



Plano ISD Guide to Online Enrollment

Online Registration Process

There are 9 areas to complete the online registration process. For the best experience, please have your information ready before logging in.

1. **My Students** - select existing or add new student
2. **Student Information** - basic demographic information
3. **Parent/Guardian Contacts** - demographic, address and contact information
4. **Emergency Contacts** - contacts who can pick up your child and an optional medical contact, if desired
5. **Medical History** - medical information about your student
6. **Verify Campus** - verify the requested enrollment campus
7. **Student Forms** - all forms are required
8. **Attachments** - [see required attachments](#)
9. **Confirm Enrollment** - verify enrollment information before submitting

Logging in to enroll your new or previously withdrawn student

New Students

1. To register a new student online, login to the **TEAMS Online Registration** <https://www.pisd.edu/newenroll>. To create an account, click **Register New User**.



Welcome to Plano ISD!

Language

English

User ID *

Your username

Password *

Login

Forgot User ID

Forgot Password

[Register New User](#)

Previously Withdrawn Students

If your student was previously enrolled at Plano ISD and withdrew, please contact the PISD Enrollment Center or Helpdesk to request a login to re-enroll your student. **NEED CONTACT INFORMATION**

1: My Students

New Students

1. Select **Create New Student** from the drop-down menu **only if the student has never attended a Plano ISD school**. See *Previously Withdrawn Students instructions below if your student has previously enrolled at any PISD school and withdrew*.

1. My Students

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.

My Students

Select A Student

(Create New Student) ▼

Would you like to copy contacts from existing students? *

Yes ←

No

Existing Students *

Existing Student Name ▼

Bugs Delete - 427776

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

Logout Back Next

Previously Withdrawn Students

Select the **returning Student's Name** from the drop-down menu. If you do not see your student's name in the drop-down list, contact your student's campus. **Do not create a new student if you do not see a returning student's name listed.** **Contact the PISD enrollment center at**

My Students

Select A Student

Abcde Delete - (428607) ▼

Abcde Delete - (428607)

(Create New Student)

2: Student Information

New Students

1. All information with a red asterisk * next to the field title is required information. You cannot proceed with online registration unless the following fields are complete:
 - Enrollment Request School Year
 - Enrollment Request Grade Level
 - Enrollment Request Campus (*If the campus you wish to enroll your student at is not showing in the drop-down menu, please contact **NEED CONTACT INFORMATION.***)
 - Birthdate
 - Student Last Name (from the birth certificate)
 - Student First Name (from the birth certificate)
 - Gender
 - Hispanic/Latino (yes or no)
 - Race (select all that apply)
 - PEIMS Home Language (spoken by the student)
 - Preferred Spoken Language
 - Birthplace City
 - Birthplace Country
2. Once you enter all the information, click the **Next** button in the upper or lower right portion of the screen to continue.

Previously Withdrawn Students

1. Information on the student information page will contain pre-populated data from the student's current record. **Most of the information on this page is not editable. If you need to make changes to the student information, please contact the student's campus.**
Screen shot needed
2. Click the **Next** button in the upper or lower right portion of the screen to continue.

3: Parent/Guardian Contacts

New Students

Only add parent or guardian information. Do not add emergency contacts or medical contacts on this page.

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.)

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

If you are the enrolling contact, you may not be able to change your name or address nor delete your contact information here. You will need to contact the campus to change your contact information.

Screen shot needed

Previously Withdrawn Students

This page will have pre-populated data from the student's current record. Parents/Guardians cannot delete existing parent/guardian contact information.

Only add parent or guardian information. Do not add [emergency contacts or medical contacts](#) on this page.

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.)

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

If you are the enrolling contact, you cannot change your name or address nor delete your contact information here. You will need to contact the campus to change your contact information.

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

4: Emergency Contacts

New Students

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.

Previously Withdrawn Students

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

1. Click the **Add a Contact** tab to add a new Emergency Contact.

The screenshot shows a web interface with four tabs: "1. My Students", "2. Student Information", "3. Parent/ Guardian Contacts", and "4. Emergency Contacts". The "4. Emergency Contacts" tab is active. Below the tabs, there is a section titled "Current Contacts for Student" with sub-sections for "Parent/Guardian Contacts: Kate Delete", "Emergency Contacts:", and "Medical Contacts:". Below this is a section titled "Emergency Contacts" with a button labeled "[Add a Contact]" highlighted with a red box. Below the button are form fields for "Title" (a dropdown menu), "Last Name *" (a text input field with a red border), "First Name *" (a text input field with a red border), "Middle Name" (a text input field), and "Generation" (a dropdown menu).

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

5: Medical History

New Students

Enter Medical History information for the student.

Previously Withdrawn Students

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

1. Select all that apply to the student.

Student Medical History

Medical History Introduction

Transportation:

Private Duty Nurse

Medication:

<input type="checkbox"/> PRN Meds in Clinic	<input type="checkbox"/> Daily School Meds	<input type="checkbox"/> Daily Home Meds
<input type="checkbox"/> PRN Meds at Home	<input type="checkbox"/> Emergency Meds	<input type="checkbox"/> Self Carry Meds
<input type="checkbox"/> Self Carry Inhaler	<input type="checkbox"/> Self Carry Solu-Cort	<input type="checkbox"/> Self Carry Epi-Pen
<input type="checkbox"/> Self Carry Glucagon	<input type="checkbox"/> Self Carry Diastat	<input type="checkbox"/> Self Carry VNS

Special Instructions:

<input type="checkbox"/> Special Instructions	<input type="checkbox"/> Atlantoaxl restrict	<input type="checkbox"/> Non-Verbal
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Allergies/Anaphylaxis:

<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> Drug	<input type="checkbox"/> Egg
<input type="checkbox"/> Gluten	<input type="checkbox"/> Insect	<input type="checkbox"/> Latex
<input type="checkbox"/> Milk	<input type="checkbox"/> Peanut	<input type="checkbox"/> Tree Nuts
<input type="checkbox"/> Nut Specified Notes	<input type="checkbox"/> Fish	<input type="checkbox"/> Shellfish
<input type="checkbox"/> Allergies - Other	<input type="checkbox"/> Soy	<input type="checkbox"/> Food Allergy Other
<input type="checkbox"/> Animal - Other		

Cardiac:

<input type="checkbox"/> Fainting	<input type="checkbox"/> Heart Defect	<input type="checkbox"/> High Blood Pressure
<input type="checkbox"/> Implanted Device	<input type="checkbox"/> Irreg Heart Rhythm	<input type="checkbox"/> Low Blood Pressure
<input type="checkbox"/> Murmur	<input type="checkbox"/> Cardiac - Other	

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

6: Verify Campus

New Students

The Enrollment Request Campus populates based on the campus chosen when entering Student Information in online registration. ***If the campus you wish to enroll your student at is not showing in the drop-down menu, please contact NEED CONTACT INFORMATION.***

Previously Withdrawn Students

This page will have pre-populated data from the student's current record and address. ***If the campus you wish to enroll your student at is not showing in the drop-down menu, please contact NEED CONTACT INFORMATION.***

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

7: Student Forms

The Student Forms page lists the forms that must be completed for the online enrollment process. Please complete each form.

- Authorizations and Acknowledgments
- Compulsory Attendance/ Truancy Warning Notice
- Employment Survey
- Family Find
- Home Language Survey
- Military Dependents Survey
- PTA Consent
- Request for Records
- Severe Allergy
- Student Information Release
- Student Residency Questionnaire
- Special Programs
- FERPA

If the requested grade is Pre-K, there are two additional of student forms to complete:

- Pre-K Qualification Form
- Income Verification

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:

- 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 (optional)

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

9: Confirm Enrollment

The Confirm Enrollment page is where the parent/guardian completes online registration for the student. Click **Submit** and then click the **Confirm Enrollment** button to complete online registration.

Thank you for completing the enrollment application. The campus will process your application and contact you as soon as possible with details confirming your student's enrollment in Plano ISD.

Confirm Enrollment

Online Enrollment Confirmation

Student Name: [Redacted]

Enrolling Parent/Guardian Name: [Redacted]

Campus of Enrollment: [Redacted]

Grade Level: [Redacted]

Fiscal Year: [Redacted]

Online Registration Confirmation Number: [Redacted]

Local ID: [Redacted]

Resides With Parent/Guardian Name: [Redacted]

Home Address: [Redacted]

Home Language: [Redacted]

Student Language: [Redacted]

Correspondence Language: [Redacted]

Date/Time Printed: 06-03-2021 10:47

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