

Registering Your Student on the CISD Portal

Figure 1A

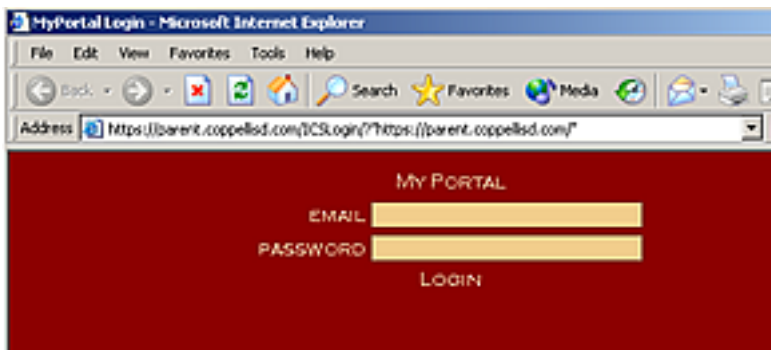


You must login to the Portal to register your student!

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

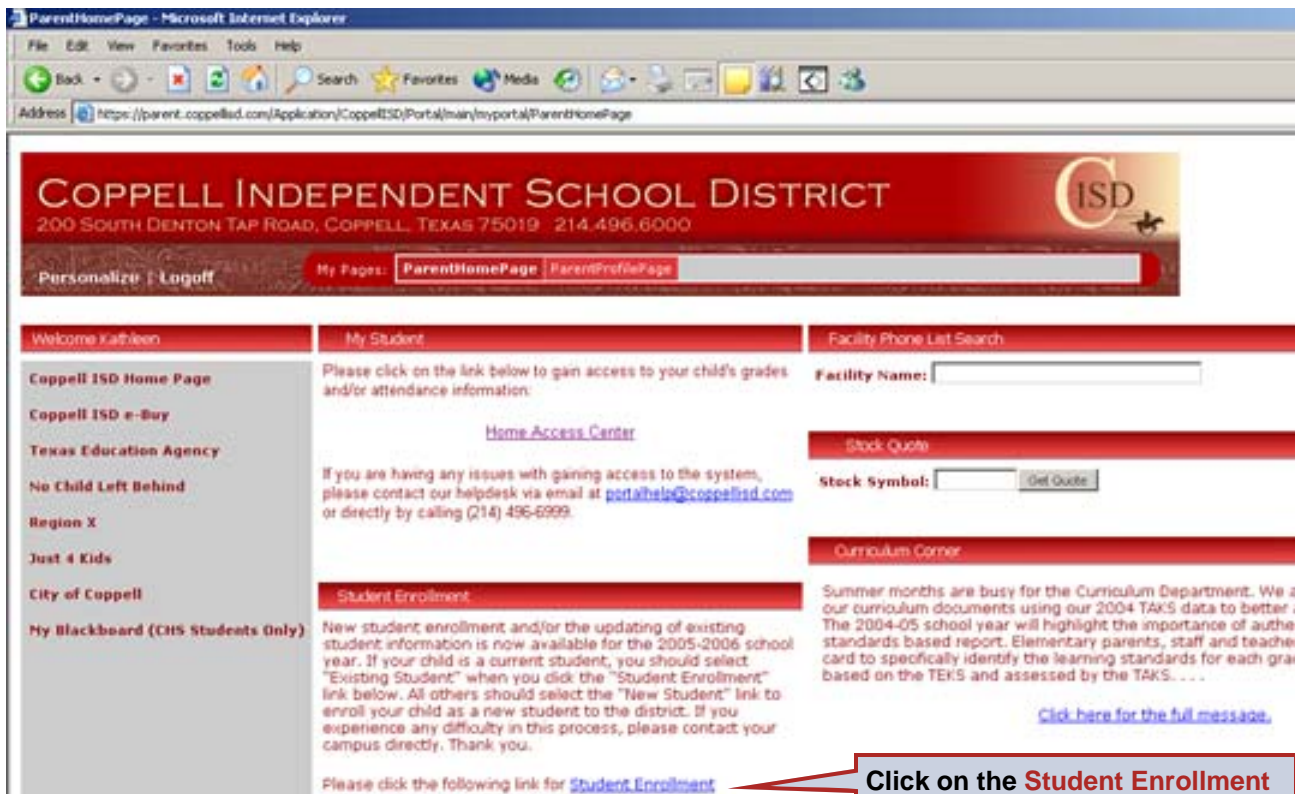
- Click on the **Parent Login** link (Figure 1A) to proceed to the parent portal login screen (Figure 1B).
- If you have not yet set up a portal account, contact your campus office to have an account established.

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 Your Student on the CISD Portal

The screenshot shows the main page of the CISD Student Registration portal. The browser title is "Coppell ISD - Microsoft Internet Explorer". The address bar shows the URL: <https://myportal.coppellisd.com/Application/CoppellISD/StudentRegistration/isp/main.asp?atb=1fb66f10332f006df1-7f1a>. The page title is "STUDENT REGISTRATION" with the CISD logo in the top right corner. The main content area has two links: "STUDENTS NEW TO CISD" and "EXISTING CISD STUDENT/PARTIALLY REGISTERED STUDENT (EXISTING PRE-K AND EARLY CHILDHOOD STUDENTS CLICK HERE)". A "Go to My Portal" button is located below these links. A callout box points to the "STUDENTS NEW TO CISD" link with the text: "If your student is new to CISD and you have not gone through the online registration process before, click on this link." Another callout box points to the "EXISTING CISD STUDENT/PARTIALLY REGISTERED STUDENT" link with the text: "If your student already attends school in CISD, click on this link." The footer contains the text: "Entire Contents Copyright © Coppell ISD."

The screenshot shows the search page of the CISD Student Registration portal. The browser title is "Coppell ISD - Microsoft Internet Explorer". The address bar shows the URL: <https://myportal.coppellisd.com/Application/CoppellISD/StudentRegistration/LinkStudent.do>. The page title is "STUDENT REGISTRATION" with the CISD logo in the top right corner. The main content area is titled "MY STUDENT" and contains the following text: "In order to complete the registration process you must link your student(s). If you do not know your student(s) Student ID, SSN or Birth date please refer to the document below." Below this text is a table titled "MY STUDENT(S)" with columns for Name, Birth Date, and Student ID. The table is currently empty. Below the table is a "SEARCH STUDENT" form with three input fields: "Student ID:" (containing "99999"), "SSN or State Assigned Number (XXXXXXXXXX):", and "Birth Date (MM/DD/YYYY):" (containing "05/28/1996"). A note below the form states: "* At least two fields required". There are "Search" and "Go to My Portal" buttons. Below the form is a table with the following data:

Name	Birth Date	Student ID	SSN	Grade	Link
Maria Garza	05/28/1996	99999	999-99-9999	03	Link

A callout box points to the search form with the text: "You'll need to have your Student's ID number or SSN available in order to access their information." Another callout box points to the "SEARCH" button with the text: "You need to type in **two** of the fields below, and then click on **Search**." A third callout box points to the search results table with the text: "Note: You may need to scroll down on the screen to see if your student's record was retrieved." The footer contains the text: "Entire Contents Copyright © Coppell ISD."

The student record retrieved during the search, will be displayed in this section of the screen. If this is your student, click on the **Link** button to link that student record to your portal account.

Registering Your Student on the CISD Portal

STUDENT REGISTRATION

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
Maria Gaza	05/28/1996	99999	999-99-9999	03	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 this searching utility.

SEARCH STUDENT

*Student Id:

*SSN or State Assigned Number (XXXXXXXXXX):

*Birth Date (MM/DD/YYYY):

* At least two fields required

Once you've linked your student to your portal account, their information will display in this section of the screen. Click on the **Register/Edit** button to register your student or modify the information previously entered the last time you registered them.

STUDENT REGISTRATION

INSTRUCTION/DIRECTION

- Please be aware that data must be saved for each page within a 30 minute window to be properly processed.
- If you add or modify any data, you must go to the 'End Of Registration' tab to insure your information is properly saved.

Enter Contents Copyright © Coppell ISD.

This screen informs you that you have a 30-minute time limit to complete the registration process, and tells you how to ensure your information will be saved. Click the **I understand** button to continue.

Registering Your Student on the CISD Portal

Coppel ISD - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://myportal.coppelisd.com/Application/CoppelISD/StudentRegistration/msg.do> Go Links

STUDENT REGISTRATION

ISD

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

PERSONAL DATA

Your child's grade, campus and school year will be automatically adjusted for the upcoming 2004-2005 school year. If you have any additional questions, please contact your child's current campus.

Campus:

STUDENT INFORMATION

Student ID:

Grade:

Generation:

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

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

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

If your address is changed, please contact your current campus.

*House Number:

Apartment Number:

Apartment Complex:

*Street:

*City, State, Zip:

*Gender:

*Contact Phone (XXX-XXX-XXXX):

*Birth Date (MM/DD/YYYY):

Birth City:

Birth State:

Birth Country:

*SSN or State Assigned Number:

*Ethnic group:

*After school transportation/Care:

* = Required field(s)

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

Complete the information on this screen.

Required fields are marked by a red *.

Note: Many required fields cannot be modified on this screen because that information is entered into the system by the campus. Contact the campus your student attends if any of this "protected" information needs to be updated.

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

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.

Registering Your Student on the CISD Portal

STUDENT REGISTRATION

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

Personal data saved/modified successfully.

PARENT/GUARDIAN CONTACT DATA

PARENT/GUARDIAN LISTING

Name	Relationship	Mailing Address	Home Phone/Cell Phone	Work Phone/Pager	Email/Employer	Edit	Delete
Kathleen Garza	Mother	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Edit	Delete
Raul Garza	Father	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Edit	Delete

PARENT/GUARDIAN INFORMATION

*Relationship: [Dropdown]
Generation: [Dropdown]
*First Name: [Text]
Middle Name: [Text]
*Last Name: [Text]
*Mailing House Number: [Text]
Mailing Apartment Number: [Text]
Mailing Complex: [Text]
*Mailing Street: [Text]
*City, State, Zip: [Text] [Dropdown] [Text]
*Home Phone (XXX-XXX-XXXX): [Text]
Work Phone (XXX-XXX-XXXX): [Text]
Cell Phone (XXX-XXX-XXXX): [Text]
Pager (XXX-XXX-XXXX): [Text]
E-Mail: [Text]
Employer: [Text]

Add to Listing

* = Required field(s)

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

Parent/Guardian data 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 Guardians.

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.

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.

Registering Your 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.

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.

* = At least one field(s) required

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.

Registering Your Student on the CISD Portal

The screenshot shows a web browser window titled "Coppel ISD - Microsoft Internet Explorer" with the address bar displaying "https://myportal.coppelisd.com/Application/CoppelISD/StudentRegistration/PhysicalInt.do". The main heading is "STUDENT REGISTRATION" with the Coppel ISD logo. A navigation bar contains tabs for PERSONAL, PARENT/GUARDIAN INFORMATION, EMERGENCY CONTACT, MEDICAL INFORMATION (circled in red), EMAIL/FAX, EC, CODE OF CONDUCT, DISCLOSURE FORM, FAMILY SURVEY, and END OF REGISTRATION.

The "MEDICAL INFORMATION" section includes:

- PHYSICIAN/HOSPITAL INFORMATION:** Fields for Physician Name, Phone (XXX-XXX-XXXX), Fax (XXX-XXX-XXXX), and Hospital Emergency Preference (set to "Las Colinas Medical Center").
- Medical Conditions:** A dropdown menu and an "Add to Listing" button.
- MEDICAL CONDITION LISTING:** A table with the heading "Medical Conditions" containing one entry: "Allergies-Airborn/Environmental".
- Regularly Taking Medication:** Radio buttons for "No" (selected) and "Yes", followed by fields for Medication, Reason, and Dosage, and an "Add to Listing" button.
- MEDICATION LISTING:** A table with columns "Medication", "Reason", "Dosage", "Edit", and "Delete", showing "No Data".
- MEDICAL POLICY:** A text block containing a disclaimer and a consent statement. The consent statement has radio buttons for "I agree with medical policy." (selected) and "I do not agree with medical policy.".

At the bottom, there are buttons for "Previous", "Save", "Go to My Student(s)", "Go to My Portal", and "Next".

Physician/Hospital information previously entered will be displayed in this section of the screen.

- Modify the information Physician 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 Your 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 saved/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

Address: https://myportal.coppellisd.com/Application/CoppellISD/StudentRegistration/E-MailFax.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

E-Mail/Fax data saved/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 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: [] *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 Your Student on the CISD Portal

STUDENT REGISTRATION

PERSONAL PARENT/GUARDIAN INFORMATION EMERGENCY CONTACT MEDICAL INFORMATION **E-MAIL/FAX** EC 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 agree to 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

I, 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 Your Student on the CISD Portal

STUDENT REGISTRATION

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

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 and will be released to anyone who follows the procedures for requesting the information. If you do not give your permission, the student's information will not be printed to the school directory.

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.

* = At least one field required. * = At least one field required

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

Registering Your Student on the CISD Portal

Click on the **Save** button when you have completed entering information.

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

Click on **Done with Changes** to complete the registration process.

Registering Your Student on the CISD Portal

You've completed the Student Enrollment process!

Click on the **e-Buy** link to purchase school supplies.

STUDENT REGISTRATION

Changes saved successfully. 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.

MY STUDENT(s)

Name	Birth Date	Student Id	SSN	Grade	Register / Edit	Unlink
Maria Garza	08/28/1996			03	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):

* At least two fields required

Search Go to My Portal

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