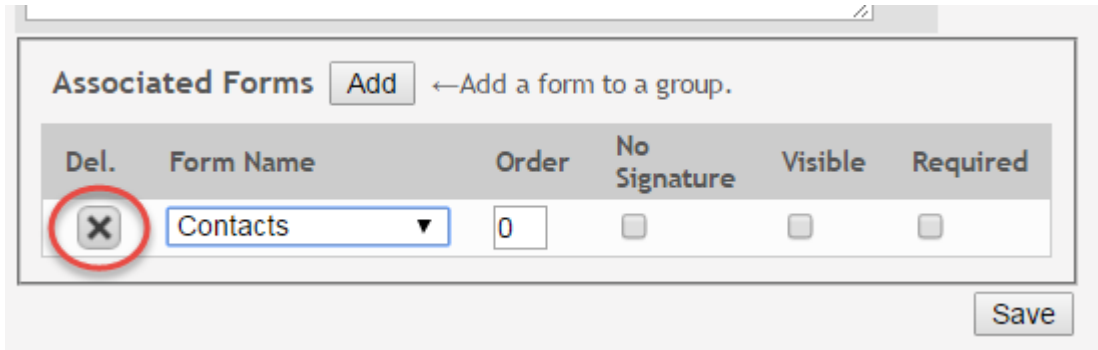
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The **Form Count** is updated to include the new form(s).
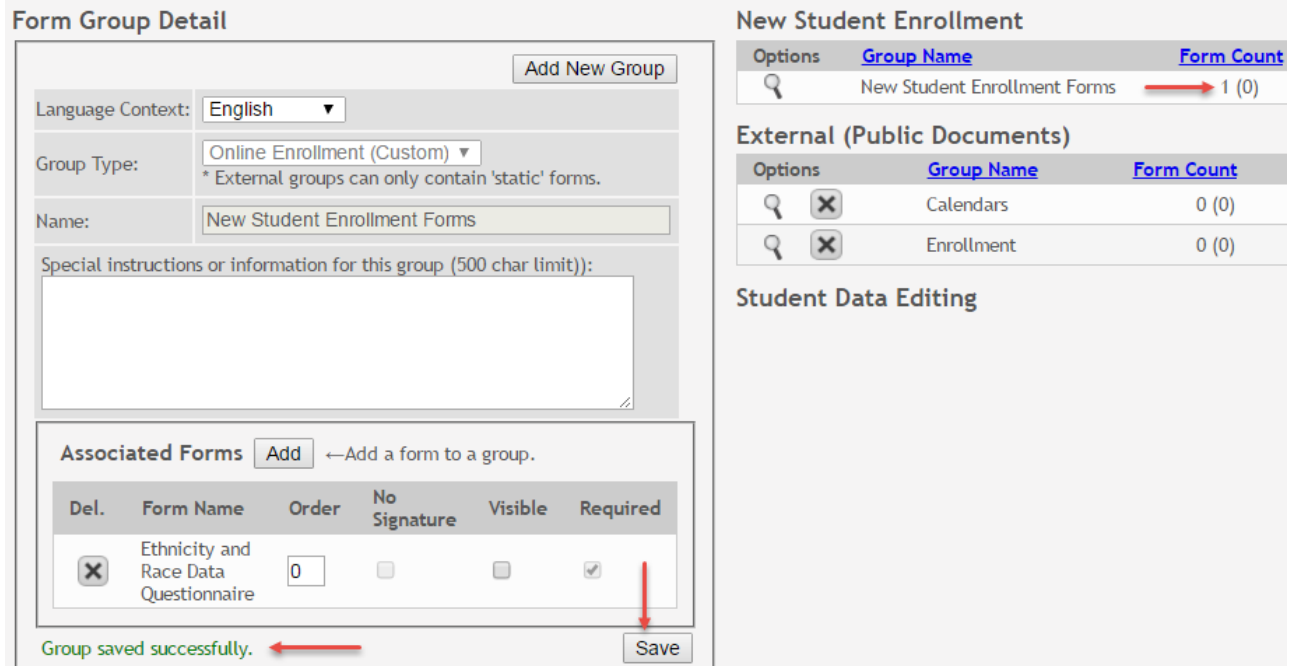
Add a new group:

Form Group Detail (left)
Click **Add New Group**.   Any data in the fields is cleared allowing you to enter settings for the new group.

Language Context	Select the language of the forms in the group.
Group Type	Select one: • *Student Data* - The group will be added to the **Student Data Editing** category. This is the appropriate category for forms related to student data updates. A parent will need to be logged on to txConnect to have access to forms in this category. • *External (No login required)* - The group will be added to the **External (Public Documents)** category. This is the appropriate category for static forms that you want to provide to the public without requiring a login. On the txConnect Login page, the user can click the link under **Need Documents** to go to the Public Documents page where the forms can be downloaded.
Name	Type a name for the group. **NOTE:** The name *Registration* is used by an internal system group and cannot be used for a district's forms. Instead, enter a name such as *MISD Annual Registration Forms*.

Form Group Detail (left)	
Special instructions or information for this form grouping	Add or update any special instructions for the form group, such as clarification about which forms are included in the group. The instructions should be typed in the language selected in **Current Language Context**. If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

Any existing forms for the group are listed. Otherwise, the message "No forms have been added" is displayed.

Next to **Associated Forms**, click **Add** to add a form to a group.
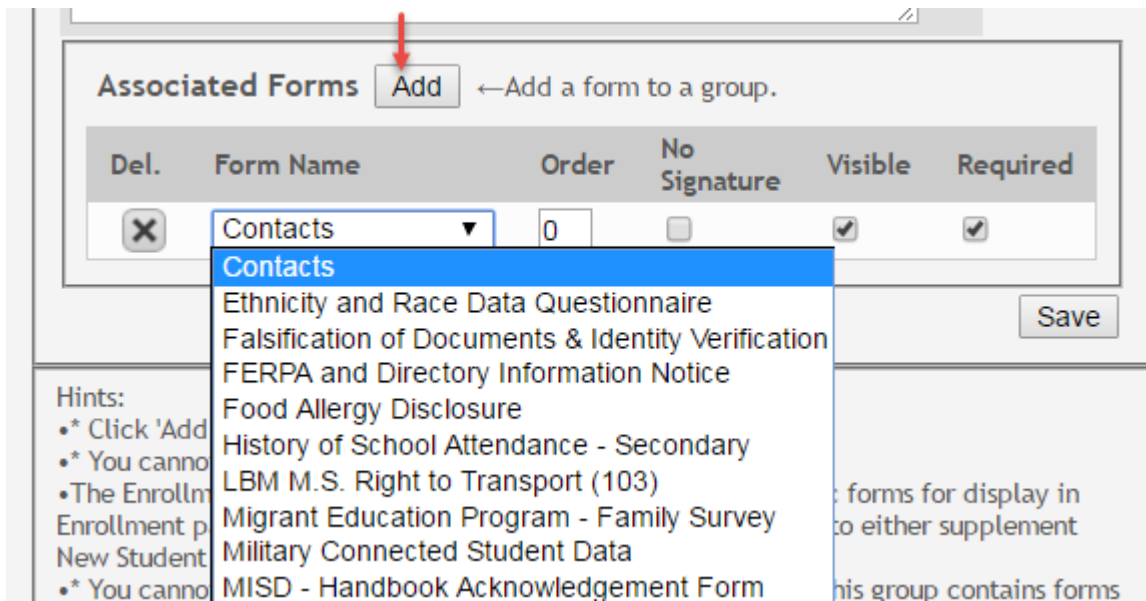
A grid is displayed allowing you to associate forms with the group.

Any archived forms in the group are highlighted in orange.

Form Name	Select the form from the drop-down list. All available forms are listed in alphabetical order, including standard forms, which are automatically included.
Order	Type the number indicating the order in which you want the forms to be listed within the group. For example, type 1 if you want the form to be listed first in the group.

No Signature	Select if the form has no data input fields or the parent is not required to acknowledge or submit the form. This only applies to forms that are for information purposes only, such as a school supply list or calendar. When selected, the form will not have any buttons displayed to the parent in txConnect allowing him to submit or acknowledge the form. The form will simply be displayed to the parent as a read-only form. For External forms, the field is disabled; it is selected by default and cannot be cleared.
Visible	Select to make the form visible to parents. If the field is not selected, the form will not be displayed in txConnect, even if it is associated with a group. This field can be used if you need to temporarily or quickly block access to the form, for example, if you need to make corrections to the content.
Required	Select to indicate to the parent that the form is required and the parent must either submit required data or acknowledge that he has reviewed the form. If selected: • If the form has data fields that must be input, the **Submit Data with Electronic Signature** button is displayed on the form in the parent portal, and the parent will be required to enter data and submit the form. • If the form has no data fields but the parent must acknowledge that he has reviewed the form, the **Submit Electronic Signature** button is displayed on the form in the parent portal, and the parent will be required to submit the form. This field is set automatically for some form types: • For External and any other static forms, the field is disabled. The field is blank by default and cannot be selected. • For standard forms, the field is disabled. The field is selected by default and cannot be cleared.

Click **Add** again to add another form.

The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click ✖ under **Associated Forms**.
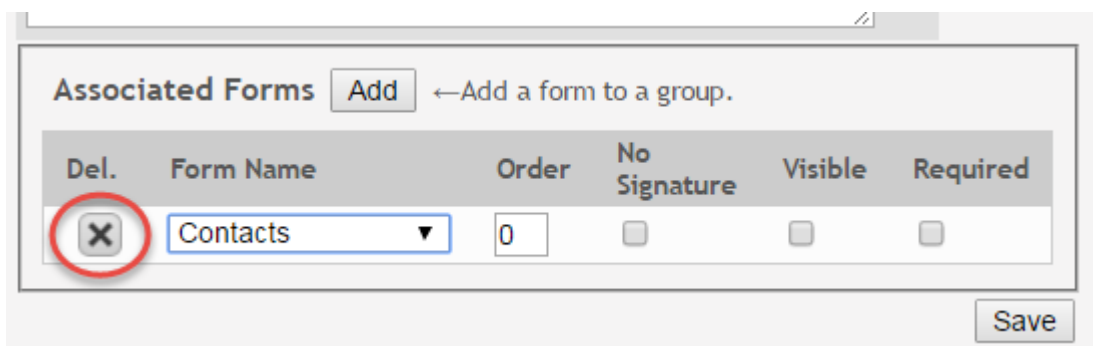
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The group is listed on the right under the heading indicated by the **Group Type** field.

Click **Add New Group** to add another group. The data in the fields is cleared allowing you to enter another group. Unsaved data is lost.

Edit or delete an existing group:

existing groups (right)	**Edit:**
	To edit an existing group, click 🔍 under **Options**.

The fields on the left side of the page display the data for the selected group.

1. Update data and forms as necessary.
2. Click **Save**.

Delete:

To delete an existing group, click ✖ under **Options**. You are prompted to confirm that you want to delete the group. Click **OK**.

You cannot delete a group that has forms associated with it (whether archived or not), or a group that is included by default.

8. Set up Online Registration.

   txConnect Admin > Administrator Options > Settings > Forms Management > Online Registration

This page allows district-level users to create a template (i.e., set of forms) for student online registration.

Online Registration refers to forms required annually for students, which is not the same as Online Enrollment.

When Online Registration is enabled at the district, these forms will be displayed to parents when they are logged on to txConnect, and will have notifications indicating which forms are completed and which still require the parent's attention.
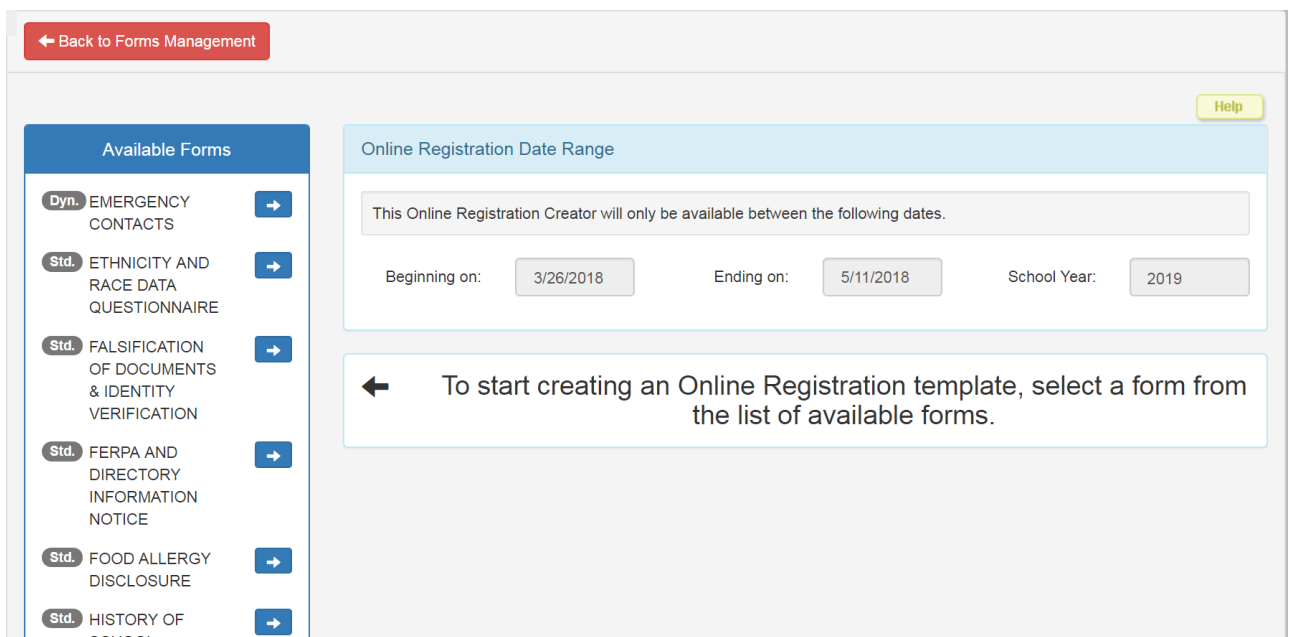
Manage forms:

Online Registration Date Range (right)	
The following data is displayed for your reference as entered on txConnect Admin > Settings and cannot be updated here.	
Beginning on Ending on	The beginning and ending dates for online registration for the specified school year are displayed.
School Year	The school year for which students are registering during this date range is displayed.

Initially no forms are listed on the right side of the page.

Available Forms (left)	The list includes all existing district-level forms (created on the Form Management page), excluding campus-level forms and forms that are specifically for New Student Enrollment.
	Stc. = Static form
	Dym. = Dynamic form
	Std. = Standard form
	By default, the *Registration* form is included, which contains all possible fields a parent may need to review annually.
	TIP: It is recommended that districts create a customized registration form (using the Form Management page) for annual online registration that includes only the fields that districts want parents to review annually.
	Also, the *Home Language Survey* standard form, which is required for new student enrollment, is only required once when the student enrolls in the district. This form is not listed for Online Registration.
	To add a form to the Online Registration template, click the blue arrow ➡ next to the form you want to add.
	The form moves to the right.
	The first form you add is listed as **Step 1**. The next form you add is **Step 2**, and so on.
	Continue adding all forms required for online student registration.
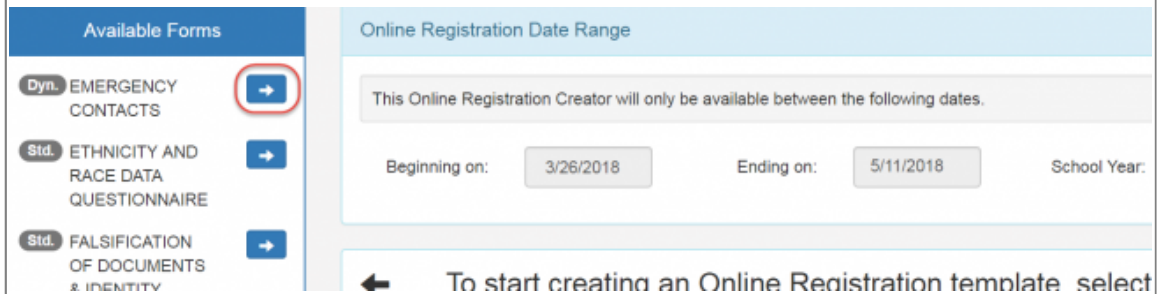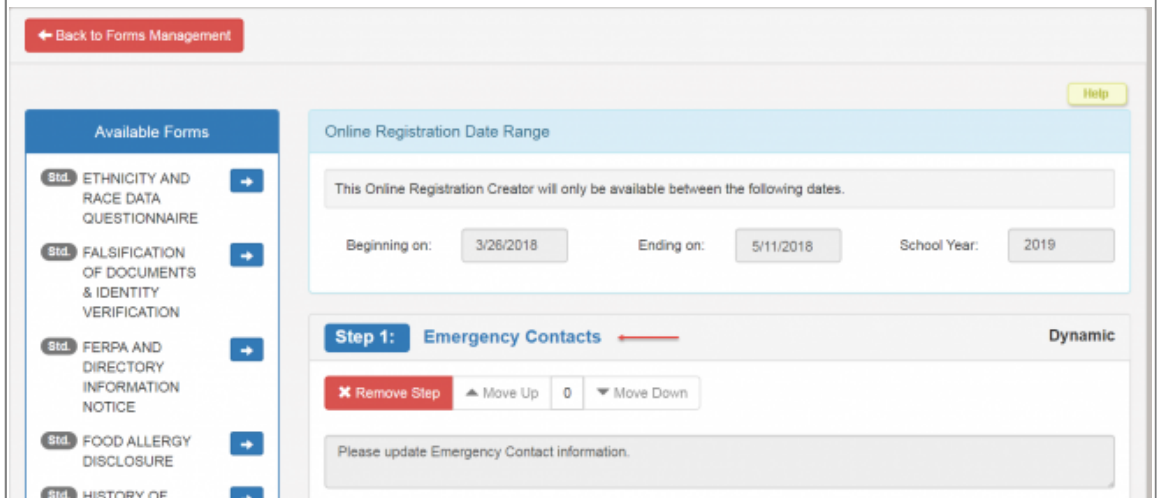
selected forms (right)	Instructions for each form are displayed as entered on the Form Editor page and cannot be updated here. **Arrange forms:** As forms are selected for the Online Registration Template, they are listed in the order in which they were added; however you can rearrange them as needed using one of the following methods: • Click ▲ **Move Up** or ▼ **Move Down** to move the form up or down in the list. • Use the number option to number the forms. Click the number to access the drop-down list. Select a number from the drop-down list. Forms will be listed numerically according to the number. • Click **Remove Step** to remove the form from the template. It is again listed under **Available Forms**. **Edit a form:** Click the form name. The form opens on the Form Editor page where you can make changes. Standard forms cannot be edited. You cannot click the form name.
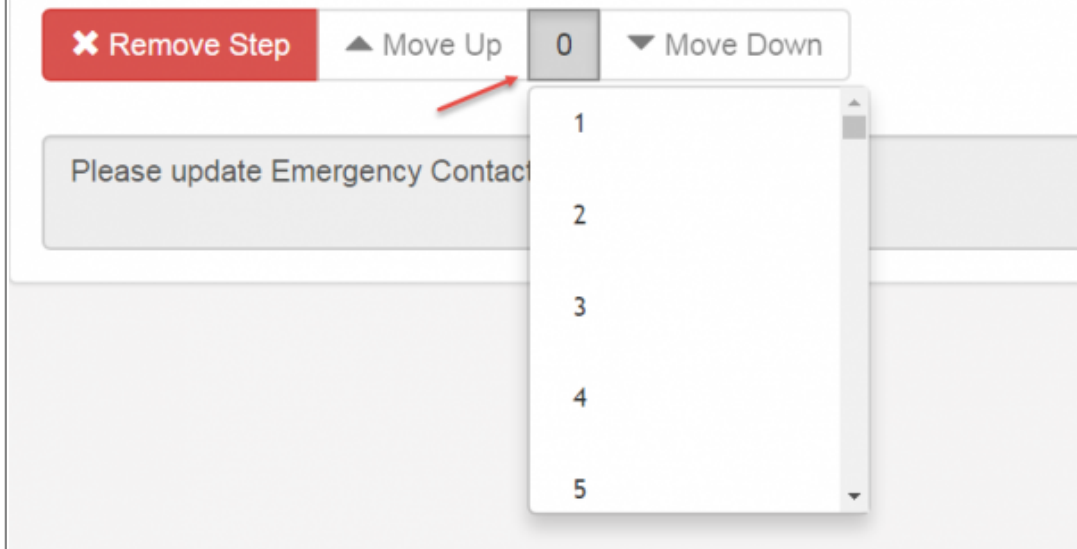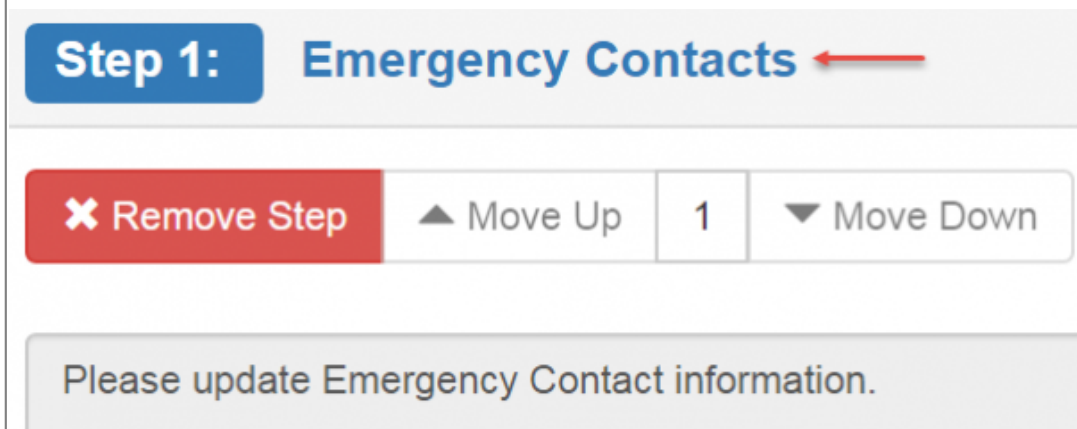
Changes to the template are saved automatically; there is no **Save** button.

Click **Back to Forms Management** to return to that page.
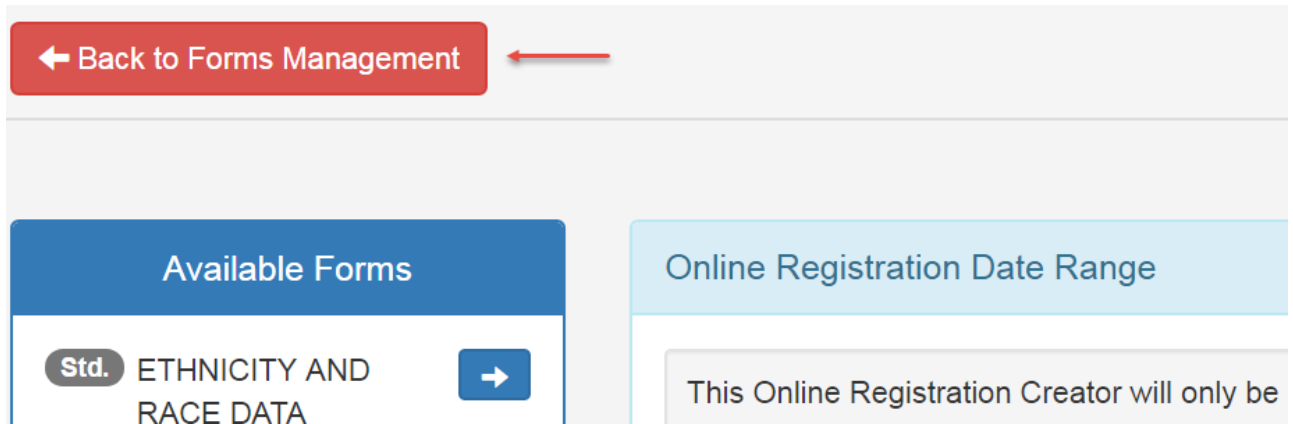
9. Enable forms for parents.

Administrator Options > Settings

Once forms are set up, you can enable student data updates, online student registration, and new student enrollment in txConnect throughout the district, and manage other form settings.

Scroll down to the **Student Data, Online Registration & New Student Enrollment** fields.

Enable parents to update current year student data:

Student Data forms are any visible forms added to groups in the Student Data Editing category.

Allow parents access to Student Data forms	This field enables parents to update current year student data. Student Data forms are any visible forms added to groups in the Student Data Editing category. To allow parents to update student data in txConnect, select *Yes*. Once this field is set to *Yes*, the following is available in txConnect for parents: • Summary page - Click **View/Edit Data** . • My Account page - Click **View/Edit** . Both buttons open the page where the parent can update a student's data for the current school year, such as a change to a phone number. Also, the **Need Documents** link is enabled on the txConnect login page allowing a parent to access public static forms, such as a calendar. The link is only displayed if at least one public document exists. **IMPORTANT:** This field is set to *No* by default. Leave this field set to *No* until setup is complete and you are ready to enable parent access. **NOTE:** It is recommended that you leave this field set to *No* during the online registration period. While this field is set to *No*, parents will not have access to any online student registration functionality in txConnect. The **New Student** and **Need Documents** links on the Login page are also unavailable, and the edit buttons do not appear. This field is automatically saved when it is updated. There is no **Save** button.

Enable parents to complete annual student registration:

Student Registration forms are any visible forms added to the Online Registration template.

Active Online Registration	
These fields enable parents to complete annual student registration. Student Registration forms are any visible forms added to the Online Registration template. **IMPORTANT:** These fields are blank by default. Leave these fields blank until setup is complete and you are ready to enable online registration.	
From **To**	Specify the beginning and ending dates for online registration. If dates are entered, and the current date is within these dates, and the parent has enrolled and added a student to his txConnect account: • The parent will be prompted with a pop-up message on the Summary page to use the online registration features in txConnect. • The **YYYY-YY Registration** button is displayed on the Summary page. The parent can click the button to go to the page where she can complete the student's registration forms. If no dates are entered, or if the current date is outside the date range, the pop-up message is not displayed to parents on the Summary page. Click **Save**.
What school year will Online Registration be running for:	Select the school year for which students will be registering during the specified date range. **IMPORTANT: THIS FIELD IS SCHEDULED TO BE REMOVED SPRING 2018.** In the meantime, be sure this field is set correctly so that Online Registration forms submitted by parents are associated with the appropriate school year. These forms will be viewed and monitored in TxEIS Registration on the Forms tab by school year, so it is important that each form is associated with the corresponding school year.
District Online Registration confirmation message:	Type a message that will be displayed to parents once they successfully update online student registration information in txConnect. Click **Update Message** to save the changes.

Enable parents to enroll a new student:

New Student Enrollment forms are any forms added to the New Student Enrollment Forms group. These forms can be either static or standard.

Allow parent access to New Student Enrollment	**IMPORTANT:** This field is set to *No* by default. Leave this field set to *No* until setup is complete and you are ready to enable online new student enrollment. When set to *Yes*, the **Have a New Student** link will be displayed on the txConnect Login page allowing the parent to enroll a new student in the district online.
New Student Enrollment Authentication Type	These fields enable parents to enroll a new student. New Student Enrollment forms are any forms added to the *New Student Enrollment Forms* group. These forms can be either static or standard. Select the validation to use for new student enrollment: • *Email* - Validate a user by email. With this validation process, an email message is sent to the user's email address containing the registration code. The user must type the code, exactly as it appears in the message, in order to continue with the enrollment process. • *CAPTCHA* - Validate a user by CAPTCHA, which is a tool that protects websites against bots by generating codes that humans can pass but computer programs cannot pass. When this option is enabled, the registration key is automatically generated once you correctly enter the CAPTCHA code. An email message is sent to the parent containing the registration key for his records. GQHFEA **IMPORTANT:** The CAPTCHA option should only be used during short-term enrollment events such as Kinder Roundup.

[What Happens Next?](#)

Review enrollment requests:

As students are enrolled online in txConnect, an administrator must review each enrollment request, create a record for each registered student, and assign a Student Portal ID to each student.

See the following guides:

- [txConnect Parent: New Student Enrollment](#)
- [TxEIS Registration: Enroll a New Student from txConnect](#)

Review student demographic change requests and form submission:

As parents update data for their students and/or complete online registration, campus staff must

review and approve each data change. As parents submit data and forms from txConnect, the campus staff can monitor the status and identify students who are missing required forms. These tasks are handled in the Student (iTCCS or TxEIS) Registration application.

See the following guides:

- txConnect Parent: Registration and Data updates
- TxEIS Registration: Approve Student Registration & Data Changes and Monitor Forms

View form usage:

The Form Usage page in txConnect Forms Management provides the following access:

• **Usage Statistics** - Displays statistical information about form usage by parent and form.

• **Individual Form Information** - Allows you to view the number of acceptance records for a specific form by district, campus, or parent.

txConnect Parent

New Student Enrollment

txConnect Parent - Enroll a New Student in the District

Parents should follow these steps to enroll a student in the district using the txConnect New Student Enrollment wizard.

Prerequisites:

- This guide assumes that several required steps have already been completed by the district to enable online enrollment. See txConnect Admin: Manage Forms for Enrollment, Registration, and Data Updates. The **Allow parent access to New Student Enrollment** field must be set to *Yes*.

- Parents can only complete these steps using the *full* txConnect website. **The mobile version of txConnect cannot be used, because some features are not available.**

Enrollment Flow Chart:

txConnect New Student Enrollment
Parent Steps
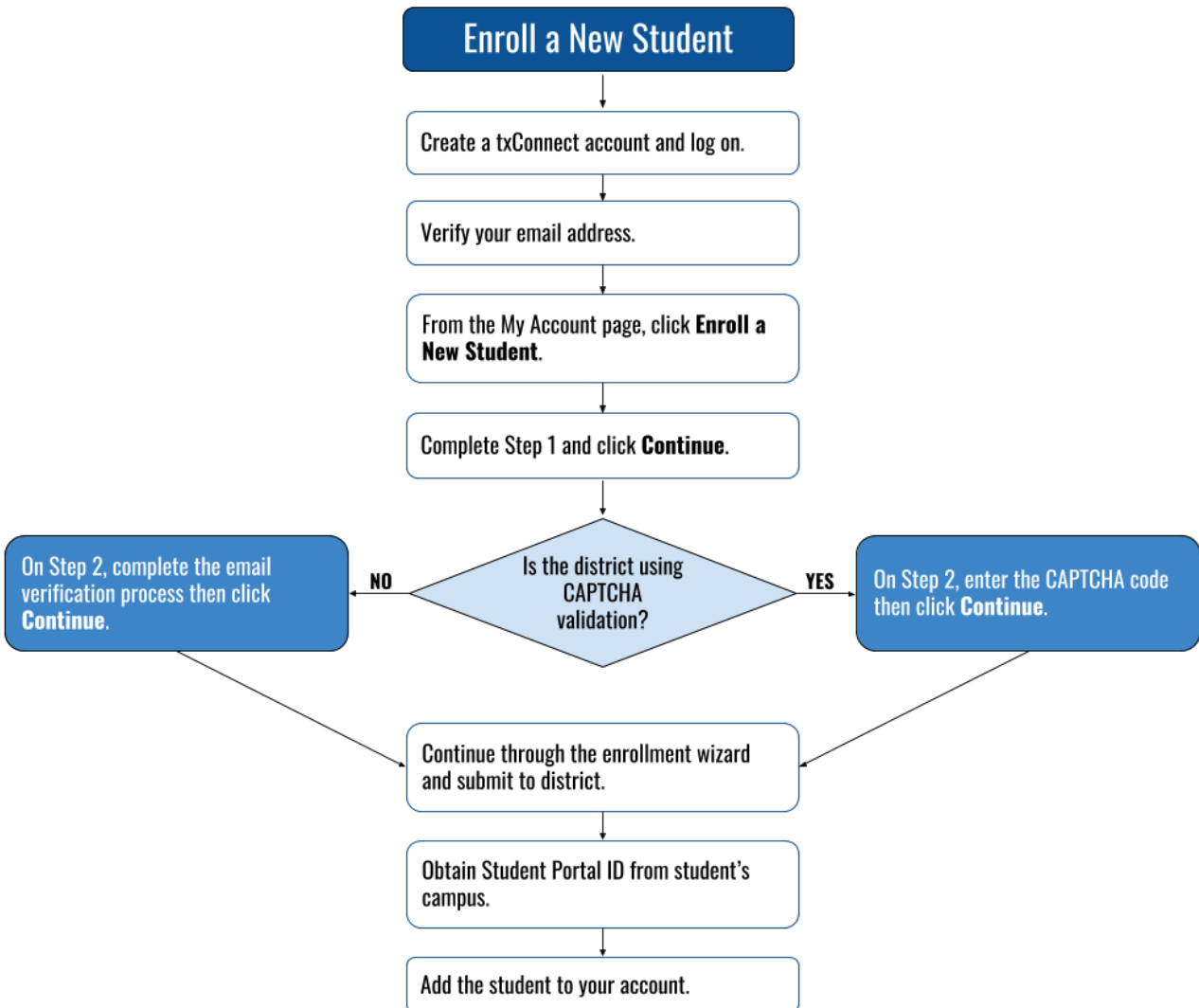
1. Create a txConnect user account and log on.

   txConnect > Login

   Before enrolling a student, the parent must create a user account in txConnect in order to obtain a user name and password to access the system. When you access txConnect, the Login page is displayed.

   Click the link under **Have a New Student**.

The Registration User Info - Step 1 of 3 page is displayed.

Step 1:

User Name	Type a user name that will identify you when you log on to txConnect, such as a combination of letters from your first and last name. Requirements: • 6-25 characters • Unique (i.e., not used by anyone else in the district) • *Not* case-sensitive (i.e., it *does not* matter if you type uppercase or lowercase letters)
Password	Type a password that you will use when you log on to txConnect. Requirements: • 8-25 alphanumeric characters • A combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBcd*1234) • Case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters)
Confirm Password	Retype the password to confirm that you typed it as intended.

The following two email fields are only displayed if email support has been set up by the district.

E-mail	Type your current email address. • Your email address must be entered in a valid format (e.g., name@domain.com). • You cannot enter an email address that is already in use.
Confirm E-mail	Retype the email address to confirm that you typed it as intended.

Click **Next**. If you entered the data correctly, the Step 2 page is displayed.

Also, if you entered your email address, you will receive an email message at that address containing a verification code. Later, you will need to type (or copy/paste) that verification code in order to verify your email address.

Step 2:

Question	Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
Answer	Type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. **IMPORTANT:** The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

Click **Next**. If you entered the data correctly, the next Registration page is displayed.

Step 3:

A message indicates that your account was created.

Under Verify Email Address:

If you entered a valid email address on Step 1, you should have received an email message in your inbox with a code allowing you to verify your email address.

Verification Code	Copy-paste the verification code that was sent in the email message.
	Verify Email Address (optional) You should receive an email message containing a verification code. Your email address is required if you wish to receive alerts, edit Verification Code: `krgfxCr2DbqXFCkQ` [Verify Code]

Click **Verify Code**.

If the correct code was entered, "Verification Successful" is displayed.

Under Add Students:

Skip this step for now if you are enrolling a new student in the district. Your student's portal ID will be provided by the campus at a later time.

Click **Complete** to continue to the My Account page.

> A pop-up message is displayed notifying you of the next steps for enrolling a student or adding a student to your account. You can click the buttons on the pop-up window to go directly to the specific location for completing the steps, or you can follow the steps below.
>
> You can select **Do not show this again** to disable the pop-up windows.
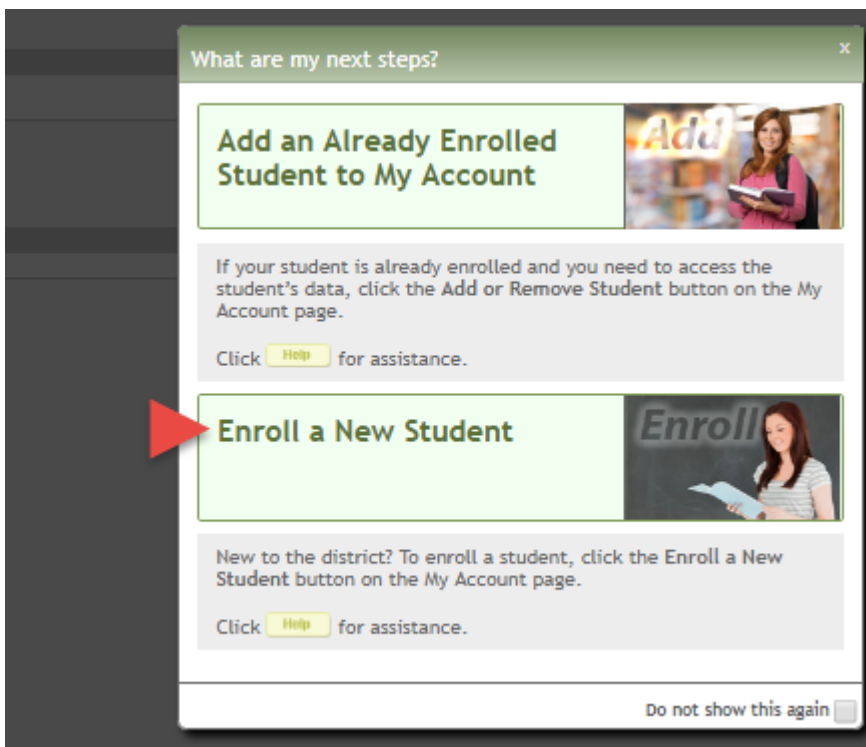
2. Enroll the student.

txConnect > My Account

If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the menu.

If you have not already verified your email address using the code that was sent to your email address, you must do this now to continue.

IMPORTANT: If you do not have access to an email address, contact your student's campus.

○ Verify the email address.

You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.
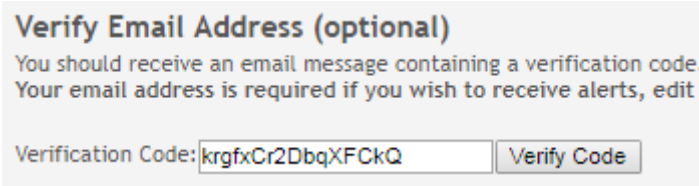
If no email address has been entered, enter the address.

Email Address	Type your current email address. • Your email address must be entered in a valid format (e.g., name@domain.com). • You cannot enter an email address that is already in use.
Confirm Email Address	Retype the email address to confirm that you typed it as intended.

Click **Verify Email Address**.

You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this txConnect account, you should have received an email message in your inbox with a code allowing you to verify your email address.

Verification Code	Copy-paste the verification code that was sent in the email message.
	Verify Email Address (optional) You should receive an email message containing a verification code. Your email address is required if you wish to receive alerts, edit Verification Code: krgfxCr2DbqXFCkQ [Verify Code]

Click **Verify Code**.

- If the code was entered accurately, your email address is displayed.

- If the verification code is unsuccessful, click **Resend Code** to send a new code.

To enroll a student who has never been enrolled in the district, click **Enroll a New Student** to access the New Student Online Enrollment page where you can complete the enrollment process online. (This step is not necessary if you clicked **Enroll a New Student** on the pop-up window.)

You must already have verified your email address before this button is displayed.

The Online Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request a student registration key, which will allow you to complete the online enrollment process.

Step 1 - Enrollment Overview & Student Name:

Under **New Student Enrollment steps**, a brief overview of the student enrollment steps are listed.

> If you previously started online enrollment for a student but have not completed the process, you can click **Skip to Step 4**. From Step 4, you can select the student and continue the enrollment process.

Student Name	Type the student's full name.
	• The only special characters allowed are a hyphen (-) and apostrophe (').
	• You can also include a space.
	• The first name can have up to 17 characters.
	• The middle name can have up to 14 characters.
	• The last name can have up to 25 characters.

Click **Continue**. The Step 2 - Enrollment Key page opens.

Step 2 - Enrollment Key:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- ○ Option 1 - Email Validation

For this option, an enrollment key is sent to you in an email message.

Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student. A message is sent to your email address that contains the new 16-character student enrollment key.

Check your email inbox for the message that contains the enrollment key.

Enrollment Key	You must enter the exact enrollment key in order to complete the registration process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.
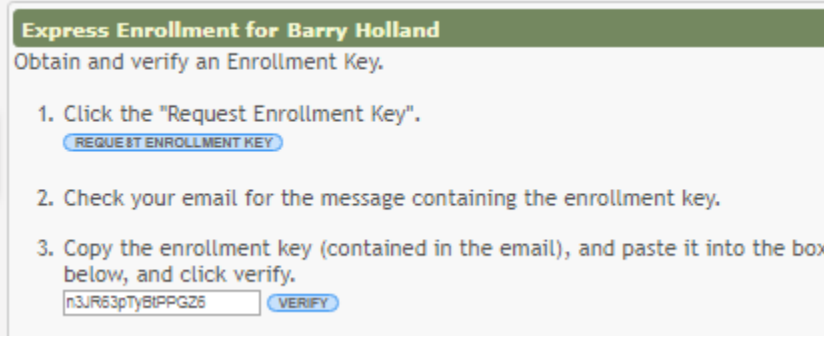
Click **VERIFY**.

If you typed the enrollment key correctly, the message "Your key has been created and verified!" is displayed.
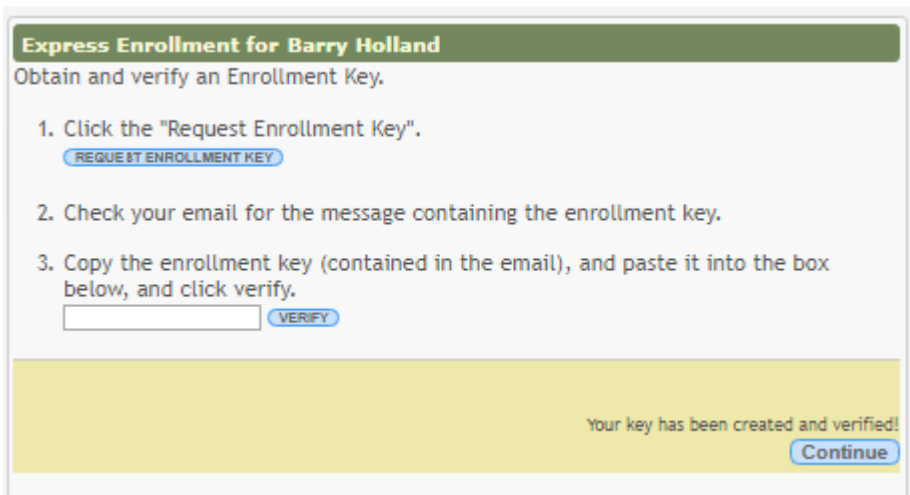
○ Option 2 - CAPTCHA Validation
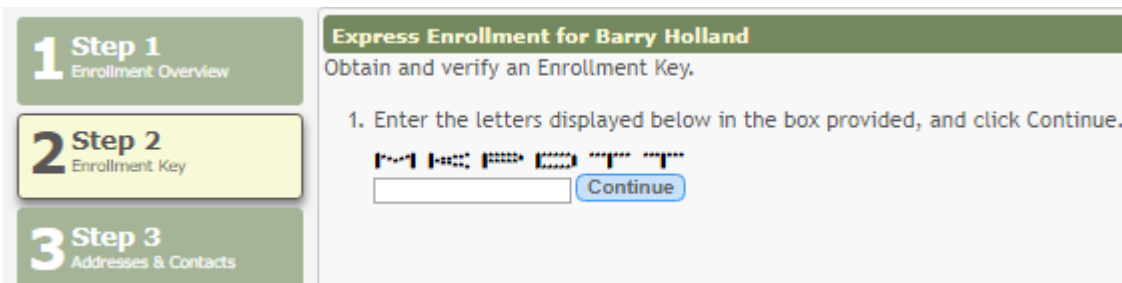
This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

Type the CAPTCHA code exactly as it appears on the page.

Click **Continue**.

If you typed the CAPTCHA code correctly, the message "Your key has been created and verified!" is displayed.

Also, the parent will receive an enrollment key by email.
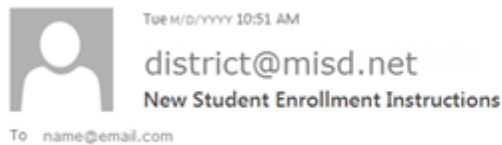
The parent should save this information for his records.

Click **Continue**. The Step 3 - Addresses & Contacts page opens.

Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

Family Addresses	Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.
	Add address:
	Click **Add Address** to add an address. The Address Manager window opens.
	Type the complete address in the fields provided.
	Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.
	Edit address:
	Click **Edit** next to the address to edit an existing address. The Address Manager window opens.
	Update the fields as needed.
	Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

HELPFUL FEATURE: As you initially enter address information (street number, street name, city, state, and zip), it is automatically stored so it can be reused to prefill the fields when you are completing multiple forms that contain address fields.

Once you have entered address data, when you click in a blank field for which data can be prefilled, a blue box is displayed which contains the most recent address data entered so far. When you click the blue box, the address fields are automatically filled with the stored information.

This feature works when adding or editing address data in either the **Family Addresses** window or the **Family Contacts** window.

Family Contacts	Existing contact information for all of the student's family and emergency contacts. Add contacts as needed.
	Add a contact:
	Click **Add Contact** to add a contact. The Family Contacts window opens.
	Enter data in the fields, including the contact's complete name and address.
	• The only special characters allowed are a hyphen (-) and apostrophe (').
	• You can also include a space.
	• The first name can have up to 17 characters.
	• The middle name can have up to 14 characters.
	• The last name can have up to 25 characters.
	Click **Save Changes**. You may need to scroll down to see the button.
	Add additional contacts as needed.
	Edit a contact:
	Click **Edit** next to the contact's name. The Family Contacts window opens.
	Update the fields as needed.
	Click **Save Changes**.

Some fields are required. If you do not enter data in a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.
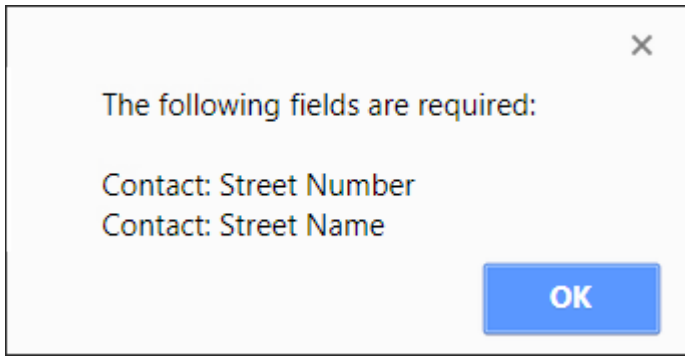
Click **OK** to close the message, add the required data, and click **Save Changes** again.

Click **Continue**. The Step 4 - Student Information page opens.

Step 4 - Student Information:

Any existing students added to your account are listed.

Click **Enter Student Info** for the student.

Fields are displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

Address Information	Select an address for the student from the drop-down list. These are the addresses entered in **Step 3**. If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4.
Contact Information	Select contacts for the student from those entered in **Step 3**: • From the list of contacts, select up to four who should be listed as contacts for the student. • Of those selected as contacts, select the **Primary Contact** option for the <u>one</u> who is the student's primary contact. If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4.

student demographic information	Enter student demographic data in the fields provided.
	You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

Attach a document:

If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.
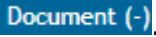
A window opens allowing you select and upload one or more files.

Document Upload	Click **Choose File**. Locate and select the file to be uploaded.
	The following file types are acceptable:
	• PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.

Click **Close** to close the window.

• If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign) `Document (+)`.

• If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign) `Document (-)`.

View or delete an existing document:

Click **Documents(+)**.

• Click the document to view it.

• Click 🗑 next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

Click **Save and Continue**. The Step 5 - Enrollment Forms page opens.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

Student Information

Selected Student: Barry Gibb Holland (Choose Another Student)

Data saved but not submitted for district processing. ◀
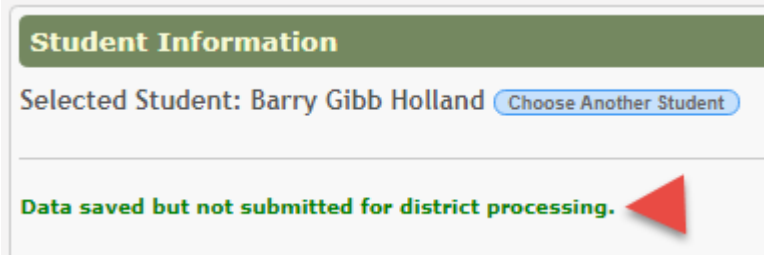
Step 5 - Enrollment Forms:

Under Downloadable Enrollment Forms:

Any additional forms required by the campus or district are listed.

1. Click each form to view it. The form opens in a new window where it can be viewed and printed.
2. Print and complete all forms by hand, and take the completed forms to the campus or district if required.

Under Standard Enrollment Forms:

The required standard forms are listed. These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:

❶ - Indicates that the parent has not saved the form.
✅ - Indicates that the parent has already saved the form.

Click each form to view it. The form opens in a pop-up window.

Enter the required information and click **Save Changes**. You may need to scroll down in the pop-up window to access the **Save Changes** button.

You cannot save a form unless all required data is entered.

> Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the parent clicks **Save Changes** to acknowledge the contents of the form.

A message in the pop-up window indicates that the changes were saved. Click ⊠ to close the window.
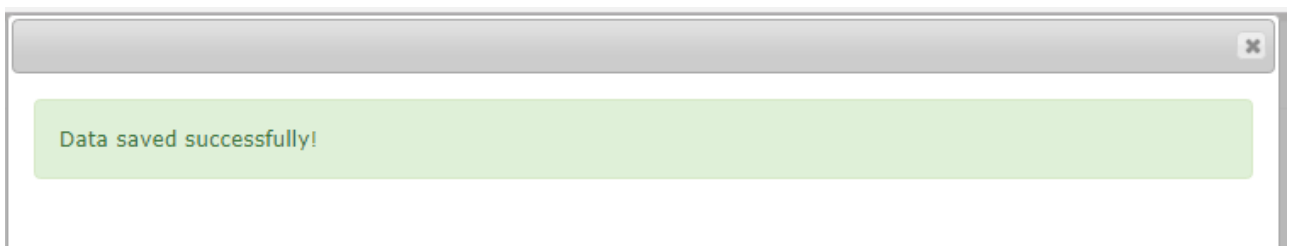
For a saved form, the icon changes from ❗ to ✓.

Until all forms are saved, the **Submit to District** button remains disabled. (You may need to scroll down to view the **Submit to District** button.)

Click **Submit to District** when all data and forms are ready.

Once you click **Submit to District**, the student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

Click **Continue to Final Step**. The Final Steps page opens.

Step 6 - Final Steps:

To add another student, click **Add Another Student** and repeat the process from Step 1.

Under Print Enrollment Confirmation:

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

• If you have started the enrollment process for the student, the student's name is displayed.

• If his enrollment has successfully been submitted to the district, a check mark and the submission date are displayed.

Click **Print Enrollment Confirmation** for each enrolled student to print a confirmation message for your records that includes the student's name, student enrollment key, and instructions for completing the process and adding the student to your account.

What Happens Next?

Visit in person:

To complete the enrollment process, it may be necessary to go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.

Receive a Student Portal ID:

Once the district or campus has completed your student's enrollment, the campus will issue you a Student Portal ID for each student you successfully enrolled. You can use the portal ID to add

the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your My Account page under **Students**.

3. Add the student to your txConnect account.

txConnect > My Account

If you are continuing from the previous step, the My Account page is displayed. Otherwise, log on and select My Account from the menu.

A pop-up message is displayed notifying you of the next steps for enrolling a student or adding a student to your account. You can click the buttons on the pop-up window to go directly to the specific location for completing the steps, or you can follow the steps below.

You can select **Do not show this again** to disable the pop-up windows.
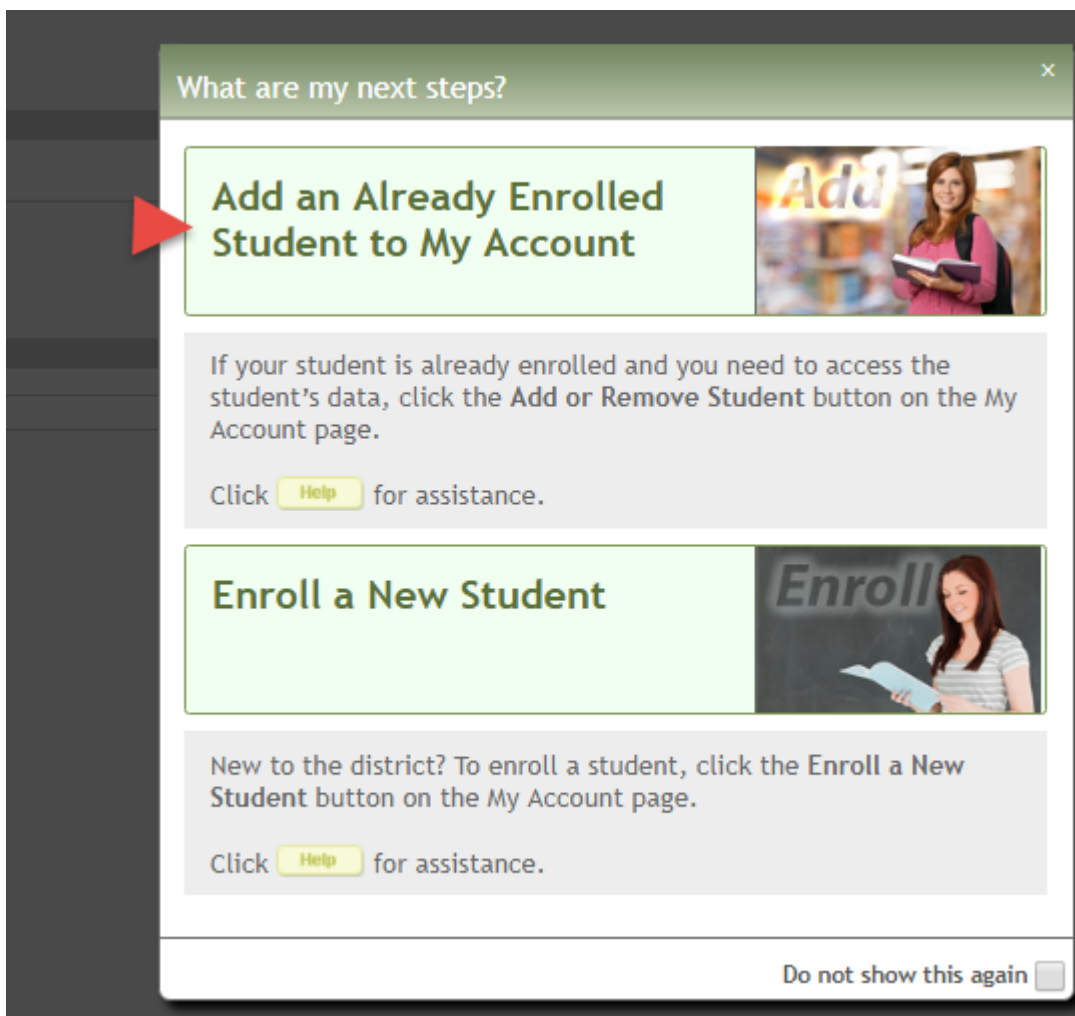
From the My Account page, click **Add or Remove Student**. (This step is not necessary if you clicked **Add an Already Enrolled Student to My Account** on the pop-up window.)

Add the following information under **Add Student to txConnect**.
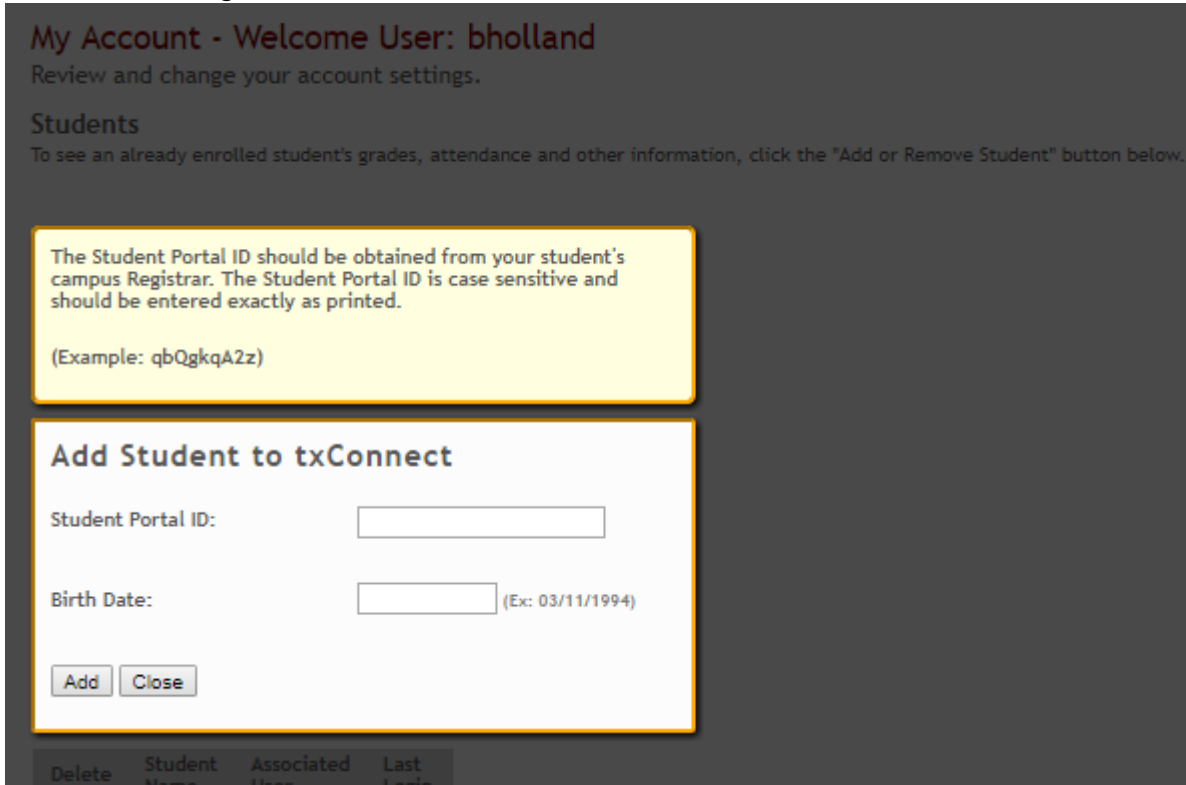
Student Portal ID	Type the student portal ID provided by the student's campus. If you do not have this ID, you must contact the campus to get the ID. You cannot add a student without entering a valid student portal ID. The ID is case sensitive and must be entered exactly as it appears (example: qbQgk3qAs2z).
Birth Date	Type the student's complete birth date. The date entered here must match the birth date in the student's record at the campus. You cannot continue without entering the correct birth date.

Click **Add**.

If your student was successfully added to your account, his name will appear on the page. You will now be able to access your student's data.

Add Student to txConnect

Student Portal ID: [   ]

Birth Date: [   ] (Ex: 03/11/1994)

[Add] [Close]

Delete	Student Name	Associated User	Last Login
✖	Barry G. Holland	bholland	M/D/YYYY 9:28 AM

[What Happens Next?](#)

Once the enrolled student is added to your txConnect account, and the correct email address entered and verified, you can maintain the student's annual registration forms and update contact information as needed. See the [txConnect Parent: Registration and Data updates](#) guide.

Enroll a New Student from txConnect

TxEIS Registration: Enroll a New Student from txConnect

As students are enrolled in the district via the New Student Enrollment wizard in txConnect, administrators must review and accept each enrollment request, monitor forms and documents submitted by parents, complete the student's enrollment and assign a student ID, and provide each student's parent with a Student Portal ID. These steps must be completed in TxEIS Registration.

Prerequisites:

- The steps in this guide must be completed in TxEIS Registration by a user who has access to those pages. Basic knowledge of the TxEIS Registration application is assumed.

- Students must be enrolled according to the process described in the txConnect Parent: New Student Enrollment guide.

1. Review enrollment request and assign ID.

   Registration > Maintenance > Online Registration > New Student Enrollment

   This page allows you to review pending new student enrollment requests received from the txConnect parent portal.

   As students are enrolled online in txConnect, an administrator must review each enrollment request and create a record for each registered student.

   A list of new student enrollment requests received from txConnect is displayed.

   - The list can be re-sorted.

     You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

IMPORTANT: Before accepting new students, campus staff should verify that the student has not been enrolled before. Go to the Student Enrollment page and click **Hist Directory** to access the Historical Directory, and search for the student.

It is possible that a student was enrolled with a different ID before. For example, the student may have been enrolled previously with a state-assigned ID, but has now been enrolled with a social security number. Check each student carefully to avoid creating duplicate enrollment records.

To search for a new student enrollment record, do one of the following:

Search by Name	Type the student's first and last name.
Search by Key	Type the student's key. This number is generated by txConnect when the parent proceeds through the new student enrollment steps.

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

🔍	Click 🔍 to view the details of a pending enrollment request. The student's enrollment record is displayed on the Register Student page.

Registration > Maintenance > Online Registration > New Student Enrollment > Register Student

This page allows you to enroll a new student using the information that was entered by the student's parent/guardian in the txConnect parent portal.

This initial data serves as the basis for a complete student record.

> **NOTE:** Verify whether **Auto Assign Student ID** is set to automatic or manual assignment of student ID numbers on Maintenance > District Profile > District Information > Control Info.

Student ID	Verify whether student IDs are automatically or manually assigned, as indicated in the **Auto Assign Student ID** field on Maintenance > District Profile > District Information > Control Info. • If student IDs are manually assigned, type a student ID. Leading zeros are not required. • If student IDs are automatically assigned, leave the field blank, and the system will assign the next available student ID when the record is saved.
Student Key	The enrollment key assigned to the student's enrollment record in txConnect is displayed.

Demographic Information	Grade	Select the student's grade level for the current school year.		
	Entry Dt	Type the student's enrollment date, which is the first date the student attended the campus. For students enrolling in the next school year, the **Entry Dt** should be the first day of school for the upcoming school year.		
	Track	Select the attendance track in which to enroll the student.		
	Elig Code	Select the student's ADA eligibility code.		
	Next Year Student	Select if the student is enrolling for the next school year. If selected, the student's record will be saved with a record status 5 (i.e., *not currently in district will attend next year*). Since Move To Grade Reporting (MTGR) does not promote these students to the next grade level, the **Grade** field should be set to the next year grade level for any status 5 students.		
	The following fields are populated using the information that was entered by the student's parent/guardian in txConnect. **Verify that the data is valid.**			
	Name	The student's full name is displayed.		
	Social Security Number Denied	Select if the student's parent/guardian refused to provide the student's social security number to the district.		
	SSN	The student's social security number is displayed.		
	Sex	The code indicating the student's gender is displayed.		
	DOB	The student's date of birth is displayed.		
	Last Year Grade	The grade level entered by the parent when enrolling the student via txConnect is displayed but can be updated if needed.		
	Hispanic/Latino	The field is selected if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.		
	Race	One or more of the following options is selected, regardless of whether the student is **Hispanic/Latino**.		
			White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.
			Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.
			Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
			American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).
			Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Phone/Address	**Phone Nbr**	The student's area code and phone number are displayed.	
	Cell Ph Nbr	The student's area code and cell phone number are displayed.	
	E-mail	The student's email address is displayed.	
	Mailing	The student's mailing address is displayed.	
	Physical	The student's physical address is displayed.	
Contact Detail	Up to four contact tabs may be displayed. Information entered by the parent is displayed. **Verify that the data is valid**, and make changes to each tab if needed. You can save changes to all tabs at the same time.		
	Parent/Guardian	The field is selected if the contact is the student's guardian.	
	Emergency	The field is selected if the contact should be notified in the event of an emergency.	
	Receive Mailouts	This field should be selected if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as **Priority**=*1*.	
	Relation	The contact's relationship to the student is displayed, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person. **NOTE:** For a hospital contact, *Hospital* should be selected, the hospital name should be entered in the **Occupation** field.	
	Language	The language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact is displayed. If blank, the documents are printed in English.	
	Name	The contact's full name is displayed. **NOTE:** This field should be blank if **Relation** is set to *Hospital*.	
	Enrolling Person	This field is selected if this is the contact who enrolled the student. Only one contact can be an enrolling person.	
	DOB	The contact's date of birth is displayed.	
	Phone Preference	The contact's preferred phone number is displayed.	
	Home Cell Business Other	The contact's home, business, cell, and other phone numbers, including area code, are displayed if entered.	
	Address	The contact's complete address is displayed.	
	Migrant	The field is selected if the contact (parent/guardian) is a migratory agricultural worker.	
	Occupation	The contact's occupation is displayed. If **Relation** is *Hospital*, this field should display the hospital name.	
	E-mail	The contact's email address is displayed.	
	Right to Transport	This field is selected if the contact is authorized to transport the student from school. Instructors and administrators are able to view this information in txGradebook on the Student Information page.	
	Driver License	The contact's driver license number and the two-character state that issued the driver license are displayed if entered.	
	Vehicle	The contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate are displayed.	

Information Request	The button is displayed if information about previous special program participation or family members in the military was included. This information is view only, as the student has not yet been registered. **WARNING:** This information is only displayed until the new student enrollment is accepted. Print this information before clicking **Save**; otherwise it will not be available. Click **Print** to print this information. Click **OK** to close the window.
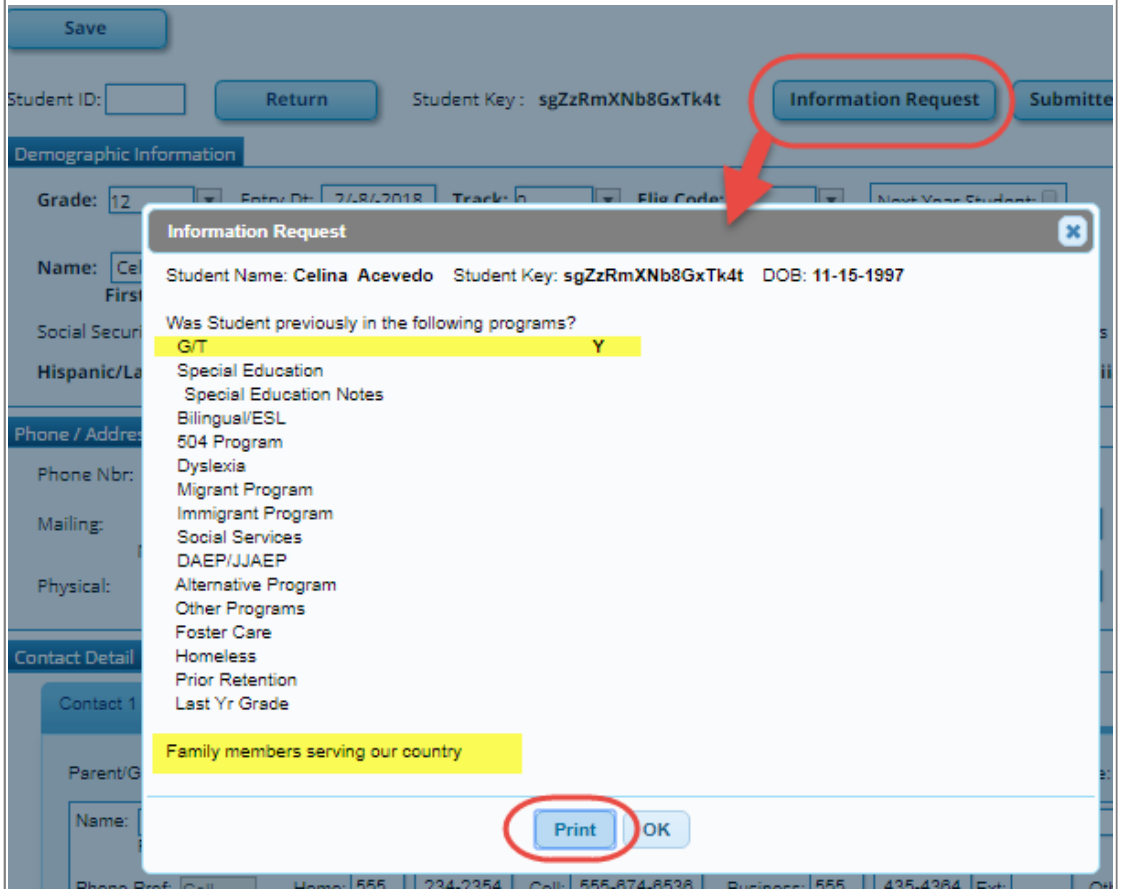
Submitted Standard Forms	Click to view a list of all forms submitted for the student. A pop-up window opens which displays the form name and date submitted. Click **OK** to close the window.
Documents	View or attach supporting documentation.
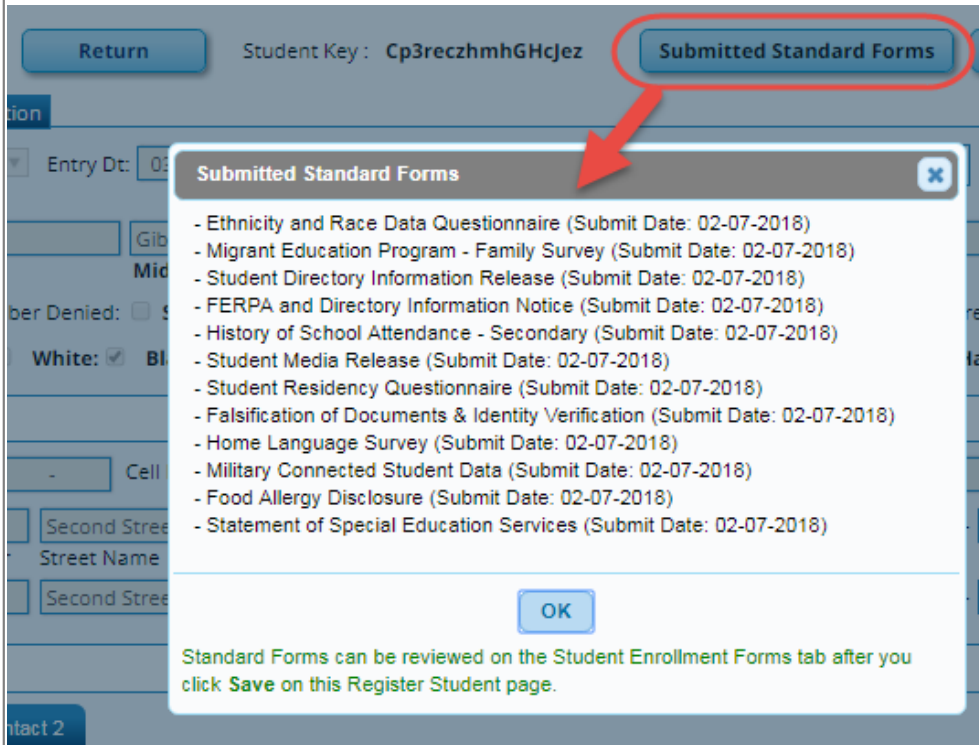
Click **Save**.
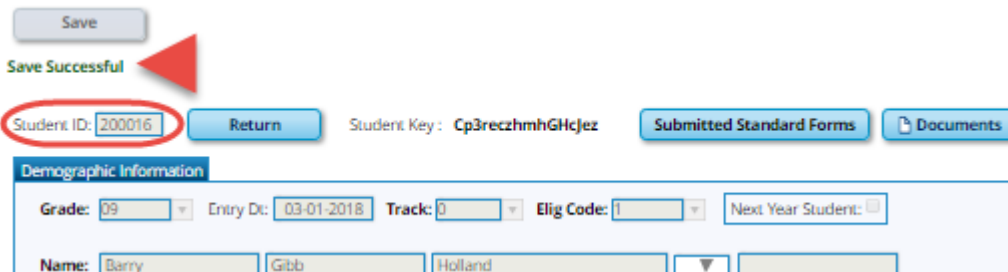
- The student is now enrolled and can be retrieved from the TxEIS Registration > Maintenance > Student Enrollment page. You can add additional registration information for the student on these tabs.

- A student ID is assigned to the student.

- **NOTE:** A Student Portal ID is also automatically assigned to the student when the record is saved. It is not necessary to use the Set Parent Portal IDs utility unless you need to verify the student's Student Portal ID.

A warning message is displayed if the student was previously enrolled in the district (i.e., the student's social security number and date of birth match a historical record). Demographic information from the student's previous enrollment is displayed, including the previous student ID.
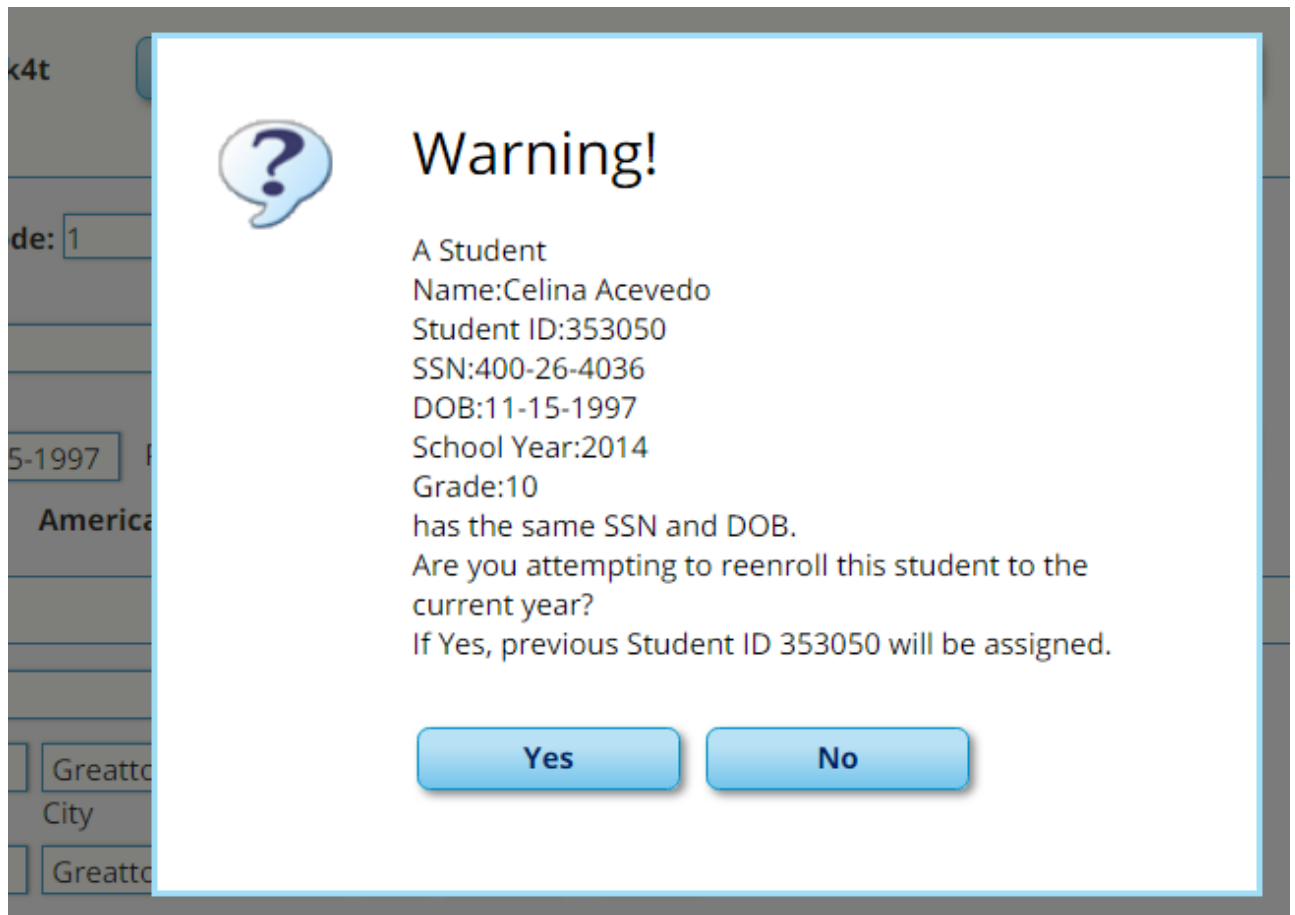
- Click **Yes** to confirm that this is the same student, and enroll the him with his previous student ID.
- Click **No** to return to the Register Student page without saving, and make any necessary changes to the record before saving again.

| **Return** | Click to return to the New Student Enrollment page to process another student. |

2. Review submitted forms and documents.

   Registration > Maintenance > Student Enrollment > Forms

   Once you have completed the student's enrollment and assigned a student ID, the Forms tab displays forms submitted by parents during New Student Enrollment. You can also view any documents attached, such as birth certificate, driver licence, etc.

	filters
	You can filter the listed forms:
Sch Yr	Indicate the school year for which you want to view new enrollment data. If the student enrolled during the current school year, select the current school year. If the student is enrolling in the upcoming school year, select the next school year.
	Move to Grade Reporting (MTGR) affects the school years displayed. After MTGR is run, the previous school year drops off, and the next school year is added.
Forms	Select which forms you want to view for the selected school year(s).
	Click **Filter**.
Form Name	The name of each form is displayed.
Submit Date	For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via txConnect is displayed.
	If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click 📅 to select the date from a calendar, and click **Save**.
	The date is saved in the **Submit Date** field.
	IMPORTANT: You cannot enter a date unless you have filtered for one school year. If the **Sch Yr** field has both school years selected, or if no school year is selected, the field is disabled.

Submitter ID	For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via txConnect is displayed, according to the ID used to log on to txConnect. If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the **Submit Date** date is displayed, according to the ID used to log on to TxEIS.
Approval Date	'N/A' is displayed for any form submitted during New Student Enrollment.
Approver ID	'N/A' is displayed for any form submitted during New Student Enrollment.
Required Form	*Y* or *N* is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. *N* is only displayed if the form is not required in any group; otherwise, *Y* is displayed.
🔍	For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available. Click 🔍 to view a standard form. The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form. <table><tr><td>**Spanish Version**</td><td>Click to view the Spanish version of the form if it is available.</td></tr><tr><td>**English Version**</td><td>Click to return to the English version of the form.</td></tr></table> Click **Print** to print the English or Spanish version of the form. Click **OK** to close the form.

Click **Save** if you entered or changed a date.

Documents	If the parent uploaded any documents, the **Documents** button displays a note icon. Click **Documents** to download and view any attached documents.

3. Print Student Portal ID letters.

   IMPORTANT: Before proceeding, be sure that a Portal ID letter has already been created on Registration > Maintenance > Parent Portal > Letters > Update > Letter that includes the nine portal ID variables.

   Registration > Maintenance > Parent Portal > Letters > Print > Letter Criteria

   This tab allows you to set criteria for printing parent letters for the txConnect parent portal. Each letter provides the portal IDs of the students in one family.

   - Letters are printed for active students who have an assigned txConnect portal ID.

   - A single letter is printed for multiple guardians with the same last name and same address.

   - If the guardian has an invalid address, the student's address is used.

Recipient Selection	Select the students for whom you want to send letters to the parents.	
	List of Students	Select to print letters for multiple students who have an assigned portal ID, and then click **Directory** to select the students from the directory.
		Retrieve and select the student(s), and click **OK**.
	No Letter Sent	Select to print letters for students for whom letters have not been sent.
	Entire Campus	Select to print letters for all students at the campus, even if letters were sent previously.
Number of Students Selected	If you selected **List of Students**, the number of selected students is displayed.	
Letter Sort Order	Select the order in which you want the letters printed.	
	Sort by Parent Zip Code	Select to sort letters by parent zip code.
	Sort by Student Name	Select to sort letters by student name.
Run Criteria	**Letter Template**	Select the letter type. The letter types created on Maintenance > Parent Portal > Letters > Update > Directory are listed.
	Campus	Select the campus for which letters are being printed.

Click **Run**.

- A pop-up message displays your selection criteria and prompts you to continue. Click **Yes**.

- The Print Letters tab is displayed.

Registration > Maintenance > Parent Portal > Letters > Print > Print Letters

The letters open in PDF format in an embedded Adobe Reader window.
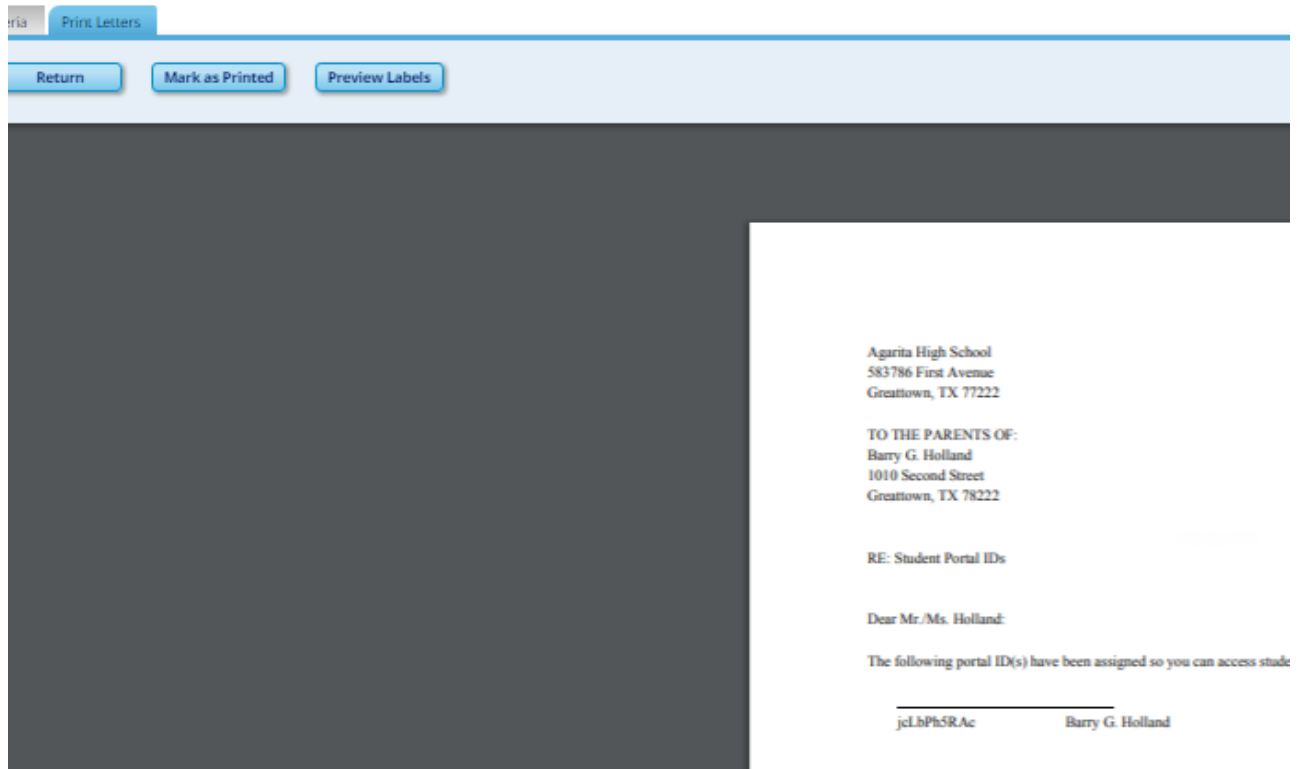
From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

If more than one student was selected, only the first student's letter is visible, but the remainder of the letters follow. You can use the scroll bar to view all letters.

Mark as Printed	Click to indicate that you have printed the letter.
	Once clicked, when you open the **Directory** from the Letter Criteria tab, the system date (i.e., current date) will be displayed in the **Prt Date** field for each student for whom the letter was printed.

Preview Labels	Click to print mailing labels for the letters, which are printed in the same order as the letters. The labels use the Avery 5162 template (14 labels per page). Only the parent name is printed on the labels. The student address is only used if there is no parent address. Brenda Holland 1010 Second Street Greattown, TX 78222 **NOTE:** The letters and labels may be sorted by either zip code or student name, but the student's name is not printed on the labels. It is recommended that you include the parent name in the letter heading so that it will be easier to match the label with the letter. Click **Close Labels** to return to the letter preview.
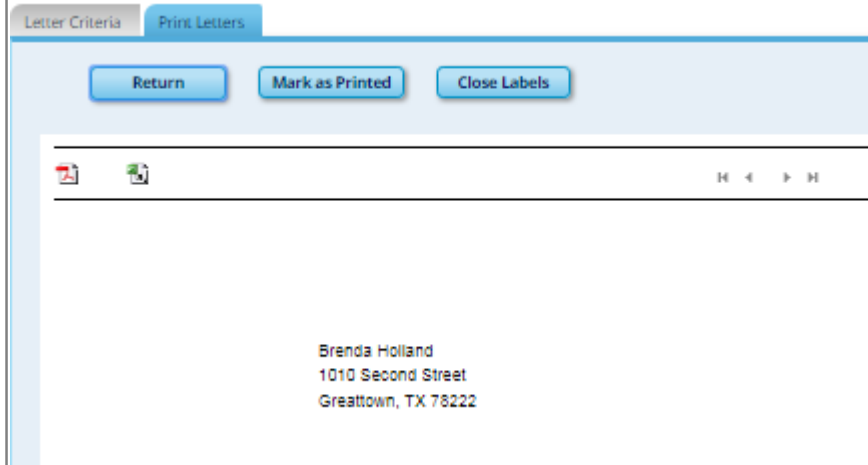
Preview Errors	If errors are found, click to view the errors. ∘ [Review, save, and/or print the report.](#) The report opens in a new window. Review the report: Click |‹ to go to the first page of the report. Click ‹ to go back one page. Click › to go forward one page. Click ›| to go to the last page of the report. Click 📄 to save and print the report in PDF format. Click 📊 to save and print the report in CSV format. This option is not available for all reports. Click ✖ to close the report window. Some reports may have a **Close Report** or **Exit** button instead. The following error reports are generated: • Invalid addresses for parent or student • Students without a parent/guardian who receives mailouts • Students without an assigned portal ID Click **Close Errors** to close the error report.
Return	Click to return to the Letter Criteria tab. A message is displayed notifying you that the letters will be cleared when you return to the Letter Criteria tab. Click **Yes** to continue.

Distribute the letters to parents.

[What Happens Next?](#)

With a valid Student Portal ID, a parent can add a student to his txConnect account.

If the district has enabled parents to complete online registration and/or update a student's current year data, a parent can complete online registration and make changes to his student's data using forms available via txConnect.

- See the [txConnect Parent: Registration and Data updates](#) guide.

As parents update data for their students, an administrator must review and approve each change.

- See the [TxEIS Registration: Approve Student Registration & Data Changes and Monitor Forms](#)

guide.

From:
https://tcc-help.net/txeistest/student/ - **Student Online Help**

Permanent link:
https://tcc-help.net/txeistest/student/doku.php/general/quickview/accept_enrollment_from_txconnect

Last update: **2018/02/09 11:48**

txConnect Parent

Registration and Data Updates

txConnect Parent: Registration and Data updates

txConnect allows parents to complete annual Online Registration for students enrolled in the district. Parents can also update data for the current year, such as an address or telephone number change.

Prerequisites:

- This guide assumes that:
    - The student is enrolled in the district.
    - The parent's email address for the student is verified via txConnect. *
    - The student has been added to the parent's txConnect account.

- This guide assumes that several required steps have already been performed by the district to enable online registration and/or data updates at the campus. See txConnect Admin: Manage Forms for Enrollment, Registration, and Data Updates.

- These steps can only be performed using the *full* txConnect website. **The mobile version of txConnect should be used, because some features may not work.**

* If **Guardian Verified** is selected on TxEIS Registration > Maintenance > Student Enrollment > Contacts, and the email address for the txConnect account matches the email address for that guardian on the Contacts tab, the parent can complete online registration and student data updates. This workaround allows parents access even if they do not have a valid email address.

Online Registration & Data Updates Flow Chart:

Online Registration, & Data Updates
Parent Steps

Existing Student

Do you have a txConnect account? — **NO** → Create a txConnect account.

YES

Do you have a Student Portal ID? — **NO** → Obtain a Student Portal ID from the student's campus.

YES

Have you validated your email address? — **NO** → Log on to txConnect and validate your email address.

YES

Is today's date within the Online Registration date range?

YES → **Complete Online Student Registration** for the upcoming school year.

From the Summary page, click the **YYYY-YY Registration** button.

Click **Start Registration**.

Proceed through the wizard and update or acknowledge each form. There may be standard, view-only, and/or dynamic forms. Print static forms if needed.

Click **Finish** to submit to district.

NO → **Complete Student Data Updates** for the current year as needed.

From the My Account page, click the **View/Edit** button.

Update data that needs to be changed. Submit each updated form individually.

1. Complete annual Online Registration for the upcoming school year.

   txConnect > Summary

   Campuses typically require enrolled students to re-register each year for the upcoming school year and to complete forms that are required annually. Online registration typically occurs during a range of dates according to district requirements.

   Log on to txConnect. The Summary page opens. From the Summary page, you can access all of your student's required registration forms.

If you have logged on during the active online registration period, a pop-up window opens. Click X to close the window.
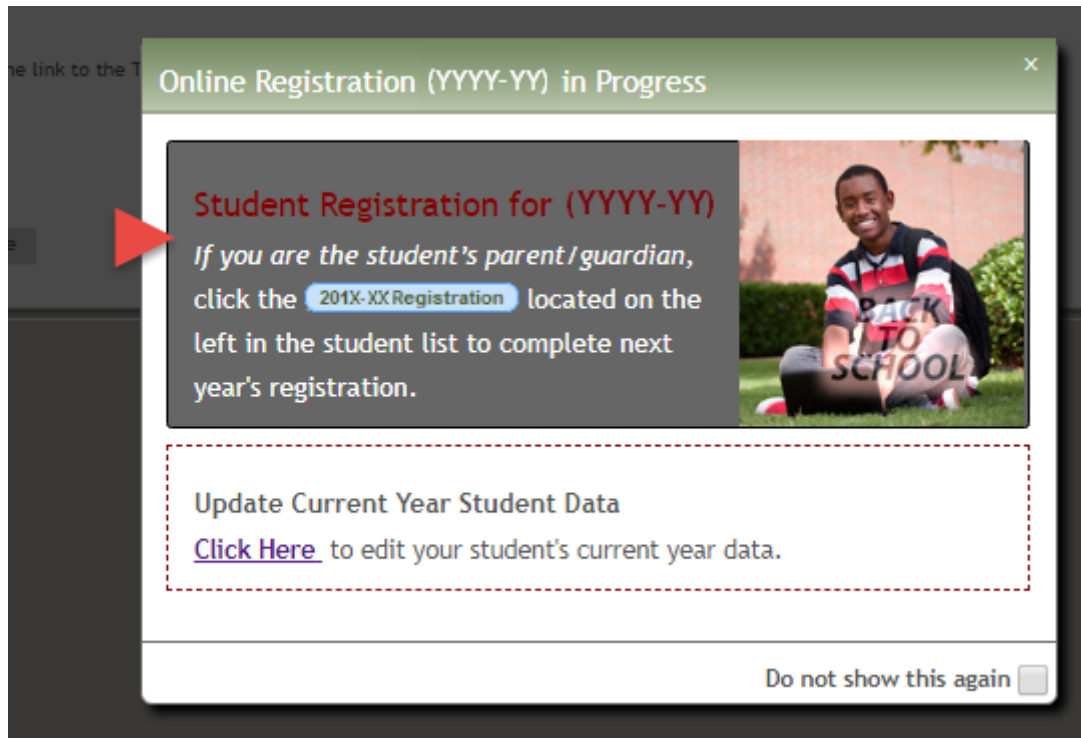
You can select **Do not show this again** to disable the pop-up windows.

The district tracks the required registration forms to ensure that they are submitted for all students. Icons are displayed next to the forms to indicate the status of each required form for your student(s):
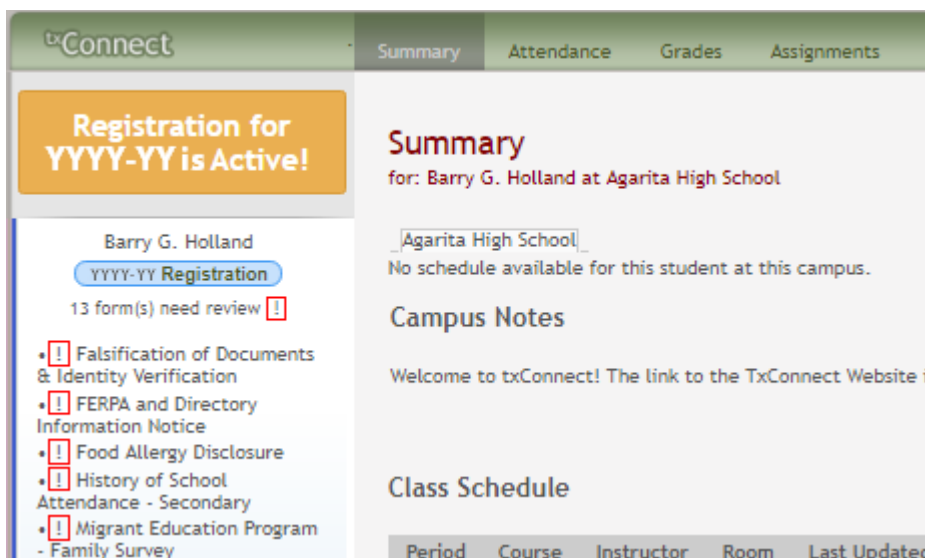
○ The red exclamation mark ⬛ is displayed if the parent has not yet submitted the form. The count of forms requiring the parent's attention is also displayed.

○ The green check mark ✓ is displayed if the form has been submitted.

To begin:

Click the **YYYY-YY Registration** button to access the registration forms. (**YYYY-YY** reflects the upcoming school year.) This button is only displayed when the district has enabled online registration for the upcoming school year.

The online registration wizard opens.
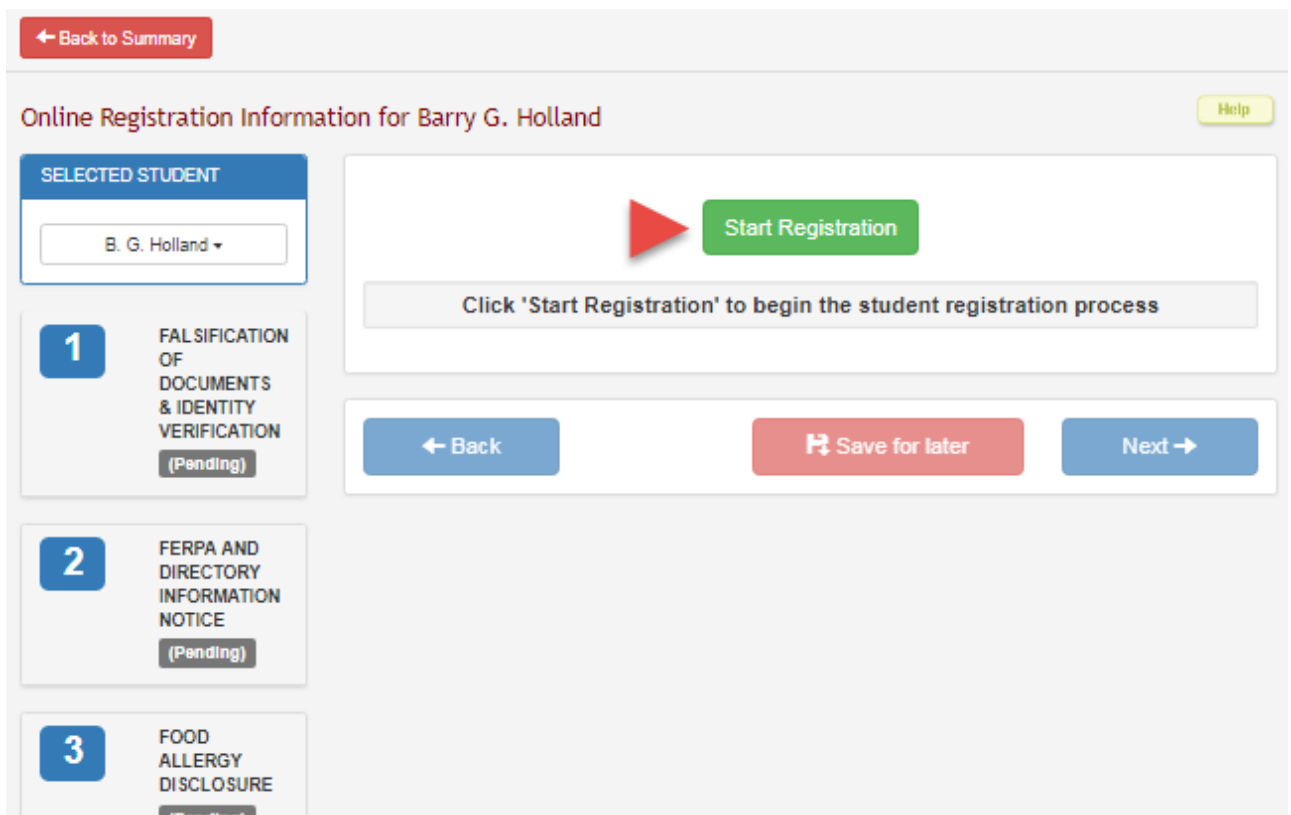
The required forms are listed on the left.

○ "(Pending)" is displayed if the form requires your attention.

○ "(Completed)" is displayed once you have updated and/or confirmed data on the form.

Click **Start Registration**. The first form in the list opens on the right side of the page.

Depending on the form type and district requirements, a form will require one of two actions: **view only**, or **review and update**.

- **View only:** View the form and acknowledge that you have viewed the form. There is no data to enter.
  - For a static form, click the document icon to open, save, and/or print the form.
  - For a standard form, the form automatically opens on the right side of the page.
  - By clicking **Next**, you are confirming that you viewed the form.

- **Review and update:** Review existing data. Add or update data as needed.
  - For a dynamic form, click **Edit** to add or change data. An empty field appears below the existing data where you can type the new data.

- Standard forms must be re-submitted each year. All data must be re-entered.
- Clicking **Next** indicates that you have entered all required data and/or made all necessary changes to existing data. Your data will be validated, and you cannot continue until you have entered all required data in a valid format.

Click **Next**. (It may be necessary to scroll down to see the button.)

- The status of the form changes on the left from "(Pending)" to "(Complete)."
- The **Reviewed on date** records the date the parent acknowledged the form and the user name of the parent who acknowledged it.
- The next form in the list is displayed on the right.
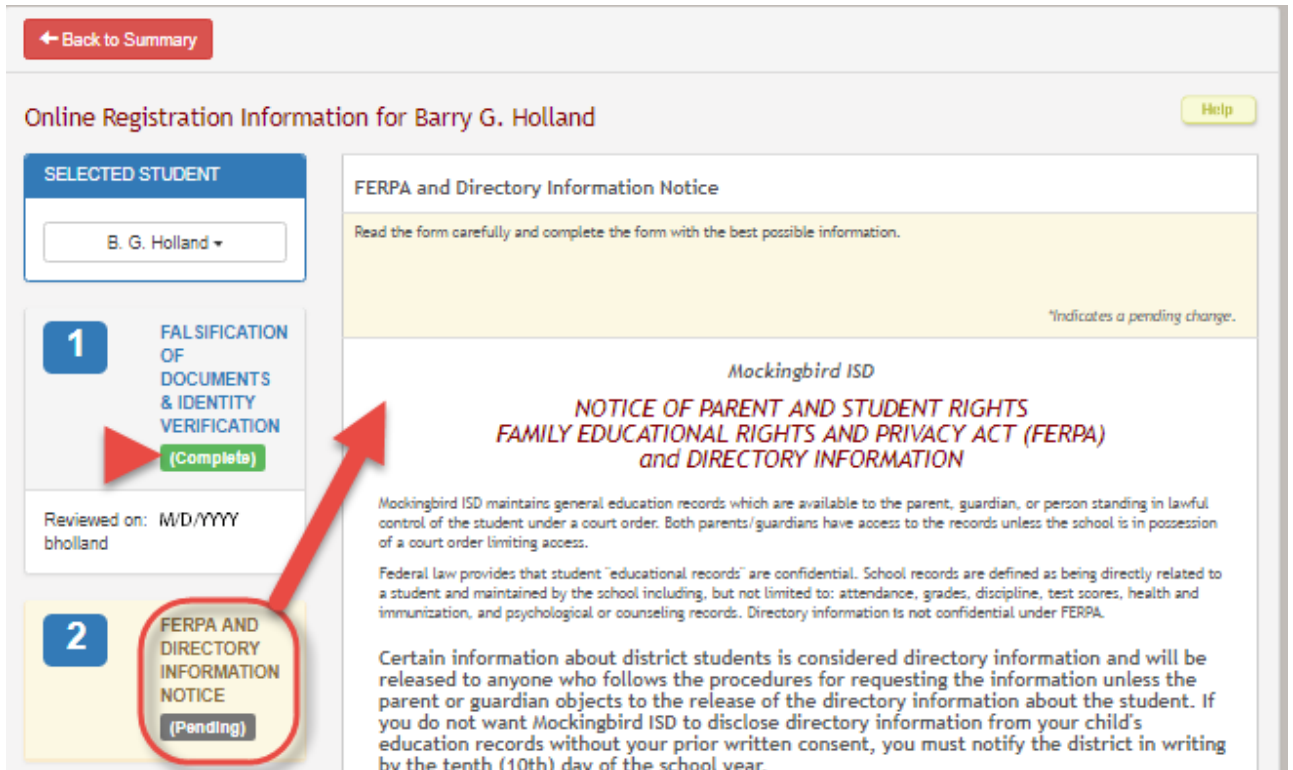
Continue reviewing forms and clicking **Next** until you have reviewed and updated all forms.

- If you are not ready to complete one or more forms, click **Save for later**.

- If you leave txConnect before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.
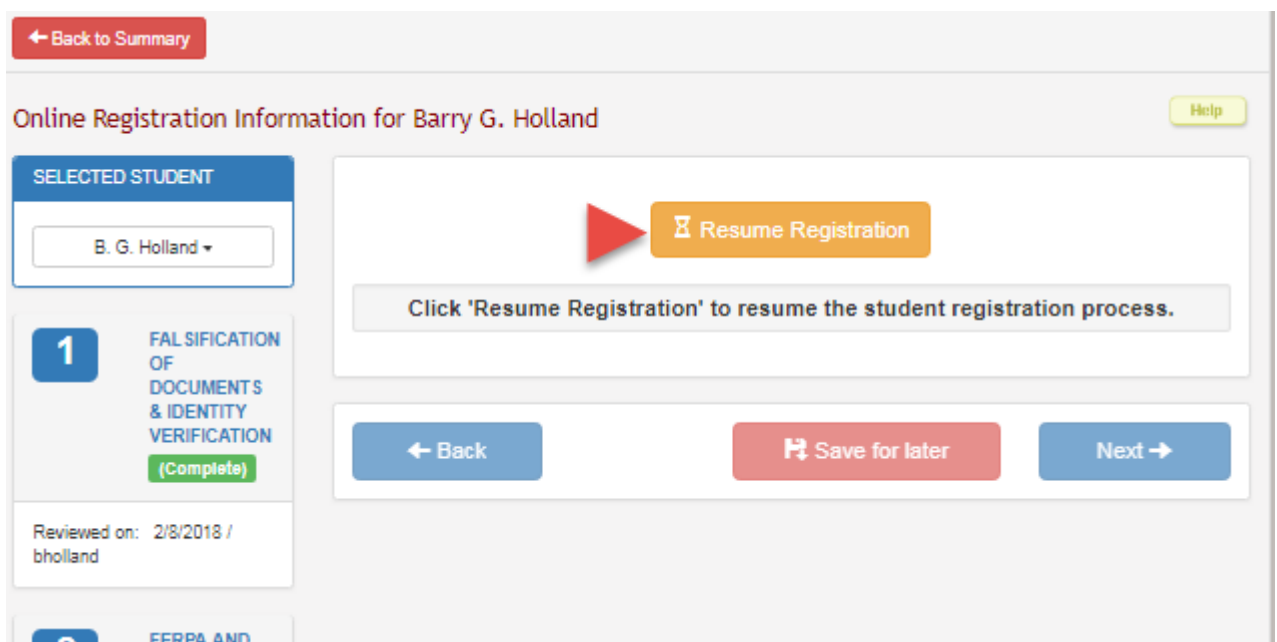
When you have viewed and entered all required data on all required forms, the **Finish** button is displayed.
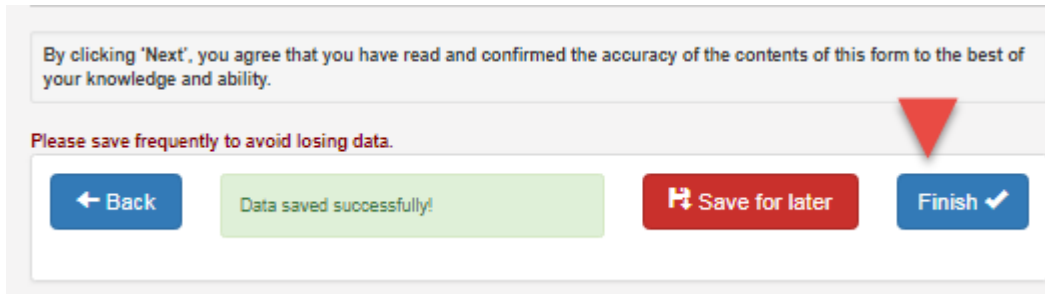
Click **Finish**. The final page opens allowing you to print a confirmation for your records.
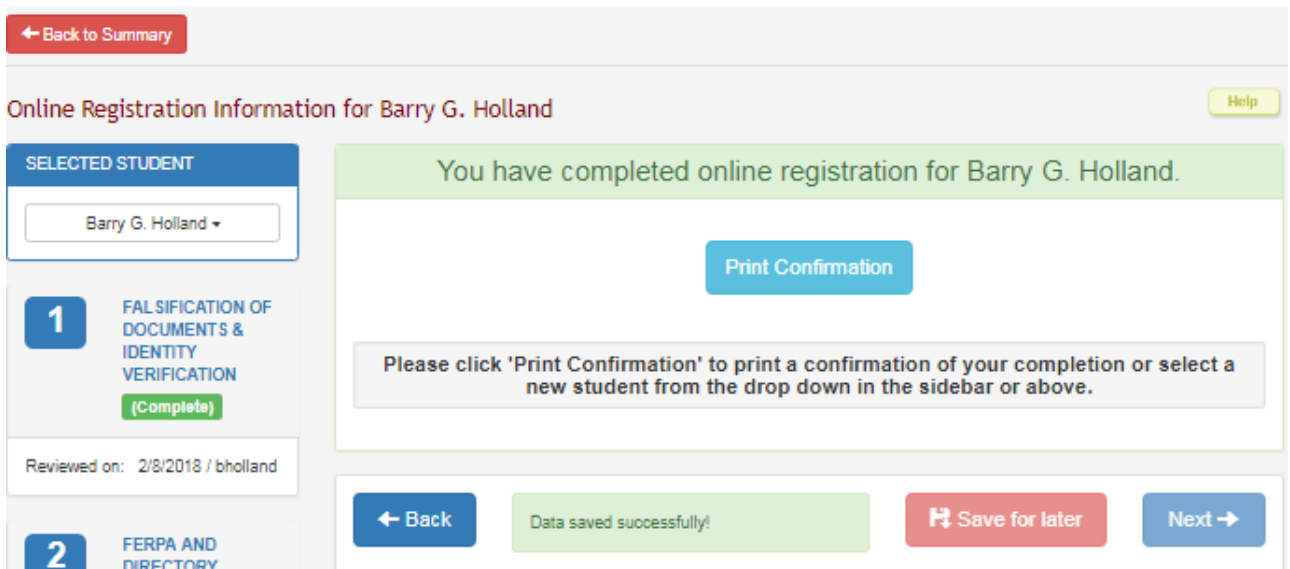
Click **Print Confirmation**. A page opens in a new window which lists the dates on which each form was completed. Print this page for your records, then click **Close Window**.
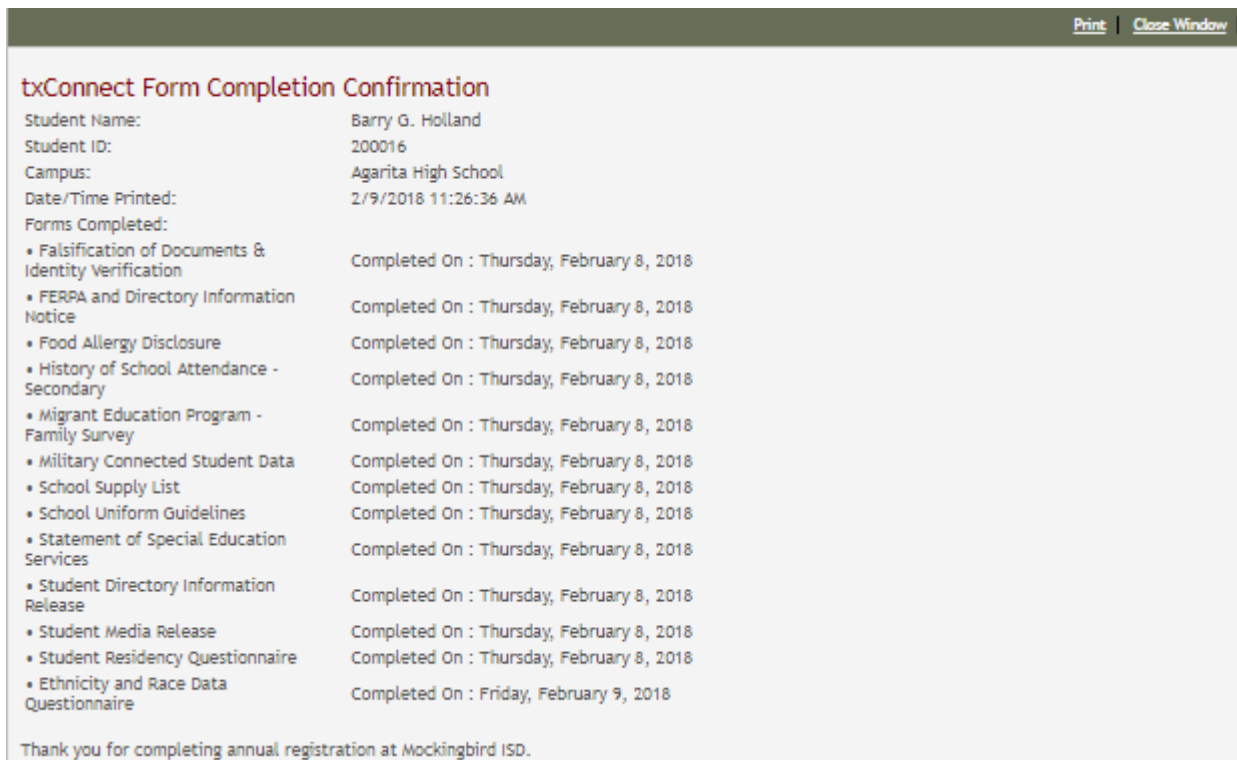
Edit Data:

To update data you already entered, type over existing data and submit the form again.

Pending Changes:

Dynamic Forms:
Until the change is approved by the campus, both the previous and new data are displayed, and an asterisk is displayed next to the fields to indicate that the change is pending.

If the administrator rejects a change for a dynamic form field, a message will be displayed next to the field indicating the reason for the rejection.

The message is cleared once you click **Edit**, type new information in the field, and resubmit the change.

Standard Forms:
Until the change is approved by the campus, the **Show Changed Values** button appears on the form allowing you to toggle between viewing the previous and new values.

Click **Show Changed Values** to view the previous data.

The changed data is highlighted and reflects the most recent change. Click **Show New Values** to return.

> If you edit a pending field, your most recent change will overwrite the former pending change. The campus staff will approve the most recent change.

Click **Back to Summary** to return to the txConnect Summary page.

2. Update current year data as needed.

txConnect > My Account

If the district has enabled online student data updates, you can submit a request to update your student's current year records at any time, such as an address or phone number change.

Below **Manage My txConnect Students**:
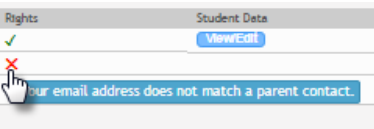
Rights	The icon in this column indicates whether your registered email address and guardianship status entitles you to access the student's data.

The program compares the email address entered for your account (in the **Email Address** section on the My Account page) to the email address that is on file at the campus, and also determines if you are a guardian for the student.

✗ - Indicates that the registered email address does not match the the parent contact record at the campus, and/or that you are not the student's guardian.

✓ - Indicates that the registered email address matches the parent contact record at the campus and that you are the student's guardian.

Hover over the icon to view the associated message.

• If an incorrect email address is entered for your txConnect account, you can change (and re-verify) it on the My Account page under **Email Address**.

• If an incorrect address is on file at the campus, you must contact the campus. |

To begin:

Click [View/Edit] to go to the Online Registration Information for Student Name page, where *Student Name* is the name of your student.

The Online Registration Information for *Student Name* page is displayed.

One or more headings (e.g., "MISD Annual Registration") are displayed.

Click the heading to view the list of associated forms. The associated form(s) are displayed below the heading.
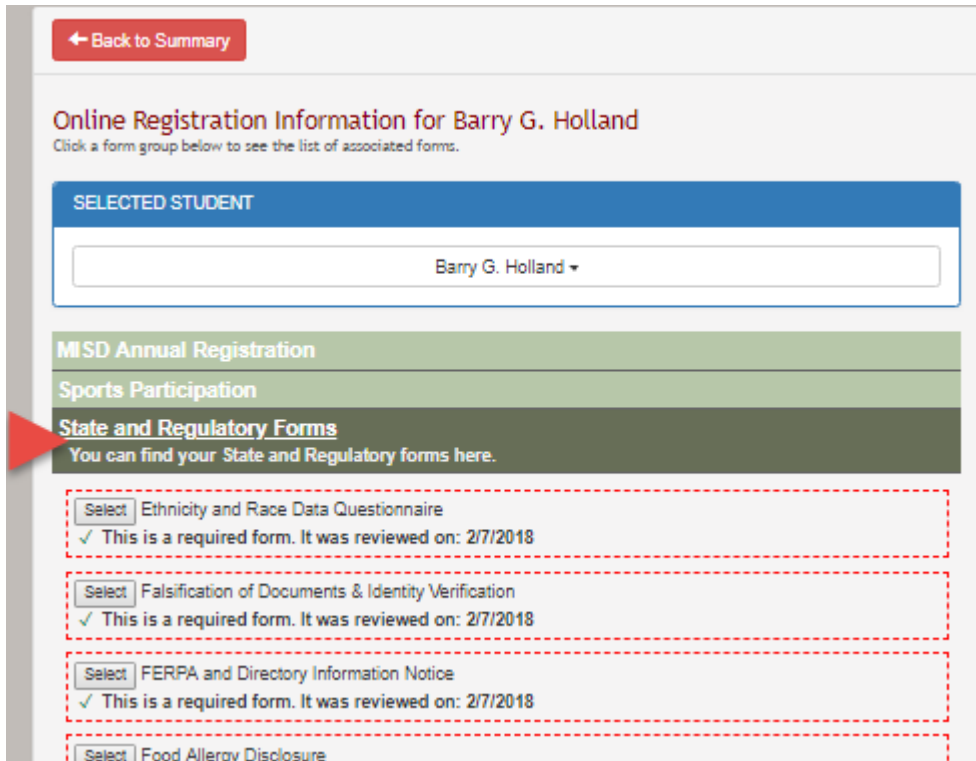
- The red exclamation mark [!] is displayed if the parent has not yet submitted the form.

- The green check mark ✓ is displayed if the form has been submitted, along with the date of submission.

Click **Select** for the form. The form opens on the right side of the page.

Static forms:

- An icon indicates the format of the document, such as Microsoft Word or PDF. If the district provided any special instructions for the form, the instructions are displayed.
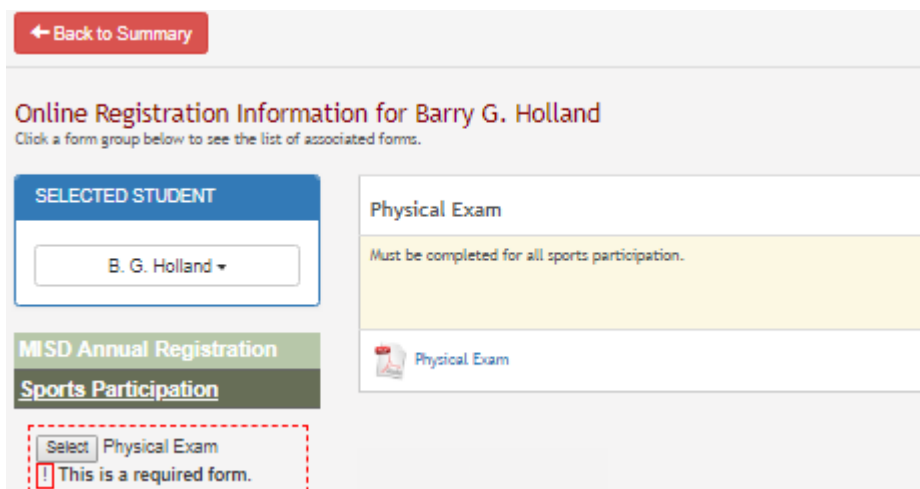
- Click the form name to open the form. The form opens in the associated program.

○ Save or print the form as needed.
○ If the form is required, click **Submit Electronic Signature** to electronically sign the form, indicating that you have viewed and accept the form. The **Submit Electronic Signature** button is only displayed if the form is required.
○ If the form is for informational purposes only and not required, there is no button to click.

Standard forms:

○ The form is displayed on the right side of the page.

○ Some fields may be required. You must enter all required data in a valid format to submit the form.
○ If the form is required and has data fields that must be entered, enter the required data and click **Submit Data with Electronic Signature**.
○ If the form is required but has no data fields to be entered, click **Submit Electronic Signature** to electronically sign the form, indicating that you have viewed and accept the form.

- ○ You may need to scroll down to see the button.
- ○ If you have previously submitted a change in the field, but the change is still pending (i.e., not yet approved by an administrator), the original data is displayed with an asterisk next to it.

Dynamic forms:

- ○ The form opens on the right side of the page in a grid format with column headings and rows of data. Form instructions may also be displayed.

- ○ Some data can be updated, and some data cannot be updated. If the data can be updated, the **Edit** button is displayed.

- ○ When you click **Edit**, an input field appears below the existing data allowing you to type the new information. A **Cancel** button is also displayed for the field.

Submit to district:

When you click **Submit Electronic Signature** (acknowledgement only):

○ The message "An electronic copy of this form was accepted on M/DD/YYYY" is displayed at the bottom of the form.

○ The student's record is updated to reflect that a parent has acknowledged a required form.

When you click **Submit Data with Electronic Signature** (if applicable):

○ A confirmation message opens in a separate window. Click **Close Window** to close the message.

○ The message "An electronic copy of this form was accepted on M/DD/YYYY" is displayed at the bottom of the form.

Pending Changes

Dynamic Forms:
Until the change is approved by the campus, both the previous and new data are displayed, and an asterisk is displayed next to the fields to indicate that the change is pending.

If the administrator rejects a change for a dynamic form field, a message will be displayed next to the field indicating the reason for the rejection.

The message is cleared once you click **Edit**, type new information in the field, and resubmit the change.

Standard Forms:
Until the change is approved by the campus, the **Show Changed Values** button appears on the form allowing you to toggle between viewing the previous and new values.

Click **Show Changed Values** to view the previous data.

The changed data is highlighted and reflects the most recent change. Click **Show New Values** to return.

> If you edit a pending field, your most recent change will overwrite the former pending change. The campus staff will approve the most recent change.

Multi-record Forms (such as a Contacts Form):

Multi-record forms are those where multiple records exist for the student, such as contacts, medical records, or student data restrictions. These forms have additional features.

Add a contact:

The Contacts form has an **Add Additional Record** button allowing you to add additional contacts for the student from this page.

Click **Add Additional Record**, and the form data is cleared allowing you to add data for a new contact.

Delete a contact:

From the Contacts form, you can also request that a contact be deleted, except for the student's Priority 1 contact (as specified in the student's record at the campus).

Select **Mark For Deletion** if you want to remove the contact. Once approved by the campus, that contact will be deleted from the student's record.

> The student's Priority 1 contact cannot be deleted; the **Mark For Deletion** field is not displayed for a Priority 1 contact.

What Happens Next?

All data changes submitted via txConnect must be reviewed by an administrator before the student's record is updated. See the TxEIS Registration: Approve Student Registration & Data Changes and Monitor Forms guide.

- For a dynamic form, each request is approved or rejected individually. For example, if you update your phone and address, the campus may approve the phone number change, but may require proof of residence before an address change is approved.

- For a standard form, the form is accepted or rejected as a whole.

If campus staff rejects a submitted change, you will be notified by email. The email message should inform you why a particular change was rejected and what to do. Contact the student's campus for more information.

Fri M/D/YYYY 5:48 PM

District txConnect site
One or more student data changes have been rejected

To name@email.com

One or more student data changes have been rejected. Please visit Parent Portal to view and update the rejections :

*Street Direction (Mailing)
Note: You are required to show proof of residency to change your mailing address. Please bring a utility bill or some other document that confirms your address to the campus.

*Apartment Number (Mailing)
Note: You are required to show proof of residency to change your mailing address. Please bring a utility bill or some other document that confirms your address to the campus.

Please do not respond to this email

txConnect Parent: Registration and Data updates

TxEIS Registration

Approve Student Registration & Data Changes and Monitor Forms

TxEIS Registration: Approve Student Registration & Data Changes and Monitor Forms

This guide relates to online student registration data, which is set up and accessed via the parent portal, txConnect.

Once a parent has a valid Student Portal ID for an enrolled student, he can add a student to his txConnect account and access the student's attendance, grades, and more. If the district has enabled parents to update a student's registration data, a parent can complete annual online registration for the upcoming school year, as well as submit changes to his student's current year data from txConnect, such as address and telephone number changes.

As parents update data for their students, campus staff must review and approve each change. These steps must be completed in TxEIS Registration.

The parent can also review, complete, and submit forms via txConnect. As parents review and submit forms from txConnect, the campus staff can monitor the status and identify students who are missing required forms.

Follow these steps to monitor and approve data changes, and identify students who are missing forms.

Prerequisites:

- The steps in this guide must be completed in TxEIS Registration by a user who has access to the pages described in these steps. Basic knowledge of the TxEIS Registration application is assumed.

- For online registration changes, the district must have enabled parents to update student registration data online for the upcoming school year (i.e., the **Active Online Registration From** and **To** date fields must be set to allow parents a window of time in which to register.)

- For updates to a student's current year records, the district must have enabled parents to update student data online (i.e., the **Allow parents access to Student Data forms** field must be set to *Yes*.)

See the txConnect Admin: Manage Forms for Enrollment, Registration, and Data Updates guide.

1. Review submitted changes.

   Registration > Maintenance > Online Registration > Pending Updates

The Pending Updates page allows you to review and approve or reject a student's pending updates received from txConnect. The list includes changes submitted for online registration, as well as student data change requests for the current year.
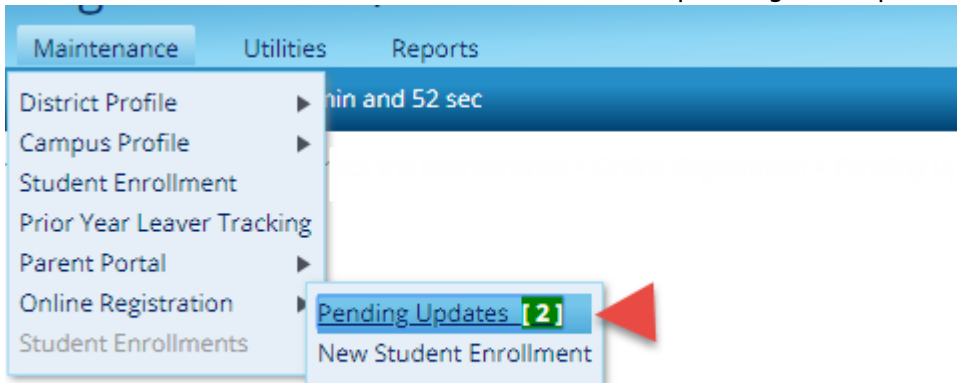
On the Registration landing page, the number of students with pending data updates is displayed.

Also in the submenu, the number of students with pending data updates is displayed.

A list of students who have pending update requests is displayed.

> Click 🔍 to view the details of the pending updates. The student's data is displayed on the Pending Update Details page where you can approve or deny each pending update.

	Submitted For	The student's name for which the request was submitted is displayed.
Field		

One of the following is displayed:

• For a standard or static form, the form name is displayed.

• For a dynamic form, the txConnect field type for which the update was requested is displayed.

🔍	For a standard form, you can click 🔍 next to the form name to view the form in a pop-up window. If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields. • Click **Spanish Version** to view a Spanish version of the form. Click **English Version** to return to the English version. • Click **Print** to print the form. • Click **OK** to close the window.
Current Value	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
New Value	The newly submitted information is displayed. This only applies to dynamic form fields.
Submitted By	The name of the parent/guardian who submitted the request is displayed.
Doc Reqd	This field is currently not in use. *N* is always displayed for dynamic form fields.
Decision	
Accept All	Select to approve all of the student's pending update requests.
Accept	Select to approve a particular pending update.
Reject All	Select to reject all of the student's pending update requests.
Reject	Select to reject a particular pending update.
Pending All	Select to revert all requests to a pending status. This must be done prior to saving.
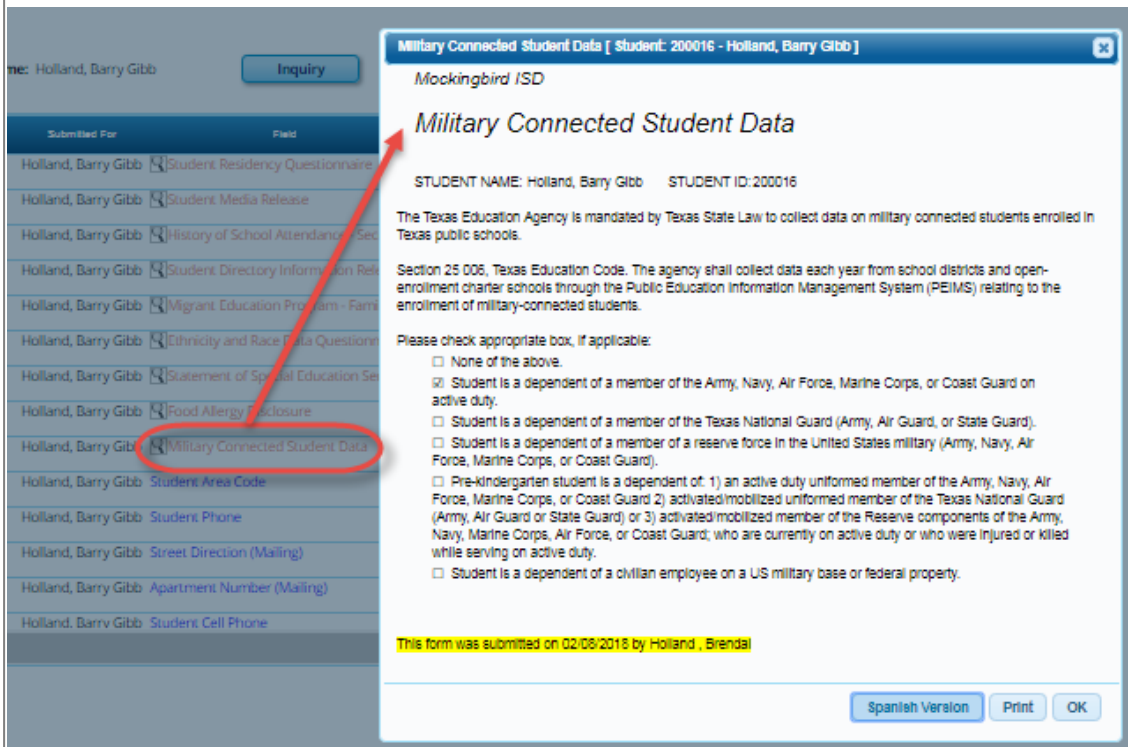
If you reject an update:

• You must enter comments explaining your decision. Include detailed explanation and action required of the parent.

• An email message is sent to the parent notifying him that the change was not approved.

	Click to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens.

IMPORTANT! Comments are required when you reject a request. Include detailed explanation and action required of the parent.

a. Add or update comments as needed, up to 255 characters.

b. Click **OK**.

c. You must click **Save** on the Pending Updates page in order to save the updated data.

A red comment icon 🗐 indicates that reviewer's comments exist for the request.

Click **Save**.

> Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the Pending Updates page.

2. Monitor student form submission.

Registration > Maintenance > Student Enrollment > Forms

The Forms tab allows you to view the status of a student's forms and maintain submission dates for hand-delivered forms.

Form information is displayed differently on this tab depending on the form type.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in txConnect Admin on the Forms Management pages.

- If a parent acknowledges the form via txConnect, you can view the form data and submission date.
- If a parent submits a form change via txConnect, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was delivered.

The Forms tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

All current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- The list can be re-sorted.

    You can re-sort the grid by clicking on an underlined column heading. It will sort in

ascending order. Click it again to sort in descending order.

filters	
You can filter the listed forms:	
Sch Yr	Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year). For example, if it is currently the 2017-2018 school year, and registration is open for the 2018-2019 school year, select **2018** to see student form changes submitted for the current school year, and/or select **2019** to see form changes submitted from online registration. Move to Grade Reporting (MTGR) affects the school years displayed. After MTGR is run, the previous school year drops off, and the next school year is added.
Forms	Select which forms you want to view for the selected school year(s).
Click **Filter**.	
Form Name	The name of each form is displayed.
Submit Date	For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via txConnect is displayed. If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click [icon] to select the date from a calendar, and click **Save**. The date is saved in the **Submit Date** field. **IMPORTANT:** You cannot enter a date unless you have filtered for one school year. If the **Sch Yr** field has both school years selected, or if no school year is selected, the field is disabled.
Submitter ID	For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via txConnect is displayed, according to the ID used to log on to txConnect. If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the **Submit Date** date is displayed, according to the ID used to log on to TxEIS.
Approval Date	For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
Approver ID	For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to TxEIS. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
Required Form	*Y* or *N* is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. *N* is only displayed if the form is not required in any group; otherwise, *Y* is displayed.

For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.

DYNAMIC FORMS

If the parent submitted a change to any editable field in a dynamic form via txConnect, the each field change must be approved/rejected individually on Maintenance > Online Registration > Pending Updates.

If multiple changes have been submitted, the fields display data for the most recent change submitted.

Click 🔍 to view details of the requested change(s). A dynamic form is displayed as a table of fields and values. Only fields that have new or updated values are listed.
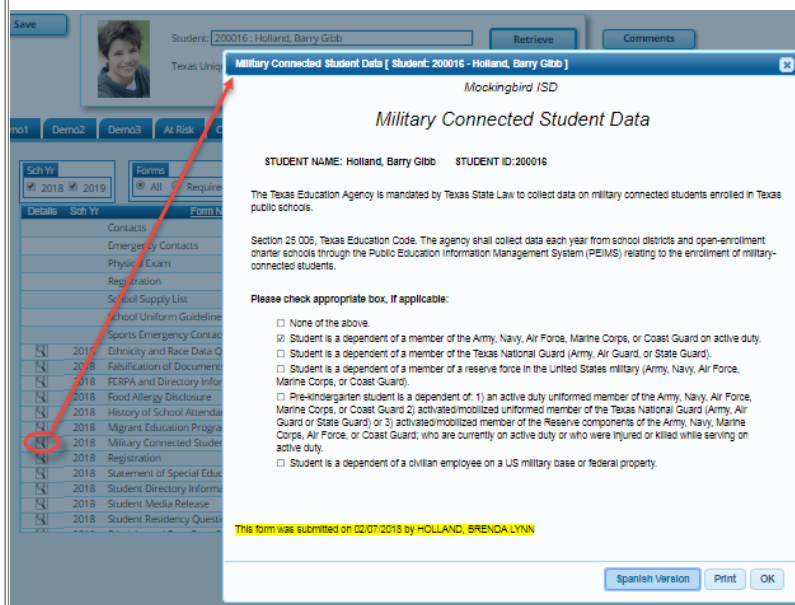
Request Type	• **New Record** is displayed if no data currently exists.
	• **Update** is displayed if the parent requested to change the existing data.
	• **Delete** is displayed if the parent requested to remove the existing data.
Field	The field indicates which data is being updated.
New Value	The new value entered by the parent in txConnect is displayed.
Status	• **Accepted** is displayed (in green) if the campus administrator accepted the change.
	• **Rejected** is displayed (in red) if the campus administrator rejected the change.
	• **Pending** is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.

Click **Print** to print the form.

Click **OK** to close the form.

STANDARD

Click 🔍 to view a standard form. The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.

Spanish Version	Click to view the Spanish version of the form if it is available.
English Version	Click to return to the English version of the form.

Click **Print** to print the English or Spanish version of the form.

Click **OK** to close the form.

Click **Save** if you entered or changed a date.

3. Run reports.

Several reports are available to assist you in monitoring and maintaining student data changes and forms.

Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms

This report provides a list of students who are missing one or more forms for the current school year. You can use the report to identify all students missing a specific form, or identify students who are missing any forms.

Before you can run the report by a specific form, the forms must be set up in txConnect Admin Forms Management in the Student Data Editing group. Only forms in the Student Data Editing group are available in the ellipsis lookup for the **Form Name** parameter.

External (public documents) and New Student Enrollment forms, as well as Archived forms, are excluded.

Note that the **Submit Date** field, as displayed on the Forms tab, is used to associate a student's form with the current year.

Date Run:	**Student Missing Forms**	Program ID: SRG0700
Cnty-Dist:	**TxEIS High School**	Page: 1 of 989
Campus:	**Sch Year:**	

Cntrl Nbr:	No Name found			Grade Lvl : 09

Student Name	Student ID	Reqd Form	Form Name
Breez,David L	004351	Yes	Registration

Cntrl Nbr:	No Name found			Grade Lvl : 10

Student Name	Student ID	Reqd Form	Form Name
Breez,Marcos T	003411	Yes	Contacts
		Yes	Ethnicity and Race Data Questionnaire
		Yes	Falsification of Documents & Identity Verification
		Yes	FERPA and Directory Information Notice
		Yes	Handbook Acknowledgement Form
		Yes	History of School Attendance - Secondary
		Yes	Home Language Survey
		Yes	Migrant Education Program - Family Survey
		Yes	Military Connected Student Data
		Yes	Registration
		Yes	Statement of Special Education Services
		Yes	Student Directory Information Release
		Yes	Student Media Release

Cntrl Nbr:	No Name found			Grade Lvl : 11

Student Name	Student ID	Reqd Form	Form Name
Contreras,Bethanie F	042605	Yes	Contacts
		Yes	Ethnicity and Race Data Questionnaire
		Yes	Falsification of Documents & Identity Verification
		Yes	FERPA and Directory Information Notice
		Yes	Handbook Acknowledgement Form
		Yes	History of School Attendance - Secondary
		Yes	Home Language Survey

You can also run the report for a specific form:

Date Run:			Student Missing Forms	Program ID: SRG0700
Cnty-Dist:		→	STUDENT MEDIA RELEASE	Page: 1 of 95
Campus:			Required Form	
			TxEIS High School	
			Sch Year:	

Cntrl Nbr:	No Name found		Grade Lvl : 10

Student Name	Student ID		
Breez,Marcos T	003411		

Cntrl Nbr:	No Name found		Grade Lvl : 11

Student Name	Student ID		
Contreras,Bethanie F	042605		
Fernandez,Vincente	081130		
Gonzales,Kaydie T	036209		
Gonzales,Nicholas R	081004		
Moreno,Samantha M	075558		
Rodriguez,Katalina	080913		
Vanegas,Samuel S	054888		

Cntrl Nbr:	No Name found		Grade Lvl : 12

Student Name	Student ID		
Chandler-Ramos,Rebecca D	360245		
Garcia,Brenda A	080699		
Girela,Gilbert O	081329		
Mitchell,Amber C	091433		
Morales,Orlando	090620		
Rios Gaytan,Alex	042394		
Rodriguez,Diana C	042984		

Registration > Reports > Registration Reports > Student > SRG0710 - Standard Forms (Home Language Survey)

This report prints the Home Language Survey forms for the selected students. The hard copies must be retained in the student's folder.

Only Home Language Survey forms that were submitted by the parent via txConnect are printed; this report does not include forms that were manually recorded as submitted on Maintenance > Student Enrollment > Forms.

```
Student:  004351      Breez,David L                    Grd: 09   DOB: 01/29/2004
```

TXEIS ISD
HOME LANGUAGE SURVEY
Grades Pre-Kindergarten - 12

Dear Parent/Guardian,

The United States Office of Civil Rights and the Texas Education Agency require that each school district conduct a
survey of all students who may hear or speak a language other than English in the home. The purpose of this survey
is to identify students who are English language learners. Special programs may be available to assist these students.

NAME OF STUDENT:
Breez,David L
STUDENT ID:
004351
CAMPUS:
TxEIS High School
COUNTRY OF BIRTH:
USA

1. What language is spoken in the student's home most of the time?
SPANISH
2. What language does the student speak most of the time?
ENGLISH

Registration > Reports > Registration Reports > Student > SRG0720 - Online Registration Forms Related Reports

This report displays student form data submitted via the standard forms which are provided to parents in txConnect. Various reports can be printed depending on the **Report Name** selected.

The report heading changes according to the selected report.

• If you select one of the *Data Differences* reports, the report lists students who have different information in the txConnect parent portal than in TxEIS. The differing information is highlighted.

				Ethnicity and Race Student Data Differences							

Date Run:
Cnty-Dist:
Campus:
Ethnicity and Race Student Data Differences
Pecan Grove High School
Sch Year: :
Program ID: SRG0720
Page: 1 of 1

Grade Level: 09

Student ID	Student Name	Parent Phone		Hispanic	American Indian/Alaskan Native	Asian	Black	Hawaiian/Pacific Islander	White
080875	ALCORTA, LOGAN A	(581) 336-1789	Parent Portal:	N	Y	N	Y	N	Y
			TxEIS:	N	N	N	N	N	Y
102403	HAMILTON, IKE S	(549) 498-7619	Parent Portal:	Y	N	N	N	N	Y
			TxEIS:	N	N	N	N	Y	Y
102601	Johanson, Skyler	(549) 498-7619	Parent Portal:	N	N	N	N	Y	N
			TxEIS:	N	N	N	N	Y	Y

Grade Level: 11

Student ID	Student Name	Parent Phone		Hispanic	American Indian/Alaskan Native	Asian	Black	Hawaiian/Pacific Islander	White
010095	THOMPSON, KATELYN P	(581) 399-0331	Parent Portal:	N	N	N	N	N	N

• If you select one of the *Release Denials* reports, the report lists students who denied release of directory information to one or more publications or requestors.

Date Run:
Cnty-Dist:
Campus:
Student Directory Information Release Denials
Pecan Grove High School
Sch Year:
Program ID: SRG0720
Page: 1 of 1

Grade Level: 09

Student ID	Student Name	Parent/Guardian Email	Do Not Release To
080875	ALCORTA, LOGAN A		Educational Requestor / District Publication
102403	HAMILTON, IKE S		District Publication / Military Requestor / Educational Requestor

Grade Level: 12

Student ID	Student Name	Parent/Guardian Email	Do Not Release To
100811	SANDOVAL, ABIGAIL P		Private Requestor

• If you select the *Food Allergy Disclosure* report, the report lists only modified data columns.

• The other reports list the students who have submitted the associated form and the data submitted.

Date Run:
Cnty-Dist:
Campus:
Student With Special Education Services
Pecan Grove High School
Sch Year: :
Program ID: SRG0720
Page: 1 of 1

Grade Level: 09

Student ID	Student Name	Rcvd Svc	Speech	Self Contained	Auditory Impaired	CMC	Visually Impaired	Previous School	Service Dismissed	Dismissed Year
102403	HAMILTON, IKE S	Y	N	Y	N	Y	N	previous school	N	2015

Other Services: dyslexia
Disabling Cond: ED
Comments: This is a comment from the Statement of Special Education Services form

This report displays the counts and percentages of students who have submitted enrollment, registration, and student data forms per campus, including:

- Students who have submitted all forms.
- Students who have submitted some forms.
- Students who have submitted no forms.

The count of students at the campus is displayed, and a district total is provided for each column.

Date Run:		Percentage of Forms Submitted per Campus		Program ID: SRG0730
Cnty-Dist:		Mockingbird ISD		Page: 1
		Sch Yr:		

| | | Nbr (Percent) of Students | | |
Campus ID	Total Students	All Forms Submitted	Some Forms Submitted	No Forms Submitted
001	957	0 (0.0%)	14 (1.463%)	943 (98.537%)
004	1	0 (0.0%)	0 (0.0%)	1 (100.0%)
103	837	0 (0.0%)	0 (0.0%)	837 (100.0%)
District Total:	1795	0 (0.0%)	14 (0.78%)	1781 (99.22%)

From:
https://tcc-help.net/txeistest/student/ - **Student Online Help**

Permanent link:
https://tcc-help.net/txeistest/student/doku.php/general/quickview/approve_registration_changes_monitor_forms

Last update: **2018/02/03 13:11**