Bridge City ISD - Parent Online Registration Checklist for Existing Students

Please complete these forms online in txParent Portal:

- ❏ General Registration Information
- ❏ Contacts
- ❏ Student Residency Questionnaire
- ❏ FERPA & Directory Info notice
- ❏ Student Health Information
- ❏ Food Allergy Disclosure
- ❏ Epi-Pen Administration
- ❏ Ethnicity & Race Data Questionnaire
- ❏ Migrant Education Program (Family Survey)
- ❏ Military Connected Student Data
- ❏ Statement of Special Education Services
- ❏ Student Directory Information Release
- ❏ Student Media Release
- ❏ Acceptance of Handbook and Technology AUP
- ❏ Technology Acceptable Use Policy (DOWNLOAD/READ ONLY)
- ❏ 2020-2021 District Calendar (DOWNLOAD/READ ONLY)

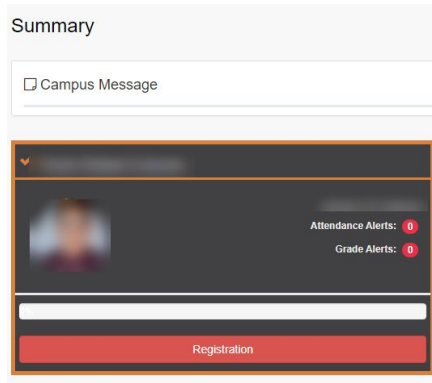**Complete this form online after registering in Parent Portal:**

- ❏ Meal Application for Free/Reduced Price Lunch (as needed)
    - ❏ https://www.mealappnow.com/manbrc/splash.php

See the information below for directions or help:

To complete online renewal paperwork parents must login to Ascender Parent Portal. Use this link: https://txeis05.txeis.net/ParentPortal/login?distid=181901

1. Click on the 'Registration' button located on the Summary page for each child enrolled in the district. (See image below)

Summary

☐ Campus Message

Attendance Alerts: 0
Grade Alerts: 0

Registration

2. Complete EACH form. Click 'Next Form' until you have reviewed and updated all forms. When you have completed all forms, select the 'Finish and Submit to District' button.

Help can be found here, or contact your child's campus:
https://help.ascendertx.com/parentportal/doku.php/myaccount/onlineregistrationforms

A few tips:

➢ Parents must have an <u>account,</u> their <u>student's Portal ID</u>, & <u>student's birthday</u>. You should use your existing account. You can create one if you haven't already.
  ○ **Student Portal IDs** will be given out at Orientation. For students who do not attend Orientation, Portal ID letters will be sent home on the first day of school.
    ■ If these dates have passed, please contact your campus to get your Student Portal ID.
➢ **If you have an existing parent portal account**, you can search for your username and reset your password from the parent portal homepage. **If you do NOT have an account**, you may register for one on the Parent Portal homepage.
➢ This image may help you through the process. If you follow all of these steps and still cannot access the online paperwork, please contact your campus. Your current email may need to be updated.

Click the ? for help

My Account

My Account

Logout

Students

Step 3:
- Enroll a new student -or-
- Link an enrolled student

Step 1: Login & Go to My Account tab

Enroll a New Student

Link an Enrolled Student

Associated Users

Maintain Student Data

Delete

You will only see this box if you already have a student linked to your account

Contact Information

Step 2: Make sure your email has been verified. Check your email for a link to verify if you change your email address. Remove the email and retype it to be sent a verification link.

Email Address: test.student@bridgecityisd.net

Remove Email