

LINKING AN ENROLLED STUDENT

“For a student enrolled in LISD the previous year or prior”

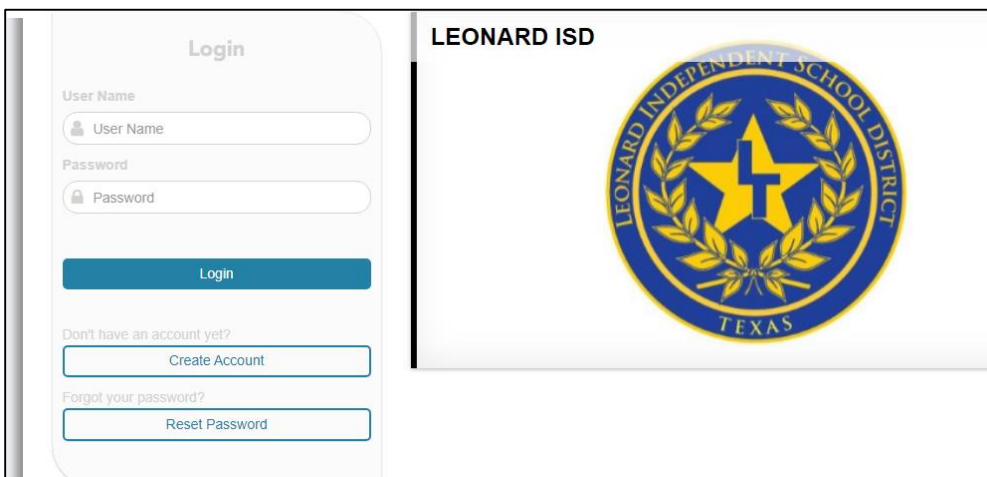
**THIS IS REQUIRED TO ATTEND IN 2021-2022
Paper enrollment is not an option this year.**

www.leonardisd.net

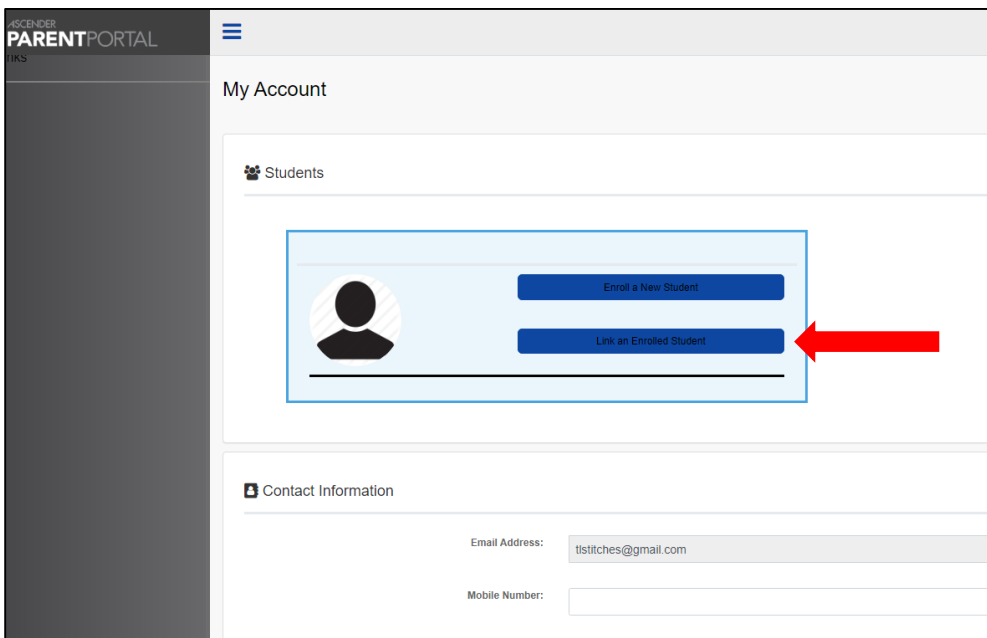
Parents

Ascender Parent Portal

Create an account or log in – Leonard ISD does not have access to your log in information. This is something you create and is not provided by the school. **You user name should not be your student’s portal ID.**



Click on **Link an Enrolled Student**



Enter the student's Portal ID. Their portal ID accompanies this packet.

Link an Enrolled Student

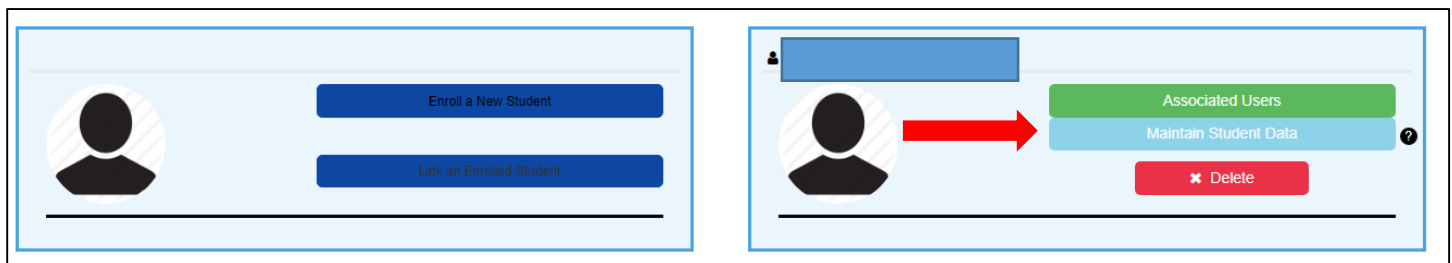
Obtain the ParentPortal ID from the student's campus.

ParentPortal ID:

Birth Date (MM/DD/YYYY): • (Ex: 03/11/1994)

Cancel Add

If added successfully, you should see this option: Click on "Maintain Student Data".



You will need to verify your email. The email you enter here must be the email we have in the student's demographic when you enrolled 2020-2021 school year. **If your email has changed, please email me at thowell@leonardisd.net and I will update it in the school database.**

You must verify your email on the same device that you want to enroll on. If you are using your computer/tablet/laptop to enroll, and you use your cell phone to verify your email, you will have to continue registration on your phone.

Contact Information

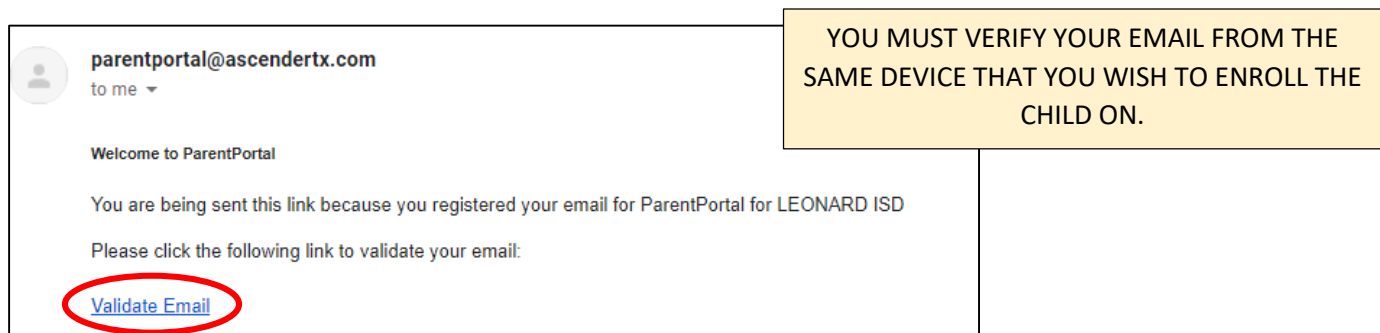
Email Address:

Mobile Number:

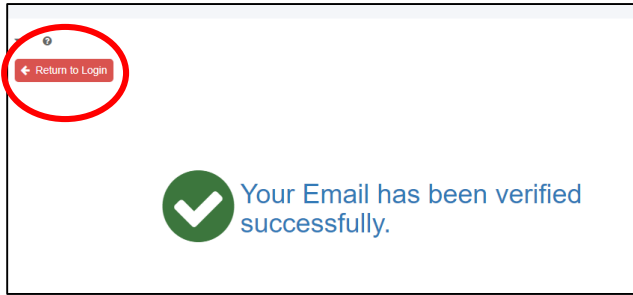
Verify Email

Verify Mobile

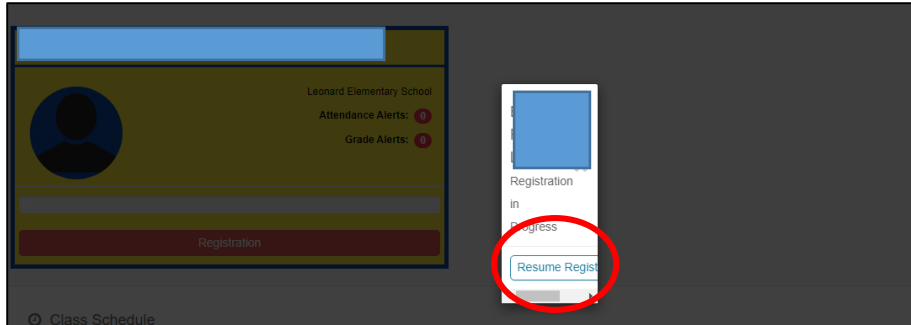
Go to your email and open the one sent to you from Parent Portal.
Click on Validate Email.



You should be re-directed to this message. **Click on “Return to Login”**



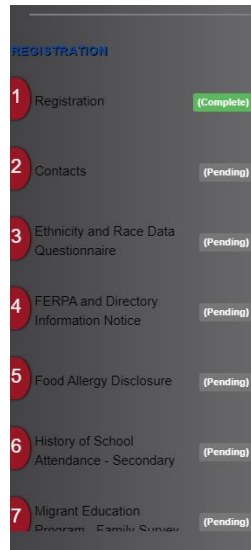
Once you log back in, it will let you “resume registration”



Verify all the data is correct and make changes as needed such as address, phone number, etc...

Student Cell phone & Email should be the parent’s information unless the child is in a higher grade with their own.

If you make any changes, choose “save form”. Choose “next form” and continue. You can track your progress on the left.



Continue through all the forms until you get confirmation that either registration is 100% complete or it asks you to print your registration confirmation. We do not need this printed. The student will show up on my “pending updates” when you have completed registration.

Read all the forms carefully before you choose your answer.