

HISD Connect Returning Student Verification Process

Federal and State Compliance

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Sr Student Information Representative

Date: October 1, 2021



Agenda

1. View of Parent Steps
2. Step by step instructions for Campus Clerk



HISD Connect Returning Student Verification Process

Parent Process

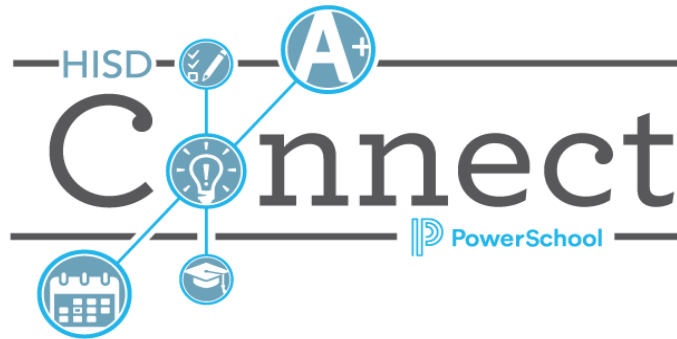
Returning Student Verification forms will be completed via HISD Connect Parent Portal Account.

1. Parent will sign in to HISD Connect Parent Portal Account by entering the HISD Web Page.
 - www.houstonisd.org
2. Parent will then follow this path from the homepage:

[Home](#) > [Students & Parents](#) > [HISD Connect \(Parent Portal\)](#) > [Log In to HISD Connect](#)

HISD Connect Returning Student Verification Process Parent Process

Parent will
click on,
Log In to
HISD
Connect.



LOG IN TO HISD CONNECT

HISD Connect Returning Student Verification Process

Parent Process

Returning
Parents will
enter account
after logging
in.

The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is centered. There are two tabs: "Sign In" (active) and "Create Account". The login form includes a "Select Language" dropdown menu set to "English", a "Username" field containing "jsmith", and a "Password" field with masked characters. A "Forgot Username or Password?" link is located below the password field. A blue "Sign In" button is positioned to the right of the password field. At the bottom, a green-bordered box contains a welcome message for the 2021-2022 school year, instructing parents to click the "Student Verification 2021-2022" link on the left.

PowerSchool SIS

Student and Parent Sign In

[Sign In](#) [Create Account](#)

Select Language English ▼

Username jsmith

Password

[Forgot Username or Password?](#)

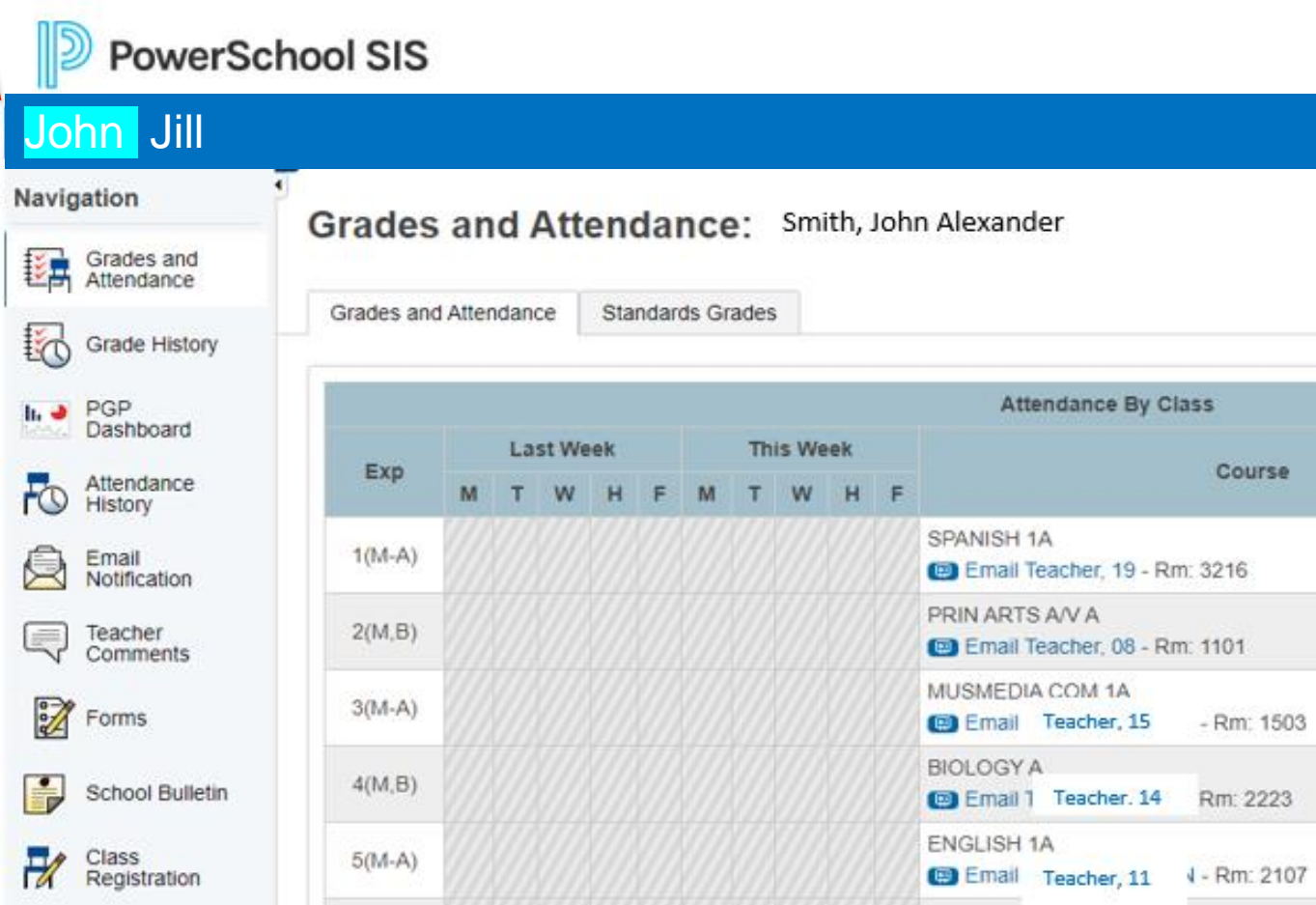
[Sign In](#)

Parents, Welcome Back to the 2021-2022 School Year
When you log in, please click the *Student Verification 2021-2022* link on the left to complete this year's forms.

HISD Connect Returning Student Verification Process

Parent Process

Select Student
to begin
Student
Verification
Process.

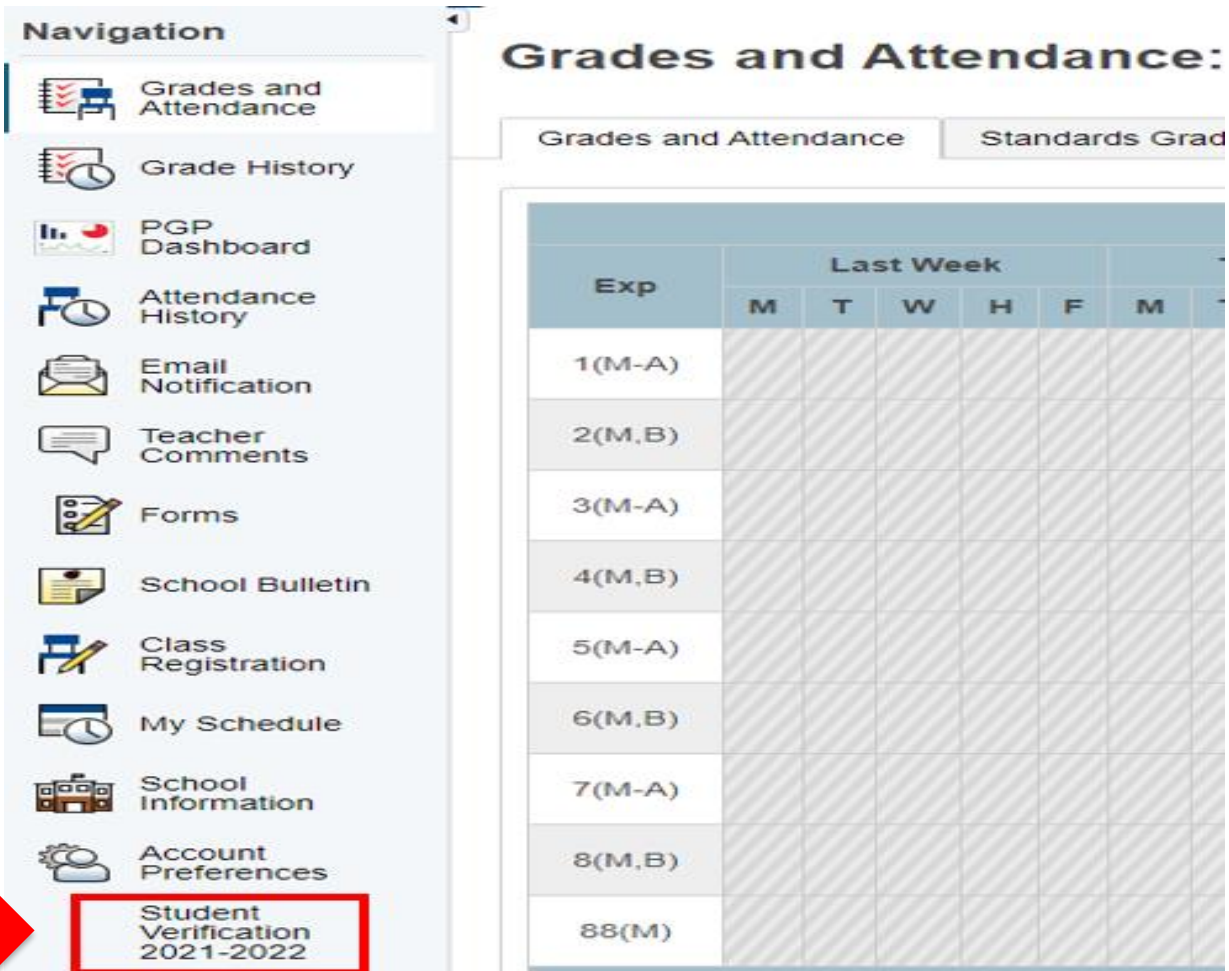


The screenshot shows the PowerSchool SIS interface. A red arrow points to the user name 'John Jill' in the top navigation bar. The left sidebar contains a 'Navigation' menu with the following items: Grades and Attendance, Grade History, PGP Dashboard, Attendance History, Email Notification, Teacher Comments, Forms, School Bulletin, and Class Registration. The main content area is titled 'Grades and Attendance: Smith, John Alexander'. Below this title are two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. The main content area displays a table titled 'Attendance By Class'.

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
1(M-A)											SPANISH 1A Email Teacher, 19 - Rm: 3216
2(M,B)											PRIN ARTS A/V A Email Teacher, 08 - Rm: 1101
3(M-A)											MUSMEDIA COM 1A Email Teacher, 15 - Rm: 1503
4(M,B)											BIOLOGY A Email 1 Teacher, 14 - Rm: 2223
5(M-A)											ENGLISH 1A Email Teacher, 11 - Rm: 2107

HISD Connect Returning Student Verification Process Parent Process

After selecting student, parent will scroll down and click on Student Verification 2021-2022.

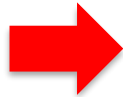


The screenshot displays the HISD Connect interface. On the left is a 'Navigation' sidebar with various options. A red arrow points to the 'Student Verification 2021-2022' option, which is highlighted with a red box. The main content area is titled 'Grades and Attendance:' and includes a tab for 'Grades and Attendance'. Below the tab is a table with columns for 'Exp' and 'Last Week' (M, T, W, H, F, M). The table lists 10 rows of data, including '1(M-A)', '2(M,B)', '3(M-A)', '4(M,B)', '5(M-A)', '6(M,B)', '7(M-A)', '8(M,B)', and '88(M)'. The table cells are currently empty.

Exp	Last Week					
	M	T	W	H	F	M
1(M-A)						
2(M,B)						
3(M-A)						
4(M,B)						
5(M-A)						
6(M,B)						
7(M-A)						
8(M,B)						
88(M)						

HISD Connect Returning Student Verification Process Parent Process

**Date of Birth
for selected
student must
be entered by
parent to
authenticate.**



Date of Birth Authentication

In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for John

The date of birth must be in MM/DD/YYYY format.

05/30/2016

Continue

HISD Connect Returning Student Verification Process Parent Process

**Verification
Log In is now
authenticated
and
verification
will begin by
clicking next.**

Introduction

Online Training Student Verification

Welcome to Houston Independent School District's Training Student Verification. Please follow these steps to continue.

1. Select "Next" on this page, and enter the information requested by the online forms.

Note: Required fields are marked as "Required", and Houston Independent School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

2. On the "Summary" page, check your data before proceeding.

3. Select "Submit"!

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Training Student Verification for Additional Students

A Training Student Verification form must be submitted for each student in your family. Once you have successfully submitted one Training Student Verification, you will have the opportunity to begin another from the "Submission Confirmation" page.

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Previous

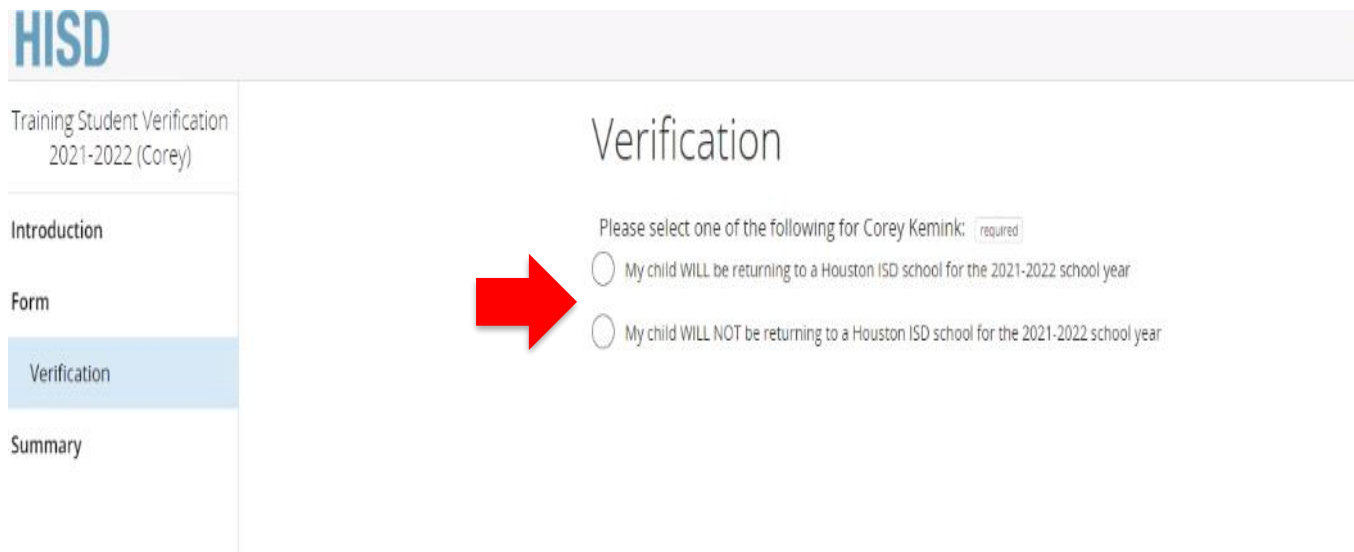
Next



HISD Connect Returning Student Verification Process

Parent Process

Parent will then select if student is returning or not returning for the current school year.



The screenshot shows the HISD Connect Returning Student Verification Process Parent Process form. The left sidebar contains the following navigation links: Training Student Verification 2021-2022 (Corey), Introduction, Form, Verification (highlighted in blue), and Summary. The main content area is titled "Verification" and contains the text "Please select one of the following for Corey Kemink: required". Below this text are two radio button options: "My child WILL be returning to a Houston ISD school for the 2021-2022 school year" and "My child WILL NOT be returning to a Houston ISD school for the 2021-2022 school year". A large red arrow points to the first radio button option.

HISD

Training Student Verification
2021-2022 (Corey)

Introduction

Form

Verification

Summary

Verification

Please select one of the following for Corey Kemink: required

☐ My child WILL be returning to a Houston ISD school for the 2021-2022 school year

☐ My child WILL NOT be returning to a Houston ISD school for the 2021-2022 school year

HISD Connect Returning Student Verification Process

Parent Process

If students are not returning to our district, parent will answer a few questions that campus clerk will be able to review.

Verification

Please select one of the following for John Smith required

☐ My child WILL be returning to a Houston ISD school for the 2021-2022 school year

☒ My child WILL NOT be returning to a Houston ISD school for the 2021-2022 school year

School last attended required

- Select -

- Alcott Elementary School
- Almeda Elementary School
- Anderson Elementary School
- Arabic Immersion Magnet School
- Armandina Farias ECC
- Ashford Elementary School
- Askew Elementary School
- Atherton Elementary School
- Attucks Middle School
- Audrey Lawson Middle School
- Baker Montessori (formerly Wilson Montessori)
- Barbara Bush Elementary School
- Barrick Elementary School
- Bastian Elementary School
- Baylor College of Medicine Academy at Ryan
- BCM Biotech Academy At Rusk
- Bell Elementary School
- Bellaire High School
- Bellfort Early Childhood Center

My child will be returning to a Houston ISD school for the 2021-2022 school year required


Documentation is required.

HISD Connect Returning Student Verification Process

Parent Process

After last school attended is selected, parent will then indicate reason for not returning.

Reason the student will not be returning to Houston ISD for the 2021-2022 school year required

- 
- ☐ Enrolled in another school district or charter in Texas
 - ☐ Enrolled in a private school in Texas
 - ☐ Enrolled in a public, charter, or private school outside Texas
 - ☐ Student is returning to the family's home country
 - ☐ Home School
 - ☐ Other reason



Campus personnel will contact you if additional documentation is required.

****Campus personnel can use this as an additional tool to begin looking for leavers.**

HISD Connect Returning Student Verification Process

Parent Process

If students are returning to Houston ISD, parents will begin verifying current information.

Verification

Please select one of the following for

John Smith:

required



My child WILL be returning to a Houston ISD school for the 2021-2022 school year



My child WILL NOT be returning to a Houston ISD school for the 2021-2022 school year

Note: Read only view. Updates can be made for Home Phone and address.

Student Information



Note: to change a student's name, you must present legal documentation to the main office of your student's school.

First Name

John

Middle Name

Last Name

Smith

Suffix

Gender

Male

Date of Birth
mm/dd/yyyy

05/30/2016

Enrolling Grade

1

Enrolling School

Almeda Elementary School

Home/Residential Information

Home Phone

xxx-xxx-xxxx

555-555-2039

Address

where the student resides

1941 Catalina Dr

Apt / Unit / Ste

City

State

Texas

Zip

xxxxx-xxxx-xxxx

77055

If changes are made to the student address, zoned school verification applies and documentation will be required as an upload. See next slide.

Previous

Next

HISD Connect Returning Student Verification Process

Parent Process

Check the box to modify address.

☒ Check here if you would like to modify this address



Note: ALL address changes will be reviewed by the school district and residency verification may be required.

Address required

Apt / Unit / Ste

City required

State required

- Select - 

Zip required

xxxxx OR xxxxx-xxxx

Any changes to the address will require a new proof of address to be uploaded in order to complete the verification.

HISD Connect Returning Student Verification Process

Parent Process

Once changes are made to the address, parent will select Find Zoned School button to verify address. If campus of enrollment is no longer the zoned school, verification of Accepted-Yes application must be made at the school level to notify the parent if application must be submitted.

Zoned School

Please click the link below to identify your zone school based on your child's home address.

You must verify your address using the School Locator in order to continue.

Find Zoned School

Zoned School

If your home address has changed and you are not already on a transfer, you may be eligible to stay at your current campus by applying for a transfer. Please contact your campus to verify if you are not sure or email SchoolChoice@HoustonISD.org. To apply for a transfer, please visit <https://hisdchoice.com>. Thank you for choosing HISD!

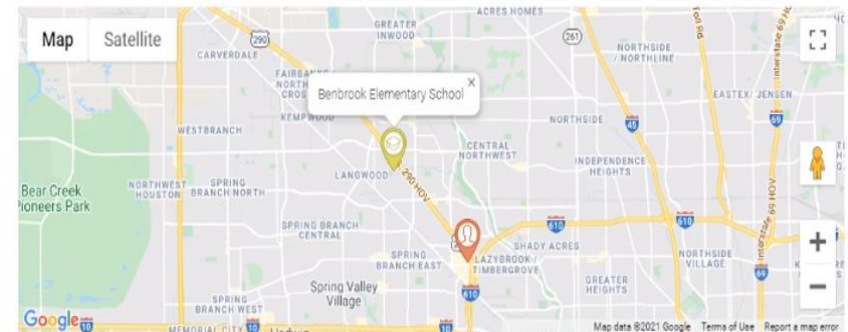
Previous

Next

Address was verified.

Find Zoned School

Student's Home Zoned School



School Results

Benbrook Elementary School

4026 BOLIN RD HOUSTON TX 77092

Grades: K to 5

Phone: 713-613-2502

HISD Connect Returning Student Verification Process

Parent Process

Contact Information

Please enter in your student's contact in the order you would like them contacted in case of an emergency.

Contact 1

[Remove Contact](#)

ID

225897

Title

- Select -

First Name required

John

Middle Name

Last Name required

Smith

Suffix

- Select -

Gender required

[Previous](#)

[Next](#)

Contact information is verified and contacts may be removed. If contact currently has access to portal, parent will be notified before removal is completed.

Up to 5 Contacts can be added and the existing contacts are prepopulated from SIS.

Contact Priority order will then be confirmed.

Contact Priority

To adjust the priority in which contacts will be called, please select the appropriate order number next to the name.

John Smith

required

2

Jenny Smith

required

1

HISD Connect Returning Student Verification Process

Parent Process

- Although sibling information is provided, match is not made on SIS for sibling's record.
- Student's Dental and Physician information is updated on the SIS when updated on verification.

HISD

Training Student Verification
2021-2022 (Corey)

Introduction

Form

Verification

Student

Contacts

Priority

Siblings

Siblings

How many brothers and sisters does the student have under the age of 18? required

1

Sibling #1

First Name required

Last Name required

Date of Birth required
mm/dd/yyyy

HISD

Training Student Verification
2021-2022 (Corey)

Introduction

Form

Verification

Student

Contacts

Priority

Siblings

Medical

Student's Medical Information

Physician

Physician Name

Phone
XXX-XXX-XXXX

Dentist

Dentist Name

HISD Connect Returning Student Verification Process

Parent Process

- If change was made to address, parent will be asked to upload proof of residence approval signature is submitted.
- Once complete, electronic signature is submitted to check for errors.

Document Uploads

Proof of Residence of Parent or Legal Guardian

- Valid lease agreement
- Mortgage statement
- Electric bill
- Natural gas bill
- City of Houston water bill

Upload proof of residency: required

Upload...

HISD

Training Student Verification
2021-2022 (Corey)

- Introduction
- Form
- Verification
- Student
- Contacts
- Priority
- Siblings
- Medical
- Document Uploads
- Signature**
- Summary

Electronic Signature

The electronic signature and all of its related fields replaces a handwritten signature on paper and is legally binding.

I affirm that the information provided is true, correct and complete, to the best of my knowledge and belief. This electronic signature and its related fields are treated like a handwritten signature on a paper form.

Parent/Guardian Signature

I Agree required

- Select -

Electronic Signature required
(type name of parent/guardian)

Today's Date required
mm/dd/yyyy

Please specify a primary email address where you want to receive a Submission Confirmation email.

HISD Connect Returning Student Verification Process

Parent Process

Summary indicates if errors are found and parent must correct to complete and submit to campus. Next steps will be provided once complete.

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Verification	✓
Student	✓
Contacts	1
Priority	✓
Siblings	6
Medical	✓
Document Uploads	✓
Signature	✓

Find Invalid Fields

Click here to go directly to error locations.

Summary

No issues found. You may now submit the form.

PAGE	STATUS
Verification	✓
Student	✓
Contacts	✓
Priority	✓
Siblings	✓
Medical	✓
Document Uploads	✓
Signature	✓

Training Student Verification 2021-2022 (Corey)

Next Steps

1. Print a copy of the [Completed Form](#) for your records (optional)
Now that you've submitted your Training Student Verification you must contact the school to make any adjustments.
2. Complete a Training Student Verification for another student (if applicable)
 - Return to your [PowerSchool Parent Portal](#) and select the Training Student Verification for each child attending Houston Independent School District.
3. Additional Parent Portal Forms are required for registration.
 - Return to your [PowerSchool Parent Portal](#) and select Forms for each child attending Houston Independent School District. Required Parent Portal forms available are:
 - Socioeconomic Information Form
 - Student Assistance Questionnaire

Contact Information

Houston Independent School District
4400 West 18th St
Houston, TX 77092-8501
t: 713-556-6000