# MIAMI ISD Online Registration Instructions

You will be using ASCENDERParentPortal in order to register your returning student for the 2022-2023 school year. Online registration will be available July 12- August 1 for you to complete at your convenience. If you would like to complete your registration at the school or if you need help completing the online forms, please call the admin office to set up an appointment. During the open registration dates, you can access Registration from the student's Summary page when you log into your Parent Portal account.

If you have never set up a Parent Portal (Gradebook) account or are new to the district you will find those instructions on the enclosed page. You can access ParentPortal from the link on the homepage of the Miami ISD webpage or under the parent tab on the website as well. We will also post a link to the portal on our Miami ISD Facebook page for your convenience.

To begin your child's registration:
❏ Click **Start Registration**.

The first form in the list opens on the right side of the page.
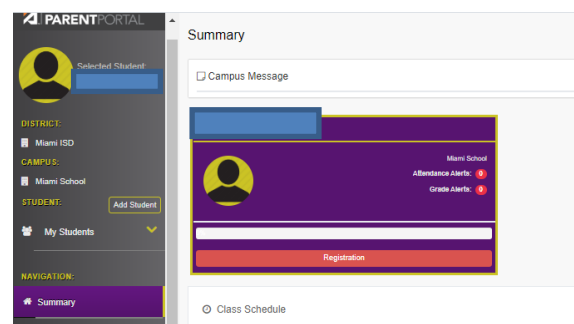
Some forms only require you to view and click save to acknowledge that you have read the information on the form.
By clicking **Next Form**, you are confirming that you viewed the form.

**Review and update:** Review existing data. Add or update data as needed.

Other forms will require you to add or change data. Type over the existing data with new information where applicable.

- o For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact. Click **Add Contact** to add a new contact.


- o If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.
- o Texas standard forms must be re-submitted each year. All data must be re-entered.

❏ Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.

- If you are not ready to complete a form, click **Save Form** to save any data entered so far.

- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.

- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.
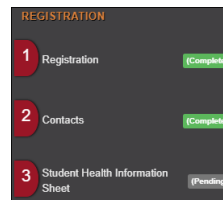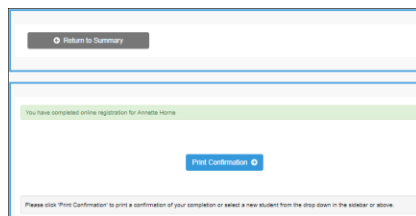

When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.
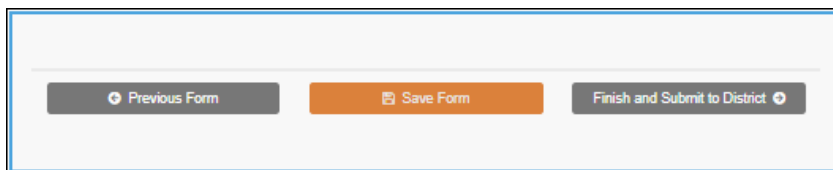
❏ Click **Finish and Submit to District**.

The final page opens allowing you to print a confirmation for your records.

❏ Click **Print Confirmation**. A page opens in a new window which lists the dates on which each form was completed.

Print this page for your records, then click **Close Window**

Edit Data: To update data you already entered, return to the form, type over existing data, and submit the form again. You will only be able to edit data until August 1st. Once the registration period closes you will have to call the office in order to change your child's registration information.

If you log in to Parent Portal and the registration link is not available please click on the account tab and make sure your email has been verified. If it shows that it has been verified; then you will need to call the school and make sure it is the same email that is on file for your student. For security purposes, if the information does not match it will not allow you to register your child.