

On-Line Registration

Student Information Verification



**Welcome to Denton ISD's
Online Registration**

Two Components

1. New Students (registration)
2. Returning Students (verification of information)

New Students

- All forms were/are available on-line in PDF format
- Parents could/can print and fill out the form, or
- Parents could/can fill out electronically and print hard copies

Currently:

- Each elementary campus has at least one computer designated for “on-line registration”
- Each secondary campus has at least one, some have multiple – HS campuses have many
- Each new student and his/her parent/guardian must complete the process of enrollment by turning in required documents to the campus



Returning Students (HAC)

- From a personal computer, guardians access their student's information and verify/change existing data
- Parents still have to finalize registration on campus by providing:
 - Proof of residence
 - Update immunizations
 - Pay any fines/fees
 - Complete other forms



Challenges 2012

- Time frame:
 - April 30, 2012 – May 18, 2012
- E-mails, passwords, home access
- Technical
 - One family log-in
 - Verifying “living with status” before linking students to parents/guardians
 - Web access
- Blended families/split families
- Gonzales SYC
- Ann Windle SYC
- Summer Calendar
- Diverse Technical backgrounds
 - Extreme novice – never touched a computer
 - Expert – high technical skills



Preparation for 2013

- Training - Data Processing is traveling from campus to campus for protocol and procedure throughout the year
- 2013/2014 Calendar will be scrutinized to benefit the campus' preparation for On-Line Registration – Example:
 - Secretary/Registrar Return – Day one on campus
 - Day two HAC/Registration Training
 - Day Three on campus setting up for registration
 - Day four and five – split registration
 - Day four – Noon to 7:00 p.m.
 - Day five – 7:00 a.m. to 3:00 p.m.
- Evening registration for Gonzalez – Set up at ATC with internet connections and technology assistance
- Evening registration for Ann Windle SYC – Set up at Lee Elementary in computer lab with technology assistance
- Establish consistency throughout the district (linking campuses to district home page)

Process

- Parents will have access to HAC throughout the year
- An established time period will be scheduled for “verification” and communicated to parents/guardians
- All forms required will be available on-line for filling out, printing and bringing to the home campus
- Campus friendly calendar (summer return)
- Coordinate the “Campus Techs” duty schedule
- Simplify the language on the district home page
- Accommodate campuses that have larger economically disadvantaged populations
 - Estimated that 30/40% of the homes don't have computer access
 - Plans for accommodating
 - Evening events scheduled on various campuses
 - Public Libraries
 - District-wide events (i.e. PDC w/ Dr. Rodriguez and Gladys St. John)

Conclusion

- Estimated that 70-75% of all families laid hands on one aspect of the Denton ISD On-Line Registration
 - Initiated
 - Attempted
 - Completed
- We have learned a lot from our maiden voyage
- Overall the process was considered to be successful
- Plans are being made to make 2013 a smoother/cleaner year for On-Line Registration/Verification