



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Enroll previously student who has been withdrawn from PISD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 Previously enrolled student but **withdrawn** from Plano ISD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 [X]

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See “[Previously Enrolled Students](#)” below if your student has previously been withdrawn from PISD.

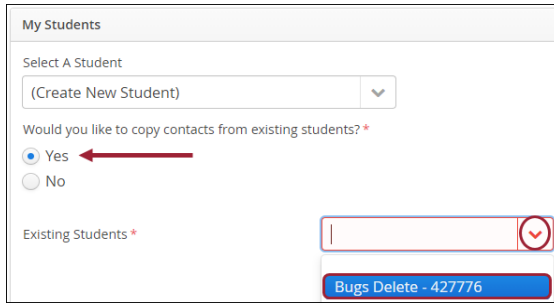
My Students

Select A Student

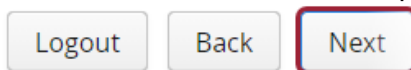
(Create New Student) [v]

(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.

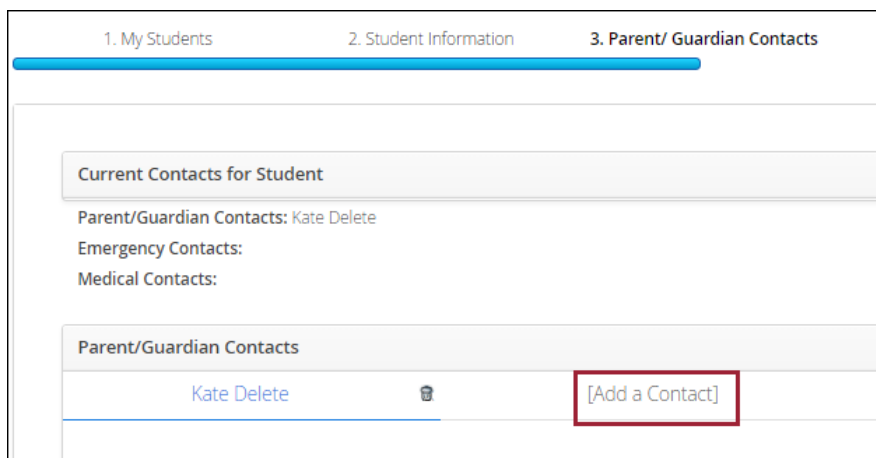
3: Parent/Guardian Contacts

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

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 2

No

REGISTER IN TEAMS PARENT SELF SERVE TO START THE PROCESS* 3

*You must have your student's previous PISD Student ID to register for Parent Self Serve. If you do not remember your student's PISD Student ID, please contact the Enrollment Center for assistance.
enroll@pisd.edu | 469-752-2269

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”

Welcome

Welcome to the Plano Independent School District Parent Self Serve Online Registration.

If you are a Plano ISD Employee please use your Network Login ID and your network password to log in to the Online Registration Application.

If you are a Plano ISD Volunteer please use your Volunteer Login ID and your volunteer password to log in to the Online Registration Application

If you do not have a login ID and password please click on New User to set up your account.

If you need assistance with logging into the application please contact the Technology Help Desk at 469-752-8767.

New Users Existing Users

Register Sign-in

- Complete the Required Fields

New User Registration

Parent/Guardian Last Name *

Parent/Guardian First Name *

Student ID *

Student Last Name *

Student First Name *

Student Birthdate *

User ID: *

Password: *

Retype Password: *

Security Question: *

Security Answer: *

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.

Welcome

Welcome to the Plano Independent School District Parent Self Serve Online Registration.

If you are a Plano ISD Employee please use your Network Login ID and your network password to log in to the Online Registration Application.

If you are a Plano ISD Volunteer please use your Volunteer Login ID and your volunteer password to log in to the Online Registration Application

If you do not have a login ID and password please click on New User to set up your account.

If you need assistance with logging into the application please contact the Technology Help Desk at 469-752-8767.

New Users Existing Users

Register Sign-in

A red arrow points to the Sign-in button.

Login

User ID:

Password:

Sign On

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 \(enroll@pisd.edu\)](mailto:enroll@pisd.edu)

My Students

Select A Student

Abcde Delete - (123456)

Abcde Delete - (123456)

(Create New Student)

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

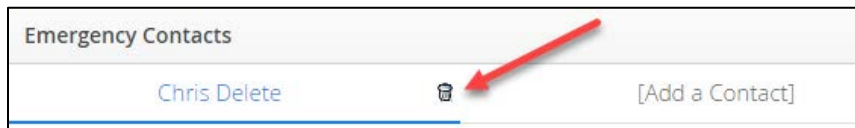
1. Click the **Add a Contact** tab to add a parent or guardian's contact information.
 - Enter information for the student's parent/guardian contacts as it appears on the parent or guardian's legal documentation. (i.e. driver's license, passport, etc.).
2. If you have moved, please update the home address 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.

The screenshot shows a navigation bar at the top with four tabs: "1. My Students", "2. Student Information", "3. Parent/ Guardian Contacts", and "4. Emergency Contacts". The "4. Emergency Contacts" tab is selected. Below the navigation bar, there is a section titled "Current Contacts for Student". Under this section, there are three categories: "Parent/Guardian Contacts: Kate Delete", "Emergency Contacts:", and "Medical Contacts:". Below the "Emergency Contacts:" category, there is a button labeled "[Add a Contact]" which is highlighted with a red box. Below the button, there are several input fields: "Title" (a dropdown menu), "Last Name *" (a text box), "First Name *" (a text box), "Middle Name" (a text box), and "Generation" (a text box).

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.

The screenshot shows a web form titled "Student Medical History". It contains several sections with checkboxes for selection:

- Medical History Introduction**
- Transportation:**
 - Private Duty Nurse
- Medication:**
 - PRN Meds in Clinic
 - PRN Meds at Home
 - Self Carry Inhaler
 - Self Carry Glucagon
 - Daily School Meds
 - Emergency Meds
 - Self Carry Solu-Cort
 - Self Carry Diastat
 - Daily Home Meds
 - Self Carry Meds
 - Self Carry Epi-Pen
 - Self Carry VNS
- Special Instructions:**
 - Special Instructions
 - Atlantoaxl restrict
 - Non-Verbal
- Allergies/Anaphylaxis:**
 - Anaphylaxis
 - Gluten
 - Milk
 - Nut Specified Notes
 - Allergies - Other
 - Animal - Other
 - Drug
 - Insect
 - Peanut
 - Fish
 - Soy
 - Egg
 - Latex
 - Tree Nuts
 - Shellfish
 - Food Allergy Other
- Cardiac:**
 - Fainting
 - Implanted Device
 - Murmur
 - Heart Defect
 - Irreg Heart Rhythm
 - Cardiac - Other
 - High Blood Pressure
 - Low Blood Pressure

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

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"**.

The image shows two buttons, each with the text "Open Form". The top button has "To Do" written in red text to its right. The bottom button has "Complete" written in green text to its right.

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.

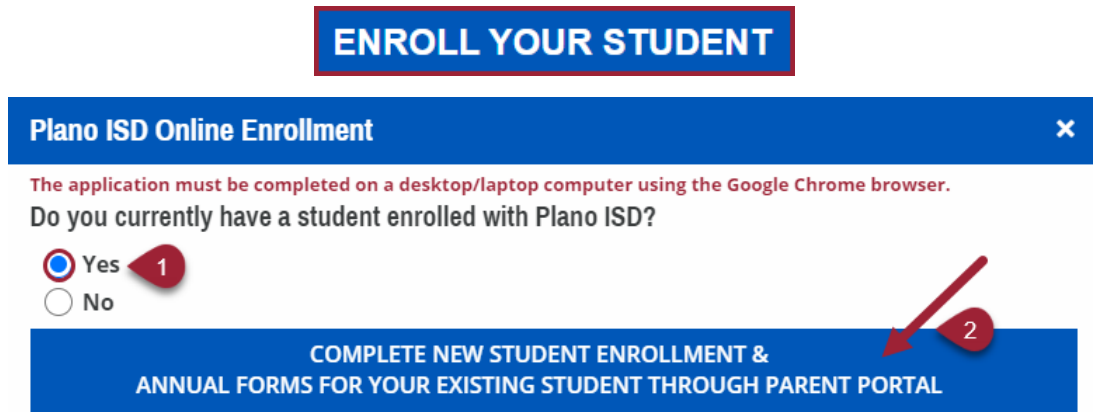
9: Confirm Enrollment

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

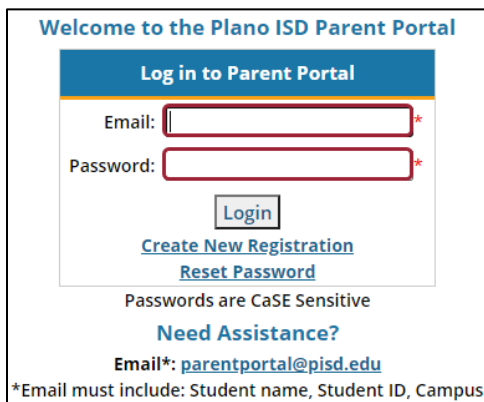
You will receive an email with a subject line, "**Plano ISD Online Enrollment Request**", confirming your request has been received and you will be contacted once processed.

Enrolling a new student with a sibling who currently attends PISD

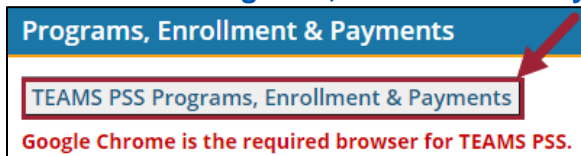
1. Click “[Enroll Your Student](#)” and follow prompts:



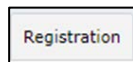
2. Click “[Complete New Student Enrollment & Annual Forms for your Existing Student Through Parent Portal](#)”
3. You will be directed to the [Parent Portal Login Page](#)



4. Once logged in, you will go to the “[Programs, Enrollment & Payment](#)” section and click the “[TEAMS PSS Programs, Enrollment & Payments](#)” button



5. Your currently enrolled student will show in the Student List
6. Click the “[Registration](#)” Tab



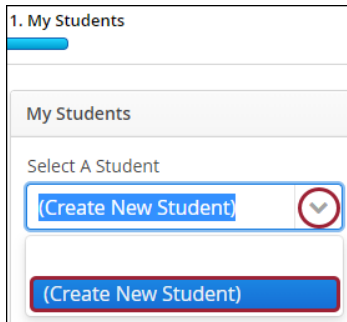
7. Select your language
8. Click “[Continue to Online Registration](#)”



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](#)" above if your student has previously been withdrawn from PISD.



1. My Students

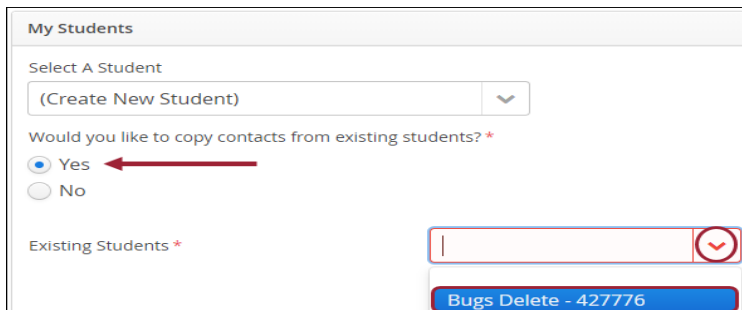
My Students

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? *

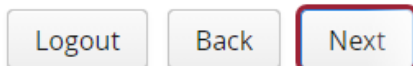
Yes ←

No

Existing Students *

Bugs Delete - 427776

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.



Logout Back Next

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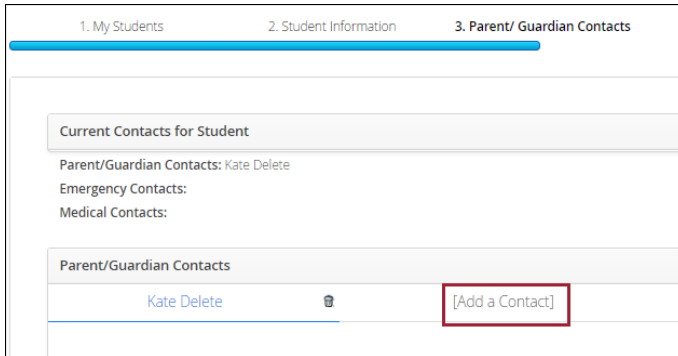
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If you are a legal guardian, the court order and supporting legal documentation will need to be uploaded in the *Attachments* section.

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