

Registering a New Student on the CISD Portal

Figure 1A

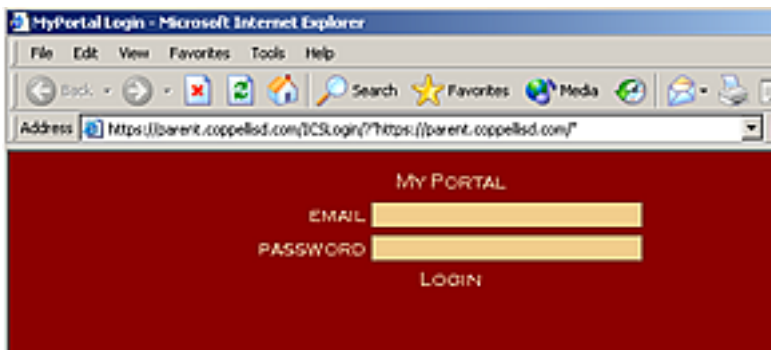


You must login to the Portal to register your student!

The link to access the portal is located beneath the navigation menu, on the left-hand side of every campus/district website home page.

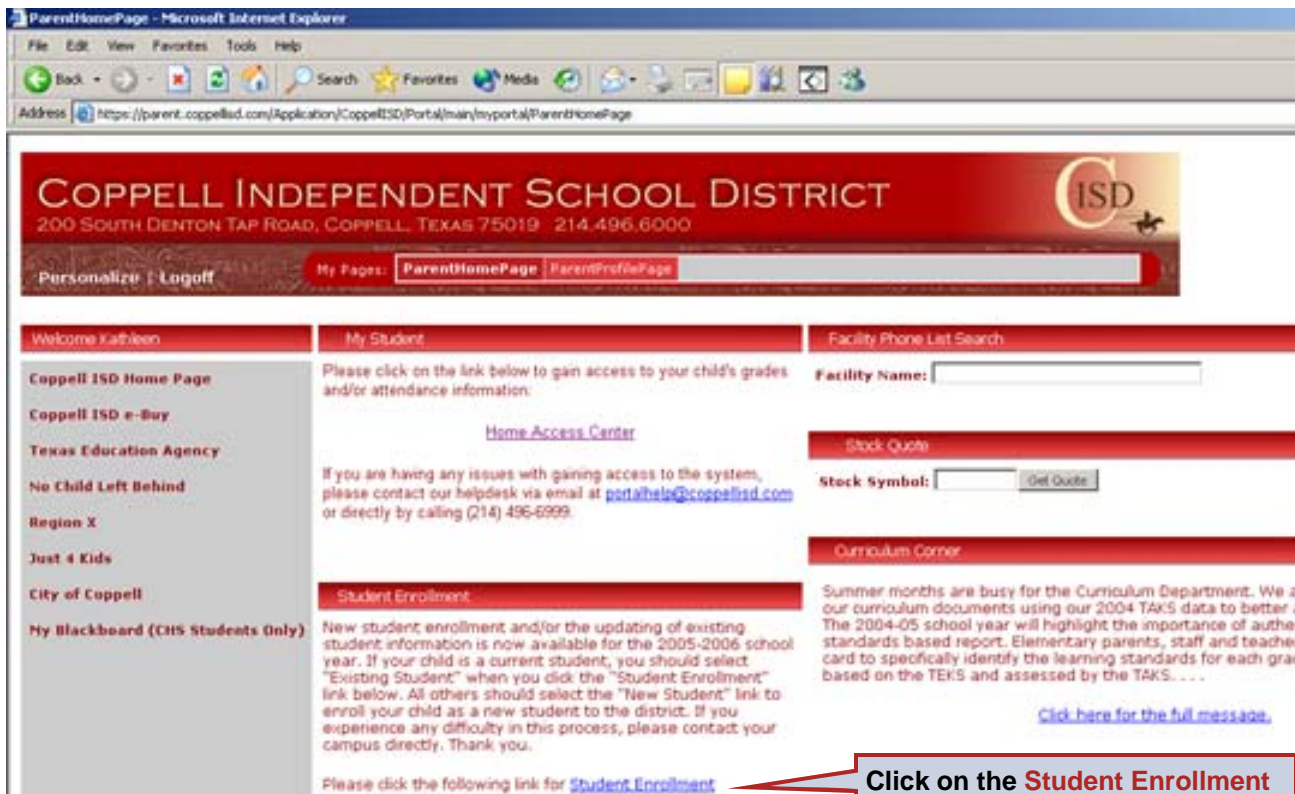
- Click on the **Parent Login** link (Figure 1A) to proceed to the parent portal login screen (Figure 1B).
- **If you have not yet set up a portal account, contact your campus office to have an account established.**

Figure 1B



- Enter your e-mail address and portal password in the spaces provided, then hit <enter> or click on LOGIN to begin the login process.
- If you have a portal account but cannot log in, contact portal help by e-mail OR by phone:

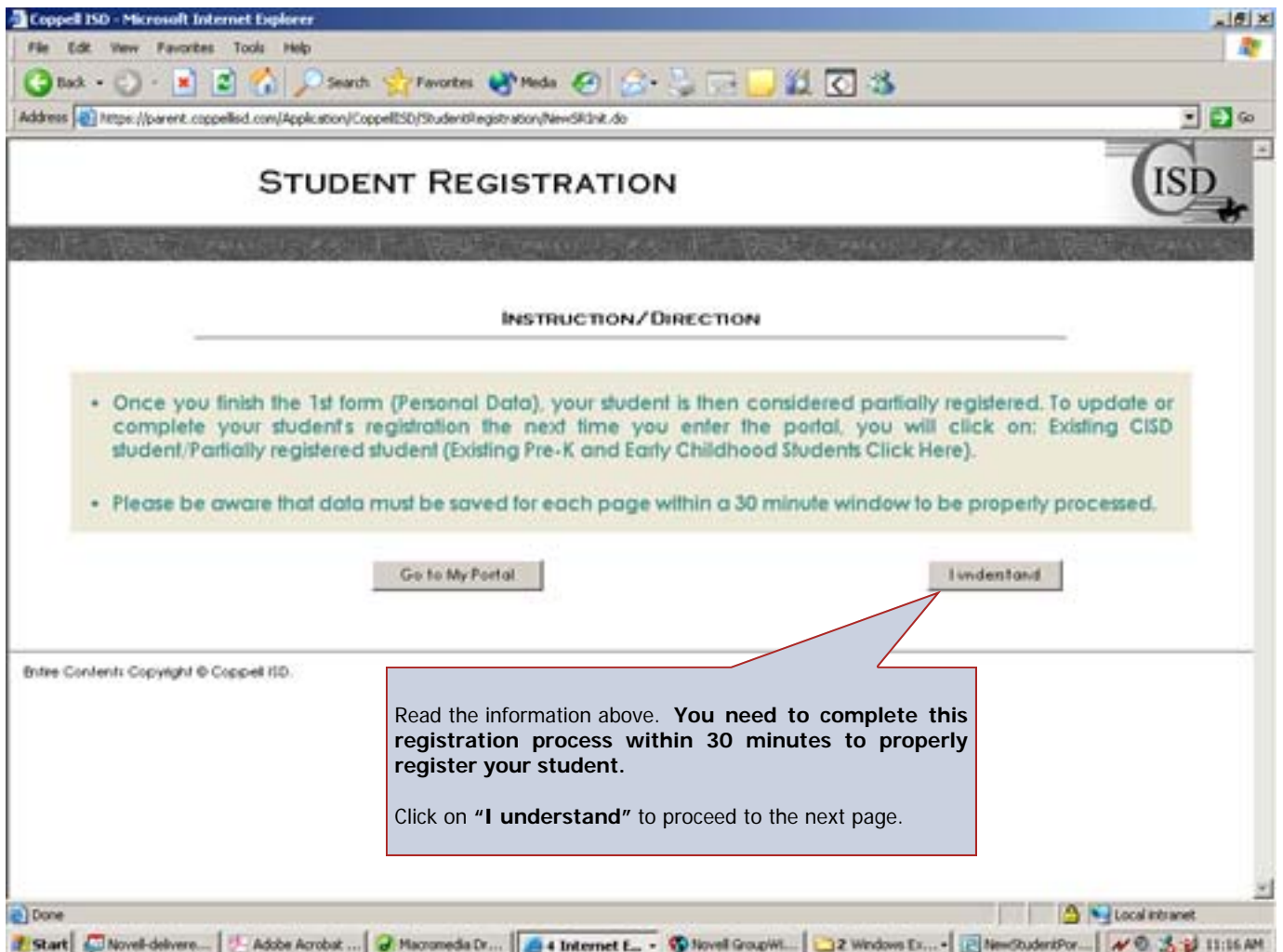
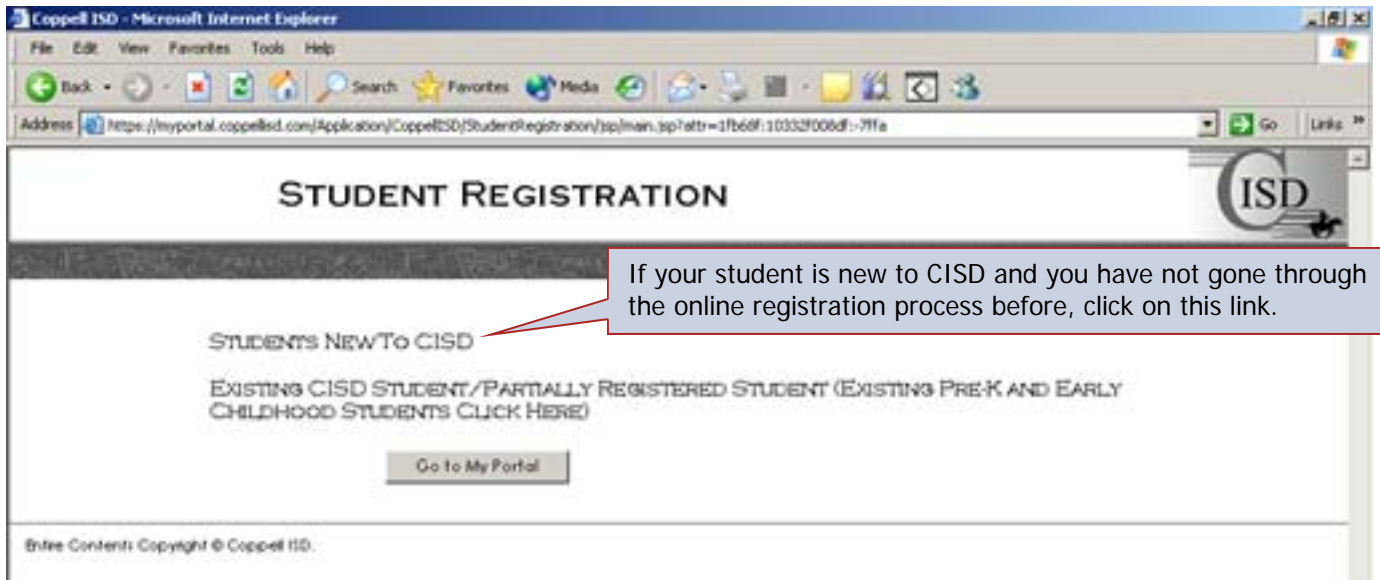
- E-mail: portalhelp@coppellisd.com
- Phone: 214.496.6999.



Click on the Student Enrollment link to register your student.

Registering a New Student on the CISD Portal

Specifying Registration of a New Student & Proceeding with Registration



Registering a New Student on the CISD Portal

Personal Data Page

STUDENT REGISTRATION

PERSONAL SCHOOL HISTORY PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION EMAIL/FAX EC CODE OF CONDUCT DISCLOSURE FAMILY END OF

PERSONAL DATA

* Campus: Wilson Elementary

* Registering for School Year: Next Year

STUDENT INFORMATION

* Grade: Current Year

Generation: []

* First Name (Same as on Passport or Birth Certificate): Gertrude

Middle Name (Same as on Passport or Birth Certificate): Esmerelda

* Last Name (Same as on Passport or Birth Certificate): Garza

* House Number: 123

Apartment Number: []

Apartment Complex: []

* Street: ABC Ave.

* City, State, Zip: Coppell

* Gender: Female

* Contact Phone (XXX-XXX-XXXX): 972-393-4444

* Birth Date (MM/DD/YYYY): 01/10/2001

Birth City: []

Birth State: []

Birth Country: []

* SSN or State Assigned Number (XXX-XX-XXXX): 999-99-9999

* My child does not have a SSN:

* Ethnic group: Hispanic

* After school transportation/Care: YMCA

* = Required field(s) * = Either field required

Save Go to My Student(s) Go to My Portal Next

Click on the **Save** button when you have completed entering information. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Click on **Next** to advance to the next page. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Complete the information on this screen.

Required fields are marked by a red *.

Note: Make sure to specify the correct year for which you're enrolling your child.

- Select **Next Year** if you're registering your child for the next academic year.

Example: Select "Next Year" if in February 2007, you're enrolling your child to attend Kindergarten during the 2007-2008 school year.

- Select Current Year if you're registering your child for a school year that's already in-progress.

The After school transportation/Care: information must be updated before you can advance to the next screen.

Registering a New Student on the CISD Portal

School History Page

- Enter information on this page **ONLY** if your child has attended school before (kindergarten & older)
- If your child **has not** attended school before (kindergarten & older), click on **“Next”** to advance to the next page.

STUDENT REGISTRATION

PERSONAL **SCHOOL HISTORY** PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION EMAIL/FAX EC CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

SCHOOL HISTORY

SCHOOL LISTING

School	Address	Country	Grade	Year	Edit	Delete
No Data						

PLEASE LIST ALL SCHOOLS IN WHICH YOUR CHILD HAS BEEN ENROLLED FROM KINDERGARTEN PRESENT

* Previous School Name: M.C. Lively Elementary

Year(s): None, 2005-2006, 2004-2005

Grade(s): None, EC, KG

Street Number: 123

Street: Lively Rd

City, State, Zip: Anytown TX 75061

Country:

Add to Listing

* = Required field(s)

Previous Go to My Student(s) Go to My Portal Next

Enter Contents Copyright © Coppell ISD.

- School Name is required
- Select the years that your child attended the specified school. To select multiple years, hold down the shift or ctrl keys while making your selections.
- Select the grades that your child was in while he/she attended the specified school. To select multiple grades, hold down the shift or ctrl keys while making your selections.

When you have completed adding the information for that particular school, click on **“Add to Listing”**.

Registering a New Student on the CISD Portal

School History Page — continued

STUDENT REGISTRATION

PERSONAL **SCHOOL HISTORY** PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION EMAIL/TAX EC CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

Data added successfully

SCHOOL HISTORY

SCHOOL LISTING	Address	Country	Grade	Year	Edit	Delete
M.C. Lively Elementary	123Lively Rd Anytown TX 75061		KG	2005 - 2006	Edit	Delete

CHOICES IN WHICH YOUR CHILD HAS BEEN ENROLLED FROM KINDERGARTEN TO

None
2005 - 2006
2004 - 2005

None
EC
KG

Add to Listing

* = Required field(s)

Previous Go to My Student(s) Go to My Portal Next

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Each time you enter information for a school previously attended by your child and click on "Add to Listing", you will see a "Data Added Successfully" message and the school information will appear in the top portion of the screen.

When you have completed adding information for schools your child attended previously, click on the "Next" button to advance to the next step in the registration process.

Registering a New Student on the CISD Portal

To ADD a person as a Parent/Guardian, enter the information on this page. Required fields are marked by a red *.

Then click on **Add to Listing**.

If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

As you successfully add information for each guardian, you'll see a "Data added successfully" message and the contact information for that guardian will be displayed at the top portion of the screen.

Click on **Next** to advance to the next page.

Click on the **Edit** button to update any information.

Click on the **Delete** button to remove that person from the list of Guardians.

Registering a New Student on the CISD Portal

Emergency Contact information previously entered will be displayed in this section of the screen.

- Click on the **Edit** button to update any information.
- Click on the **Delete** button to remove that person from the list of emergency contacts.

EMERGENCY CONTACT DATA

EMERGENCY CONTACT LISTING

Name	Relationship	Home Phone	Cell	Pager	Work	Edit	Delete
No Data							

PERSONS TO WHOM STUDENT CAN BE RELEASED IF PARENTS/GUARDIANS CAN NOT BE REACHED

Generations:

*First Name:

Middle Name:

*Last Name:

Relationship:

Home Phone (XXX-XXX-XXXX):

Cell Phone (XXX-XXX-XXXX):

Pager (XXX-XXX-XXXX):

Work Phone (XXX-XXX-XXXX):

* = Required field(s)

To ADD a person as an emergency contact, enter the information on this page. Required fields are marked by a red *.

Then click on **Add to Listing**.

If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Click on **Next** to advance to the next page.

If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

STUDENT REGISTRATION

PERSONAL SCHOOL HISTORY PARENT/GUARDIAN INFORMATION **EMERGENCY CONTACT** MEDICAL INFORMATION EMAIL/FAX EC CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

Data added successfully

EMERGENCY CONTACT DATA

EMERGENCY CONTACT LISTING

Name	Relationship	Home Phone	Cell	Pager	Work	Edit	Delete
Rose Blow	Neighbor or Friend	972-462-5555	214-263-6666			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

As you successfully add information for each emergency contact, you'll see a "Data added successfully" message and information for that contact will be displayed at the top portion of the screen.

Click on the **Edit** button to update any information for that contact.

Click on the **Delete** button to remove that person from the list of emergency contacts.

Registering a New Student on the CISD Portal

STUDENT REGISTRATION

PERSONAL SCHOOL HISTORY PARENT/GUARDIAN INFORMATION **MEDICAL INFORMATION** EMAIL/FAX EC CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

MEDICAL INFORMATION

To view/verify medication data, please scroll down to the medication listing shown below

PHYSICIAN/HOSPITAL INFORMATION

Physician Name: *
 Phone (XXX-XXX-XXXX):
 Fax (XXX-XXX-XXXX):
 *Hospital Emergency Preference:

Medical Conditions:

MEDICAL CONDITION LISTING

Medical Condition
No Data

Regularly Taking Medication: No Yes

Medication:
 Reason:
 Dosage:

MEDICATION LISTING

Medication	Reason	Dosage	Edit	Delete
No Data				

MEDICAL POLICY

This does NOT give us permission to dispense prescription or over the counter medications, the parent/guardian must complete a "Medical Request Form" for EACH medication prior to dispensing. All medications must be brought from home in the original container (NOT EXPIRED) and properly labeled. Medication will be reviewed periodically for expiration and will be discarded if necessary.

I (We), do hereby authorize officials of Coppell ISD to contact directly the persons named here, and do authorize the named physician to render such treatment as may be deemed necessary in an emergency for the health of child. In the event physicians, other persons named here, or parents can not be contacted, the school officials are authorized to take whatever action is deemed necessary in their judgment, for the health of this student.

I will not hold Coppell ISD financially/legaly responsible for the emergency care and/or transportation for this student.

I agree with medical policy. I do not agree with medical policy.

* = Required field(s)

- Modify the Physician/Hospital information as needed. Required fields are marked by a red *.
- Add or delete Medical Conditions as needed by entering information and clicking on **Add to Listing** button.
- Add medications to the listing as needed by entering information and clicking on **Add to Listing** button.

Read the Medical Policy and click on **I agree with medical policy**.

Note: This is a required field.

Click on the **Save** button when you have completed entering information. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Click on **Next** to advance to the next page.

Registering a New Student on the CISD Portal

Coppell ISD - Microsoft Internet Explorer
Address: https://myportal.coppellisd.com/Application/CoppellISD/StudentRegistration/Printal.do

STUDENT REGISTRATION

PERSONAL PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION **E-MAIL/FAX** EC CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

Medical data save/modified successfully

PARENTAL E-MAIL/FAX CONSENT FORM

I give permission for my students information to be sent to me electronically or via fax by the staff of Coppell Independent School District:

* No * Yes

* = Required field(s) * = At least one field required

Previous Save Go to My Student(s) Go to My Portal Next

Indicate whether or not staff can communicate student information electronically via e-mail or fax. **Note: One of these fields must be checked!**

Click on the **Save** or **Next** button

Coppell ISD - Microsoft Internet Explorer
Address: https://myportal.coppellisd.com/Application/CoppellISD/StudentRegistration/Printal.do

STUDENT REGISTRATION

PERSONAL SCHOOL HISTORY PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION E-MAIL/FAX EC CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

PARENTAL E-MAIL/FAX CONSENT FORM

I give permission for my students information to be sent to me electronically or via fax by the staff of Coppell Independent School District:

* No * Yes if yes, please select

I understand that the transmittal of the material may not be available by entirely secure methods and may be capable of observation, interception, or monitoring by others. Further, I understand the District cannot guarantee the records will be received only by the requester at the E-Mail address provided. I request the student information about my child to be sent to the following:

* E-Mail address 1: jgerlesmon@hotmail.com * Fax 1 (000-000-XXXX):
E-Mail address 2: Fax 2 (000-000-XXXX):

* = Required field(s) * = At least one field required

Previous Save Go to My Student(s) Go to My Portal Next

If you responded "Yes" to the question above, you will be prompted to fill in additional information.

Click on the **Save** button when you have completed entering information. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Click on **Next** to advance to the next page.

Registering a New Student on the CISD Portal

STUDENT REGISTRATION

PERSONAL PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION **E-MAIL/FAX** CODE OF CONDUCT DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

E-Mail/Fax data saved/modified successfully

AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATION SYSTEM

I have read the District's Electronic Communications Policy and regulations ([Acceptable Use Policy - PDF file](#)) and understand that Coppell ISD Electronic Communications System use is designed for educational purposes. I understand that Coppell ISD may restrict access to all controversial materials.

I give permission for my child to participate in the District's Electronic Communication System and certify that the information contained on the form is correct. In consideration for the privilege of using the district's Electronic Communications System, I hereby release the district, its operation, and any institutions with which they are affiliated from any and all claims and damages arising from my child's use of, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulations.

I do not give permission for above.

* = Required field(s) * = At least one field required

Previous Save Go to My Student(s) Go to My Portal Next

Indicate whether or not your student can have access to the CISD computing network and whether they can have a student e-mail account.

Click on the **Save** button when you have completed entering information. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Click on **Next** to advance to the next page.

STUDENT REGISTRATION

PERSONAL PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION E-MAIL/FAX EC **CODE OF CONDUCT** DISCLOSURE FORM FAMILY SURVEY END OF REGISTRATION

EC data saved/modified successfully

STUDENT CODE OF CONDUCT HANDBOOK

L. Maria Garza, acknowledge the following:

I have access to the internet and will read The Coppell Independent School District Code of Conduct, and Bus Rider's Safety on the CISD web site - [www.coppellisd.com](#)

I prefer a hard copy of The Coppell Independent School District Code of Conduct, and Bus Rider's Safety and will obtain a copy through the campus office.

I understand that the Coppell ISD covering program has in place a curriculum for Grades K-12 in accordance with "The Comprehensive Guidance Program for Texas Public Schools: A Guide for Program Development, Second Edition" and that this curriculum is available for review at any campus.

the policies and procedures explained in the plan will not be an acceptable defense

Previous Save Go to My Student(s) Go to My Portal Next

Indicate whether your student will read the CISD Code of Conduct and Bus Rider's Safety document online, or if you would prefer to receive a hard copy.

Click on the **Save** button when you have completed entering information. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Click on **Next** to advance to the next page.

Registering a New Student on the CISD Portal

The screenshot shows a web browser window with the address <https://parent.coppellisd.com/Application/CoppelISD/StudentRegistration/DirectoryDisclosure.html>. The page title is "STUDENT REGISTRATION" and the CISD logo is in the top right. A navigation menu includes: PERSONAL, PARENT/GUARDIAN INFORMATION, EMERGENCY CONTACT, MEDICAL INFORMATION, EMAIL/TAX EC, CODE OF CONDUCT, DISCLOSURE FORM (circled in red), FAMILY SURVEY, and END OF REGISTRATION. Below the menu is the heading "DISCLOSURE OF STUDENT DIRECTORY INFORMATION".

Notice of Disclosure of Student Directory Information

Each year Coppel ISD must notify parents and students concerning disclosure of student directory information under the Family Educational Rights and Privacy Act. The Family Educational Rights and Privacy Act (FERPA), which gives parents the right to privacy of student record information, is a federal law which applies to public schools and state or local education agencies that receive federal educational funds.

Unless a parent has specifically opted not to disclose directory information, the district is required to uniformly release directory information about students to all requestors in accordance with the Texas Public Information Act. (Examples of outside requestors* include parent and school-related groups and organizations, community organizations, and business entities, including businesses that market to and solicit from students.)

Certain information about the district's students is considered directory information if anyone who follows the procedures for requesting the information receives the release of the directory information about the student. If you do not give your permission, the release of directory information from your child's education records without your written consent is prohibited. You must notify the district in writing by the end of the first 10 days of instruction for the following information as directory information: email address, date and place of birth, grade level, most recent attendance, major fields of study, participation in activities, academic and weight of athletic participants, honors and awards received and photographs.

If you do not notify the principal, in writing, of your wishes within the first 10 days of instruction or enrollment, all information described will be considered to be public.

Please review the statements and disclaimer below and make an appropriate selection. Thank you.

- I give CISD permission to release directory information in print, broadcast or electronic format.
This option allows all directory information, listed above, to be available for use by the school district and any outside requestors.*
- I give CISD permission to release directory information for "limited school purposes" only.
This option allows the school district to use and release any directory information, listed above, only for the purpose of inclusion in the school-related publications listed below.
Please note the following categories that constitute "limited school purpose": school event programs, yearbooks and newspapers, group or individual photos, Cable monthly school news segments, CISD website, district print publications, broadcast media, newspapers, or other such school related publications.
- I do not want CISD to release specific directory information.
This option restricts the school district from releasing specified information that would otherwise be considered directory information. Please provide a written letter notifying the principal of the specific types of information you do not want to be released (e.g., photographs, etc.)
- I do not want CISD to release any directory information as listed above for my student.
This option restricts the use of directory information in any school-related publication, and directory information to outside requestors.*

If your student is in high school you must also complete the following section:

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the principal that the parent does not want the student's information disclosed without his/her prior written consent.

- I give CISD permission to release the name, address, and telephone number of my secondary student to a military recruiter or an institution of higher education.
- I do not want CISD to release the name, address, and telephone number of my secondary student to a military recruiter or to an institution of higher education.

Thank you for your support of Coppel ISD and her/his education.

* At least one field required, * At least one field required

Navigation buttons: Previous, Save, Go to My Student(s), Go to My Portal, Next

Indicate whether or not your student's directory information can be printed, broadcast, or communicated electronically.

Note: If you do not give your permission, the student's information will not be printed to the school directory.

Indicate whether or not your secondary student's name, address, and telephone number can be released to a military recruiter or an institution of higher education.

Click on **Next** to advance to the next page.

Click on the **Save** button when you have completed entering information. If any error messages are displayed, make corrections and repeat this process until data has been saved successfully.

Registering a New Student on the CISD Portal

The screenshot shows the 'FAMILY SURVEY' page in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <https://myportal.coppellisd.com/Application/CoppellISD/StudentRegistration/FamilySurvey.do>. The page title is 'STUDENT REGISTRATION' with the CISD logo in the top right corner. A navigation bar contains several tabs: PERSONAL, PARENT/GUARDIAN INFORMATION, EMERGENCY CONTACT, MEDICAL INFORMATION, EMAIL/FAX EC, CODE OF CONDUCT, DISCLOSURE FORM, FAMILY SURVEY (circled in red), and END OF REGISTRATION. The main content area is titled 'FAMILY SURVEY' and contains a section for 'FAMILY SURVEY INFORMATION'. A text box states: 'Your child may be eligible for supplemental services if he/she qualifies as a migratory student.' Below this is a question: 'Has your family left the school district to look for work in the last three years?' with radio buttons for 'No' (selected) and 'Yes'. A red callout box points to this question with the text: 'Indicate whether or not your family has left the school district to look for work in the last three years.' At the bottom of the form are five buttons: 'Previous', 'Save', 'Go to My Student(s)', 'Go to My Portal', and 'Next'. A red callout box points to the 'Save' button with the text: 'Click on the **Save** button when you have completed entering information.' Another red callout box points to the 'Next' button with the text: 'Click on **Next** to advance to the next page.'

The screenshot shows the 'DONE WITH REGISTRATION' page in the same Microsoft Internet Explorer browser. The address bar shows the URL: <https://parent.coppellisd.com/Application/CoppellISD/StudentRegistration/FamilySurvey.do>. The page title is 'STUDENT REGISTRATION' with the CISD logo in the top right corner. A navigation bar contains several tabs: PERSONAL, SCHOOL HISTORY, PARENT/GUARDIAN INFORMATION, EMERGENCY CONTACT, MEDICAL INFORMATION, EMAIL/FAX EC, CODE OF CONDUCT, DISCLOSURE FORM, FAMILY SURVEY, and END OF REGISTRATION (circled in red). A green message at the top of the main content area reads: 'Family Survey data saved/modified successfully.' Below this is a section titled 'DONE WITH REGISTRATION'. At the bottom of the page are four buttons: 'Previous', 'Go to My Student(s)', 'Go to My Portal', and 'Done with Registration'. A red callout box points to the 'Done with Registration' button with the text: 'Click on **Done with Registration** to complete the registration process.'

Registering a New Student on the CISD Portal

You've completed the Student Enrollment process!

Thank you for registering your student for the upcoming school year. If you have any questions or concerns, please contact your campus. To purchase the school supplies kit for your student(s), please click on the following link to be taken to the Coppel Independent School District web store: [e-Buy](#). To exit the student enrollment process, please click on "Go to My Portal" shown at the bottom of this page.

My STUDENT/SEARCH STUDENT

In order to complete the registration process you must link your student(s). Please fill out the student information as defined below for each student in CISD. If you do not know your student(s) Student Id, SSN or birth date please refer to the documentation in the mail out.

Name	Birth Date	Student Id	SSN	Grade	Register / Edit	Unlink
Marisa Garza	01/01/1996	25555	777-77-7777	03	Register / Edit	Unlink
Gertrude Garza	01/10/2001		999-99-9999	KG	Register / Edit	Unlink
Kevin Garza	01/01/1992	14444	888-88-8888	08	Register / Edit	Unlink

The "Search Student" box is only used for existing CISD students and will be available during the existing student enrollment process. If you are registering a new student, you should not use the searching utility.

SEARCH STUDENT

*Student Id:

*SSN or State Assigned Number (XXXXXXXXXX):

*Birth Date (MM/DD/YYYY):

* = Atleast two fields required

Click on **Go to My Portal** to exit the Student Enrollment process.