Executive Summary
Prepared for Board of Trustees Meeting
April 23, 2013

2013-2014 Student Registration

Board Goal:
IV – Parent and Community Involvement
- Foster a positive and welcoming environment that encourages parent and community partnerships to achieve success for all our students.

VI – Growth, Change and Fiscal Responsibility
- Review and adjust policies and procedures as appropriate to address the challenges of rapid growth and changing demographic characteristics while maintaining and enhancing our strong sense of community;
- Be environmentally responsible and aggressively pursue energy efficiency and conservation in . . . operating procedures;

Purpose of Report

This report will review the progress toward creating a more family-friendly registration process for all students in Denton ISD. Additionally, adjustments to the registration process have been made to bring our practices into alignment with state expectations.

Objectives

- Share information regarding registration procedures which have been developed for students of various ages in Denton ISD
- Share information regarding the InfoSnap program which will be utilized to manage registration and the resulting supporting information for campuses and the district
- Answer questions regarding the registration process that has been designed to this point for 2013-2014

Operational Impact

Planning and preparation for Registration 2013-2014 has been ongoing during this school year. Several staff members have been heavily involved in both the decision-making and planning processes, and continue their work. Representatives from technology, curriculum, district student services, secondary and elementary campus support staff, secondary and elementary administration (campus and district), and others continue service on implementation committees. Because of an anticipated reduction in paperwork at the campus level, it is anticipated that campus staff members may ultimately have more time available for other duties – including support of parents in this process. The transition year, 2013-2014, will involve implementation

of some "old" practices and some "new" features – and careful attention will be paid to the success of each phase. Current numbers of contract days are being utilized for this process and any work during summer for employees not typically on contract will be addressed with adjustments to start – stop dates. InfoSnap is a subscription service and the costs have been measured against the potential fees that would have been incurred by the district for programming, customer support, and other issues. It was determined that this subscription was a more effective, less expensive choice to meet the district's needs.

Results

Registration for 2012-2013 was a move toward online registration, but despite the best efforts of numerous staff members, fell short of expectations. A great deal of research has gone into the development of registration processes for 2013-2014 up to this point – additional clarifications will be added as they are determined through the continued planning process. A focus is being placed on the careful release of accurate information, with clarifications being added regularly, and development of a comprehensive public information campaign to provide families with necessary information. Training plans are already in progress and will be finalized as we move through the process. (See attached timeline for implementation of InfoSnap program.)

With valid email addresses, all of our families should have the capacity to complete the enrollment process from their home computer, the city library (where we are training staff), another computer, or smart phones – ultimately. Campuses have worked diligently in securing these email addresses and have other activities planned. The bonus for campuses is that they are being provided, through email, with an efficient, affordable communication route to inform families. There are numerous success stories. One challenge that is already being addressed is assisting parents with obtaining – and using – these email addresses. Campuses are working diligently on this currently.

Moving forward, the process will become even more streamlined with the implementation of all features of the InfoSnap program. We enter into this process with the understanding that the first year will look different from future years. We also enter into the process having visited other districts who utilize eSchoolPlus and InfoSnap and report great success. Our thanks go out to those districts, particularly Frisco ISD. They have not only provided us with valuable information from behind the scenes, but are also allowing in person visits so that our staff may have hands on opportunities in a working setting.

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Other Options

Registration could be completed using current methods, which includes a combination of online and paper documents.