Plano ISD Guide to Online Enrollment

Step-by-step instructions on enrollment

Please select the correct scenario for your student:

Enroll a new sibling of current PISD student

1. Does have a student enrolled with Plano ISD
2. Has **NEW** student to enroll with Plano ISD

Enroll previously student who has been withdrawn from PISD

1. **Does not** have a student enrolled with Plano ISD
2. Previously enrolled student but **withdrawn** from Plano ISD

Enroll your new student

1. **Does not** have a student enrolled with Plano ISD
2. **Has never** had a student enrolled with Plano ISD

Logging in to enroll your new student

1. Click "**Enroll Your Student**" and follow prompts:

   ENROLL YOUR STUDENT

   - **NOTE**: employees must use their credentials to login, **DO NOT** register as a new user

   Plano ISD Online Enrollment   ✕

   The application must be completed on a desktop/laptop computer using the Google Chrome browser.

   Do you currently have a student enrolled with Plano ISD?
   - ○ Yes
   - ◉ No ◀ 1

   Have you EVER had a student enrolled in Plano ISD?
   - ○ Yes
   - ◉ No ◀ 2

   REGISTER AS A NEW USER TO START THE PROCESS 3

2. You will be automatically directed to **Register New User**. Complete all required fields.

   Register New User

   Enrolling Parent Guardian

   First Name *

   Last Name *

   Email

1: My Students

1. Select **Create New Student** from the drop-down menu **only if the student has never attended a Plano ISD school.**

   See "**Previously Enrolled Students**" **below if your student has previously been withdrawn from PISD.**
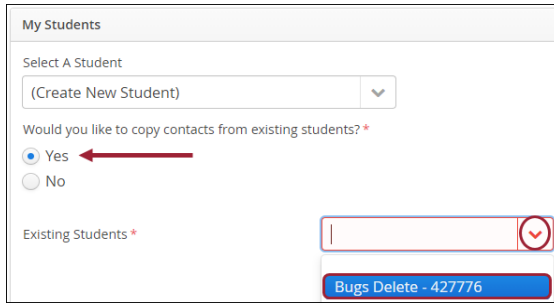
   My Students

   Select A Student

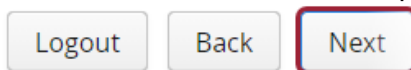   (Create New Student) ⌄

   (Create New Student)

2. Already created student(s)? You can copy the contact information from existing students to your new student. Select the **Yes** radio button then select the existing student's name from the drop-down menu.

3. Select the contacts that you would like to associate with this child.

4. Click the **Next** button in the upper or lower right portion of the screen to continue.

2: Student Information

1. Please enter the legal name and date of birth for your student exactly as it appears on the birth certificate, or other suitable form of identification for the student.

2. Complete all required fields, (contains an asterisk)

3. Once all information is entered, click the **Next** button in the upper or lower right portion of the screen to continue.
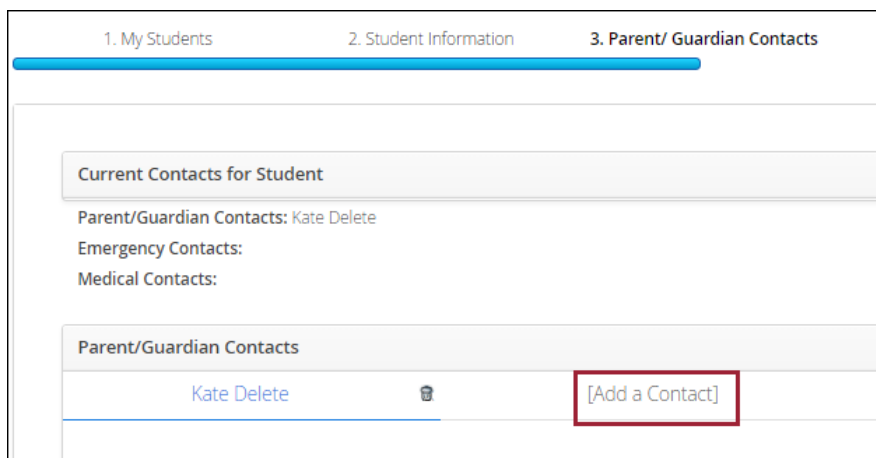
3: Parent/Guardian Contacts

This section is for legal parents and guardians only. (All other emergency contacts will be entered in the next section**)**.

Enter information for the student's parent/guardian contacts as it appears on the parent or guardian's legal documentation. (i.e. driver's license, passport, etc.)

If you are a legal guardian, the court order and supporting legal documentation will need to be uploaded in the *Attachments* section.

1. Click the **Add a Contact** tab to add an additional parent or guardian's contact information.

4: Emergency Contacts

Enter Emergency Contact information for individuals who are not the parent/guardian but are permitted to pick the student up from a Plano ISD campus if the parent/guardian is not available.

By entering this information, you are giving permission to the campus to contact this person in the event of an emergency, if they are unable to reach you.

5: Medical History

Enter Medical History information for the student.

6: Verify Campus

The Enrollment Request Campus populates based on the campus chosen when entering Student Information in online registration.

If your student will be attending a campus other than the one they are zoned to, they will need to be enrolled at their zoned campus. You will provide the required information on the **Special Programs Form** about why your student will be attending a different campus.

7: Student Forms

Student Forms are required to move forward with online registration. Required forms will display with a message stating **"To Do"**. Completed forms will display a message stating **"Complete"**.

Click the **Next** button in the upper or lower right portion of the screen to continue.

8: Attachments

Documents to upload include: (*Required)

- Student's birth certificate or passport *
- Driver's License or Photo ID of parent/guardian *
- Current Immunization Records *
- Proof of residency; current contract/lease agreement or most recent utility bill (water, gas or electric) *
- Student's Social Security Card (optional)
- Custody Orders (if applicable)

Click the **Next** button in the upper or lower right portion of the screen to continue.

9: Confirm Enrollment

Click the **Confirm Enrollment** button to complete online registration.

You will receive an email with a subject line, "**Plano ISD Online Enrollment Request**", confirming your request has been received and you will be contacted once processed.

Logging in to enroll your previously enrolled student who has been withdrawn from PISD

1. Click "**Enroll Your Student**" and follow prompts:

   ENROLL YOUR STUDENT

   - **NOTE**: employees must use their credentials to login, **DO NOT** register as a new user

2. If your student was previously withdrawn from Plano ISD, click "**Register in Teams Parent Self-Serve to Start the Process**" and please follow one of the two options below:

   Option 1 – Previous PISD Student ID is known:

   If you have your student's previous PISD Student ID
   - Click "**Register**"

   - Complete the Required Fields

Option 2 – Previous PISD Student ID is NOT known: Contact the PISD Enrollment Center to request a login to re-enroll your student.

- Click "**Sign-in**" on the next page and login with the credentials provided by the enrollment center.

1: My Students

1. Select the **returning Student's Name** from the drop-down menu.

   Do not create a new student if you do not see a returning student's name listed. Please contact:

   Plano ISD Enrollment Center
   e-Mail (enroll@pisd.edu)

2: Student Information

1. Information on the student information page will contain pre-populated data from the student's current record.

   You **will not have** the ability to edit the majority of this information. If you need to make changes to the student's information, **please contact** the student's campus.

2. Click the **Next** button in the upper or lower right portion of the screen to continue.

3: Parent/Guardian Contacts

This page will have pre-populated data from the student's current record.

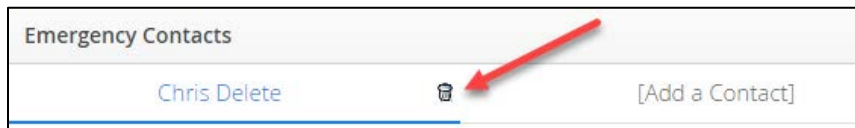Parents/Guardians **will not have** the ability to edit the majority of this information

1. Click the **Add a Contact** tab to add a parent or guardian's contact information.

   - Enter information for the student's parent/guardian contacts as it appears on the parent or guardian's legal documentation. (i.e. driver's license, passport, etc.).

2. If you have moved, please update the home address under the **Parent/Guardian Contact**. (You will supply proof of residence in the **Attachments** Tab)

   - The **Enrollment Request Campus** will automatically update to the campus zoned to the new address.

3. Click the **Next** button in the upper or lower right portion of the screen to continue.

4: Emergency Contacts

This page will have pre-populated data from the student's current record. Delete or add additional Emergency Contact information for individuals who are not the parent/guardian but are permitted to pick the student up from a Plano ISD campus if the parent/guardian is not available.

By entering this information, you are giving permission to the campus to contact this person in the event of an emergency, if they are unable to reach you.

To remove an emergency contact: click the trash can next to the contact's name.

To add an emergency contact: click Add a Contact tab to add a new Emergency Contact.

5: Medical History

This page will have pre-populated data from the student's current record. Update the Medical History information as applicable.

Select all that apply to the student.

Click the **Next** button in the upper or lower right portion of the screen to continue.

6: Verify Campus

If your student will be attending a campus other than the one they are zoned to, they will need to be enrolled at their zoned campus. You will provide the required information on the **Special Programs Form** about why your student will be attending a different campus.

7: Student Forms

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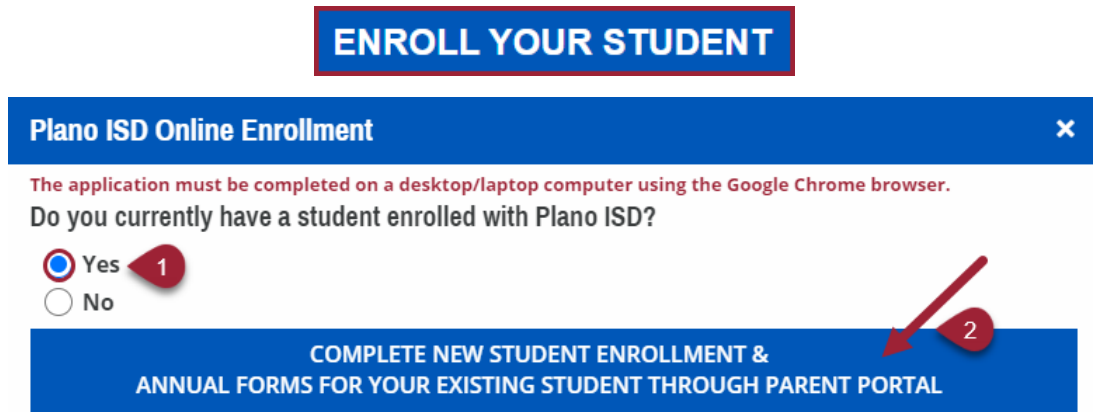
9: Confirm Enrollment

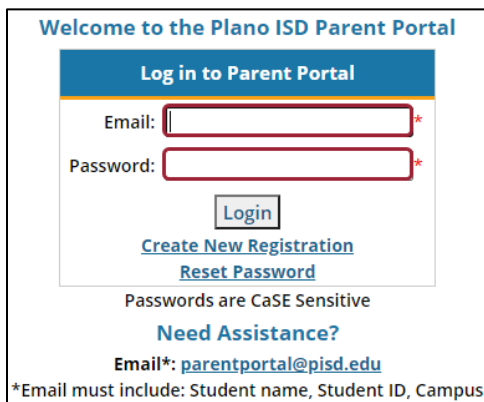Click the **Confirm Enrollment** button to complete online registration.

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# Enrolling a new student with a sibling who currently attends PISD

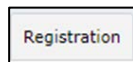1. Click "**Enroll Your Student**" and follow prompts:

ENROLL YOUR STUDENT

Plano ISD Online Enrollment ✕

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Do you currently have a student enrolled with Plano ISD?

◉ Yes ➊

◯ No ➋

**COMPLETE NEW STUDENT ENROLLMENT &
ANNUAL FORMS FOR YOUR EXISTING STUDENT THROUGH PARENT PORTAL**

2. Click "**Complete New Student Enrollment & Annual Forms for your Existing Student Through Parent Portal**"

3. You will be directed to the **Parent Portal Login Page**

Welcome to the Plano ISD Parent Portal

Log in to Parent Portal
Email: [   ] *
Password: [   ] *
Login
Create New Registration
Reset Password

Passwords are CaSE Sensitive

Need Assistance?

Email*: parentportal@pisd.edu

*Email must include: Student name, Student ID, Campus

4. Once logged in, you will go to the "**Programs, Enrollment & Payment**" section and click the "**TEAMS PSS Programs, Enrollment & Payments**" button

Programs, Enrollment & Payments

TEAMS PSS Programs, Enrollment & Payments

Google Chrome is the required browser for TEAMS PSS.
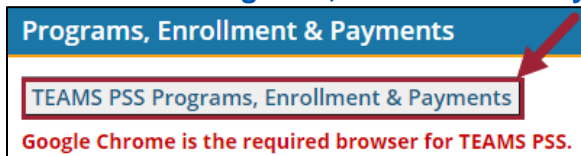
5. Your currently enrolled student will show in the Student List
6. Click the "**Registration**" Tab

Registration

7. Select your language
8. Click "**Continue to Online Registration**"

Welcome to Plano ISD!

Language: ★ English ▾

Continue to Online Registration   ↩ **Sign Out**

1: My Students

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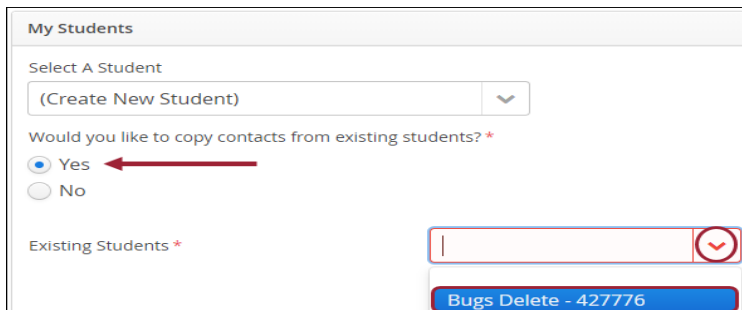2. Already created student(s)? You can copy the contact information from existing students to your new student. Select the **Yes** radio button then select the existing student's name from the drop-down menu.

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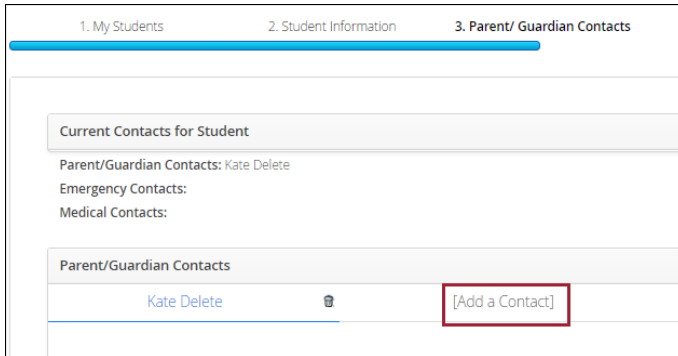
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