



**ECISD**  
Registration



# 2019-2020 Registration Committee

In an effort to review and improve current district wide registration processes, a Registration Committee was formed and began meeting in January.

Committee was comprised of

- Principals
- Campus Registrars
- District administrators from various departments such as special programs, Transportation, School Nutrition, Community Outreach Center, and Health Services
- Technology
- District Leadership

# 2019-20 Registration Plan

As a result of the committee, it was determined to move to txConnect Parent Portal for completion of district forms electronically and to continue an “in-person” campus registration in late July. Only returning students will complete forms online. New to district students will still receive a paper packet at registration this year.

Parents may complete forms early when the registration window opens on the portal. Parents that require assistance will be able to complete forms electronically at the campus during the July registration.

We are utilizing the online registration module that is a part of our iTCCS Student Information Systems. No additional purchase was necessary.

# Benefits

- Continue the district initiative to have all parents txConnect Parent Portal users.
- Eliminate the need for paper packets for all returning students.
- Decrease the data entry process for campus staff.
- Allow for data tracking of forms and submitted demographic updates.
- Retain the personal connection with the parent and campus.

# Function of Online Registration

- Parents will submit changes or additions to demographic & contact information to iTCCS.
- Parents will respond to district level yearly forms with online secure acknowledgment.
- Parents can provide scanned required documents such as birth certificates, proof of residency, driver's license or immunization records.

# Function of Campus Registration

- Collect current proof of residency.
- Complete online registration if not done so prior to registration.
- Receive campus specific paperwork.
- Perform other campus determined activities such as student ids or locker assignments.

# Timeline

- June 10: txConnect Parent Portal opens online registration forms to parents.
- July 16-17: PK campus and Gale Pond Alamo have campus registration
- July 29: Campus registration for ECISD employees.
- July 30-Aug 1: Campus registration for parents.
- August 2: Online registration window closes until August 6 for iTCCS rollover
- August 6: Online registration window reopens. Schedules will not be visible until the first day of school

# District Trainings

- Agenda item at several DLT and CLT meetings.
- Agenda item at elementary principals meeting in May.
- Agenda item at secondary principals meeting in June.
- Registrar trainings May 24.
- Early registration testing opportunity for members of DLT that are also ECISD parents June 4.
- July training for campus staff for instruction on how to assist with parents and review the proposed stations.



# Communication to Parents

- Communications Department has used social media, phone calls and email reminders to communicate with parents. They will continue to do so during the entire registration window.
- Communications Department has included it in Community eNewsletter and there is the possibility of local news coverage.
- District webpage was created to provide details of registration process. Instructional video on how to create a txConnect Account and how to complete registration forms are available in English and Spanish.
- Campus principals have informed parents in various ways. Some campuses held parent portal sign up nights to encourage parents to create a txConnect account in preparation.