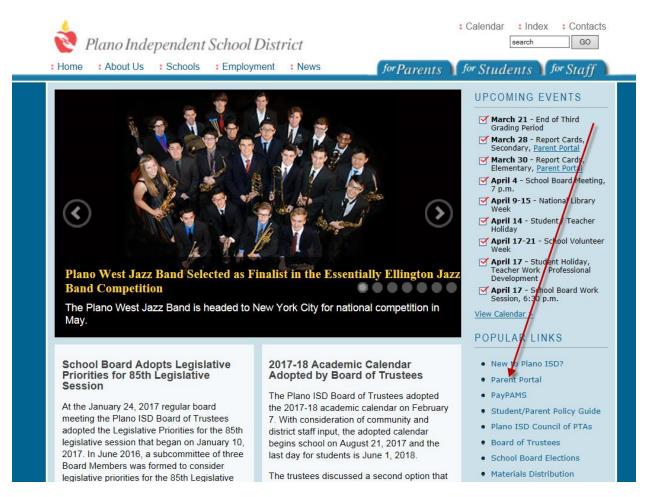
High School (Grades 9-12) Summer School Online Registration Process

Online registration begins Monday, March 20. Online registration is only available for current PISD students. You may register your student for one or both sessions of summer school as long as the counselor has pre-approved your student for the course(s) and if you are paying with credit card.

1. Go to PISD Parent Portal (<u>http://pisd.edu/</u>). Select my PISD Parent Portal and login.



- 2. Go to Summer School.
- 3. Choose Summer School Registration.

Summer School Registration⁴

Online registration for Summer School is available for some of our summer school programs. Information regarding which programs are available for online registration may be found <u>here</u>. You may register your student online provided you have completed the online emergency card and you are paying by credit or debit card.

Summer School Registration for the Following Students:

Student	School
John Sample	Sample High School
Sarah Sample	Barron Elementary

4. Highlight the student you wish to register for Summer School and Click on the Summer-Night School tab.

My Students Summer-Night Scho	ol After School Care			-
Student List				
Local ID	Name	SCH	Grade Level	
111111	Sample, John	Sample High School	11	1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (
	Se	lect Student to View Available Information		
		Sign Out		

5. Click Continue.

Grade Level: 11 My Students	Summer-Night S	chool After School C	are					
Sort Clear Relation Type Parent Parent Other Other Other Medical	Sorted by: (defai Relation Father Mother Grandparent Relative Grandparent Doctor	ult) Last Name Sample Sample Smith	First Name Paul Ann John	Home Phone 555-111-1111 555-111-1111	Work Phone 555-111-1112 555-222-2222	Cell Phone	residesWith	•
Student Medica No Student Me	al Information Edical Informatio	on is available.		<u>Continue</u>			record count: 6	016
					information d at <u>Plano ISD</u>		rrect and I	

6. Highlight desired Course Description(s). Note: some classes are offered both sessions. That is why the course may be listed twice. Make sure you select the correct part number (part 1 is the first semester of the course; part 2 is the second semester of the course) and select the correct session (first session or second session).

rade Level: 11	Ne	t/Proj: Sample High School								
Summer-Night School						Next/P	Proj GL: 12			
sammer night benoor										
Available Courses										
ession Name	Course	Course Description		Terms	Parts	Session Date Range	Tuition		Seats Available	е
		-		•	-		-	•		•
S High School - Plano West / Traditional	25500B	ECONOMICS - SEMEST	TER ONLY	S1	1	06-12-2017 To 06-29-2017		\$230.00	275	
S High School - Plano West / Traditional	25500B	ECONOMICS - SEMEST	TER ONLY	S2	1	07-05-2017 To 07-21-2017		\$230.00	100	
S High School - Plano West / Traditional	103001	ENGLISH III		S2	2	07-05-2017 To 07-21-2017		\$230.00	25	
S High School - Plano West / Traditional	103001	ENGLISH III		S1	2	06-12-2017 To 06-29-2017		\$230.00	25	
S High School - Plano West / Traditional	103001	ENGLISH III		S1	1	06-12-2017 To 06-29-2017		\$230.00	25	
									record count	t: 5 of
Continue										
Enrolled Courses										
Session Name	Course	Course Description			Term	Part Session Date Range			Tuition Paid	
	•	•			•	• •		•		-
									record count	t: 0 of
			Return To	Convolu						

7. Click the Continue button.

8. Review selected course(s), Session Date Range (1st session or 2nd) and total Tuition amount.

Local ID: 111111	Sa	nple, John	/		09-08-	1999		
Grade Level: 11	Ne	xt/Proj: Sample High School			Next/P	roj GL: 12		
Summer-Night School								
Available Courses						<		
Session Name	Course	Course Description	Terms	Parts	Session Date Range	Tuition	Seats Availabl	le
	•		•	•			•	•
SS High School - Plano West / Traditional	25500B	ECONOMICS - SEMESTER ONLY	S1	1	06-12-2017 To 06-29-2017	\$23	80.00 275	4
SS High School - Plano West / Traditional	25500B	ECONOMICS - SEMESTER ONLY	S2	1	07-05-2017 To 07-21-2017	\$23	30.00 100	
SS High School - Plano West / Traditional	103001	ENGLISH III	S2	2	07-05-2017 To 07-21-2017	\$23	30.00 25	
SS High School - Plano West / Traditional	103001	ENGLISH III	S1	2	06-12-2017 To 06-29-2017	\$23	30.00 25	
SS High School - Plano West / Traditional	103001	ENGLISH III	S1	1	06-12-2017 To 06-29-2017	\$23	30.00 25	
							record cour	nt: 5 of 5
Continue								
Enrolled Courses								
Session Name	Course	Course Description		Term	Part Session Date Range		Tuition Paid	
	•	•)	•	• •		•	*
							record cour	nt: 0 of (
		Return	To Search					

- 9. Click Continue.
- 10. Highlight the course(s) and click Continue. You will be prompted "Would you like to make a Credit Card Payment?" Click Yes.
- 11. Enter payment information and review Credit Card Billing Address. You must have an email address in order for the credit card to process.
- 12. Click the Final Review button

Local ID: 111111	Sample, John	09-08-1999
Grade Level: 11	Next/Proj: Sample High School	Next/Proj GL: 12
1. Review Selected Courses	Payment Information 3. Final review	
Payment Information		
Card Type:	* Visa	
Credit Card Number:	* 4111111111111	
Expiration Date:	Month * Year * 12 w 2017 w	
Security Code:	* 123 () (Click to view Example)	
Name On Card:	* Paul Sample	
Total Amount:	* s 230.00	
Billing Address		
Address on Contact Record	C New Address	
Address on Contact Record	* Serie =	
2700 W. 15th Street Plano, TX 75075		
Email Address: Final Review Return to	abcédg@pisé edu Course Review	
		your credit card. This is for billing purposes only. Your PISD contact profile will NOT be updated.

- 13. Review Selected Course(s), Payment Information and Billing Address.
- 14. Click the Authorize Payment button.
- 15. You will receive an authorization number if the credit card transaction is successful. If it is not successful, please verify the Payment Information and Billing Address or use a different credit card.
- 15. Click the Download button if you would like to print a receipt confirmation.

Summer/Night School Confirmation		PROLOGIC
Thank You for your payment!. Your Authorization Number is : 0XXXXA		
Thank You for your payment!, Your Authorization Number is : 0XXXXA		
PLEASE CLICK ON THE DOWNLOAD BUTTON TO PRINT OR SAVE A COPY OF THE PAYMENT CONFIRMATION FOR YOUR RECORDS. YOU WILL ALSO B CONFIRMATION.	E EMAILED A COPY OF THE	
Download		
Done		
PLEASE CLICK ON THE DOWNLOAD BUTTON TO PRINT OR SAVE & COPY OF THE PAYMENT CONFIRMATION FOR YOUR RECORDS. YOU WILL ALSO B CONFIRMATION.	E EMAILED A COPY OF THE	

16. Click Open

File Download	J
Do you want to open or save this file?	
Name: Confirmation.txt Type: Text Document From: teams.pisd.edu Open Save Cancel	
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?	

17. Click Print. The authorization receipt will look like the following:



If you have difficulties enrolling your student please call the Help Desk at 469-752-8767 or email summerschool@pisd.edu.