



**Amber Terrace Discovery & Design
Early Childhood Academy
PreK 3 & 4**

Registration for 2020-2021

Step 1-Qualification and Documents Needed

Student qualifications:



A child must be 3 years old on or before September 1, 2020 to be eligible to enroll for the 3-year-old class

A child must be 4 years old on or before September 1, 2020 to be eligible to enroll for 4-year-old-class

Parents are **required** to provide the following documents to complete the enrollment process:

1. Child's original copy of Birth Certificate
2. Child's Social Security Card
3. Child's Immunization Records
4. Parent ID
5. Current Utility Bill (Gas, Water or Electric) or Lease.
6. Any legal documents-placement papers, court orders, etc...



Step 2- Registration

Prior to beginning the online registration, please access registration instructions on the DeISD website:

- ▶ www.desotoisd.org
- ▶ Choose quick links
- ▶ Choose enrolling students
- ▶ Click on **General Enrollment Information** to find the **Registration User Manual** and helpful hints for completing registration

Preparing students academically and socially to be p

QUICK LINKS

- SCHOOL INFORMATION
- ENROLLING STUDENTS
- FOR PARENTS
- 2019-2020 CALENDAR
- VOLUNTEER
- MAGNET APPLICATION

LATEST NEWS

DeISD Distance Learning Plan For Students

Updated on 03/18/2020

We have come together to create a plan for student learning and a collection of resources for families to accommodate our immediate and indefinite closure for the remainder of the 19-20 school year.

STUDENT ENROLLMENT

Please select one of the links below to navigate to the enrollment page you need.

General Student Enrollment

If you live in the DeSoto ISD attendance zone and wish to enroll your student with a DeSoto IS school, please click on the link below and follow the instructions.

Please note: All returning students must re-enroll each year to ensure we have the most current information on file for each student.

Student enrollment for the 2020-21 school year will begin April 1, 2020.

[Student General Enrollment](#)

- DeSoto ISD Overview
- DeSoto ISD Documentary
- Student Enrollment
- For Students
- For Parents
- News
- Superintendent
- Frequently Asked Questions (FAQs)



Registration Continued

- Click on ***Student Online Registration***
- If you have additional students in the system, please use your existing ***Parent Portal Login and Password. It is important to have all your students housed under one account.***
- If this is your first child in the district, begin a new enrollment


Click on [blue](#) link under login button

*** Note: If you have forgotten your login and password use the forgot password & login option and follow the instructions.**

[Student Online Registration](#) - Click here to login into your Parent Portal account register your student

[Enroll Parent/Guardian](#) - Click here to register a new Parent Portal account

Please Note: Registration is NOT complete until all documents are verified :



The screenshot shows the 'Student Online Registration Portal' login page. At the top, there is a green header with the DeSoto Independent School District logo and the text 'Student Online Registration Portal Academic Excellence by Design'. Below the header, the page title is 'Welcome to DeSoto Independent School District Student Online Registration Portal'. The main content area is white and contains the following text: 'We are happy to be DeSoto ISD. Please visit the Register Your New User page. If you have a student currently enrolled in DeSoto ISD, please use your Parent Self Service (Parent Portal) username and password information. We are currently accepting Pre-K Student Enrollment Only for the 2020-2021 School Year so you will need to select 2020-2021 for the Enroll Request School Year menu. Please select 2019-2020 for the Enrollment Request School Year menu if you are enrolling Pre-K - 12th Grade student(s) for the current school year. If you need assistance, please contact the campus registrar.' Below this text is a login form with a dropdown menu for 'Enroll', a text input field for 'Username', a text input field for 'Password', and three buttons: 'Login', 'Forgot User ID', and 'Forgot Password'.



Step 3-Completing Online Enrollment

- For a new registration, you will need to complete the first 2 screens
- Set up your new username and password
- Once you submit you will be taken to the login screen

The screenshot shows a web form titled "Enrolling Parent Guardian" with the following fields and content:

- First Name***: Input field with "DIANA" entered.
- Address**: "224 Amber Lane, dikoehler@desotoisd.org"
- Address**: "224 Amber Lane, Diana.Koehler@desotoisd.org"
- Address**: "418 BROOKVIEW DR"
- Desoto**: "Desoto ISD, 200 E. Beltline Rd, dikoehler@desotoisd.org, (972) 223-6757"
- Desoto ISD**: "Desoto ISD, 200 E. Beltline Rd"
- Address**: "224 Amber Lane, leishia.coleman@desotoisd.org"
- Manage addresses...**: Link
- Cell Phone**: Input field with "Private" selected, "Recy Alerts?" checked, and "Text? Provider" dropdown.

Below the form is a "Create User" section:

- Create Login: Password must contain at least one number, one uppercase letter, one lowercase letter.**
- User ID***: Input field with "Diana.Koehler" entered.
- Security Answer***: Input field with "*****" entered.
- Manage passwords...**: Link

At the bottom right of the form, there are "Submit" and "Cancel" buttons.



Completing Online Enrollment Cont.

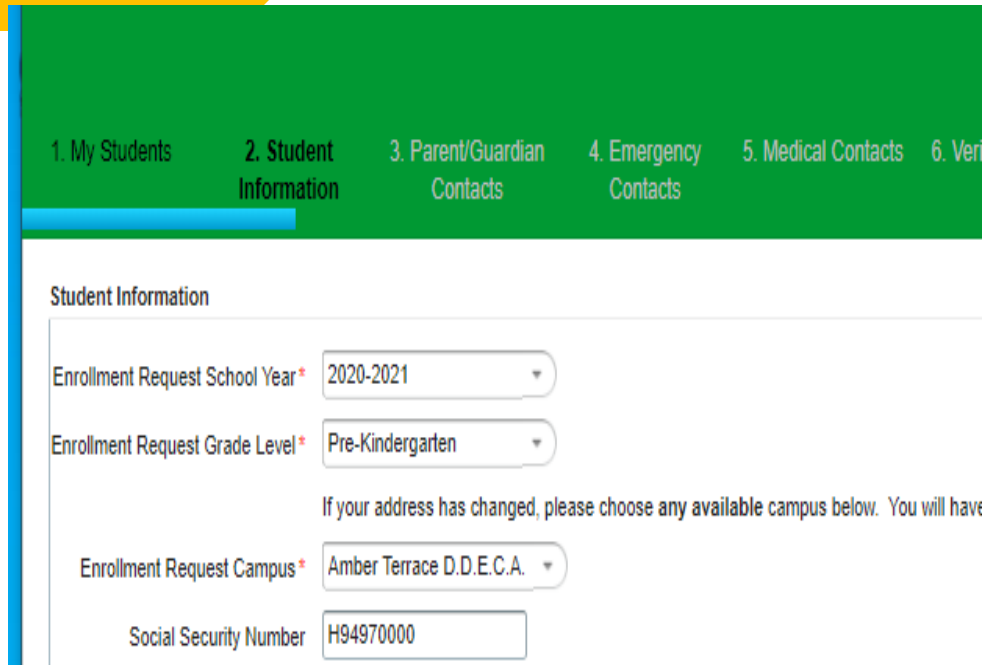
- Once logged in either as a new user or returning user, the **My Students Screen** will appear.
- Click on the down arrow and select **Create New Student**
- Click Next.

The image displays two screenshots of a web application interface. The top screenshot shows the 'My Students' screen with a green header containing four tabs: '1. My Students', '2. Student Information', '3. Parent/Guardian Contacts', and '4. Enrollment'. Below the header, the 'My Students' section contains a dropdown menu labeled 'Select A Student'. The bottom screenshot shows the same interface, but the dropdown menu is open, displaying a list item: 'Chet Ross Wooley - (112454) ✓ (Create New Student)'. The '1. My Students' tab is highlighted with a blue underline in both screenshots.

Completing Online Enrollment Cont.

- Choose the following:
 - School year : 2020-2021.
 - Grade Level: Pre-Kindergarten.
 - School: Amber Terrace D.D.E.C.A.
 - Fill out all required information-continue to scroll down, then click Next.

❖ **The child's name must appear exactly as it is appears on the State Certified Birth Certificate.**



The screenshot shows a navigation menu at the top with six items: 1. My Students, 2. Student Information (highlighted in blue), 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, and 6. Verify. Below the menu is the 'Student Information' form. It contains the following fields:

- Enrollment Request School Year*: 2020-2021 (dropdown menu)
- Enrollment Request Grade Level*: Pre-Kindergarten (dropdown menu)
- Enrollment Request Campus*: Amber Terrace D.D.E.C.A. (dropdown menu)
- Social Security Number: H94970000 (text input)

Below the campus dropdown, there is a note: "If your address has changed, please choose any available campus below. You will have".



Completing Online Enrollment Cont.

- Parent/Guardian contacts-
 - ▶ **Must** fill out completely
 - ▶ **Must** check the box "can pick up".
 - ▶ To add another parent/guardian, choose "add contact".
 - ▶ Once parent/guardian is added click Next.

Selected Student: Chet Wooley

1. My Students 2. Student Information 3. **Parent/Guardian Contacts** 4. Emergency Contacts 5. Medical Contacts 6.

Current Contacts for Student
Parent/Guardian Contacts: Rosie Wooley
Emergency Contacts:
Medical Contacts:

Parent/Guardian Contacts

Rosie Wooley [Add a Contact]

Title
[Dropdown]

Last Name * [Wooley] First Name * [Rosie] Middle Name []

Generation [Dropdown]

Contact Type * [Parent] Relationship * [Mother]

Driver's License # [] Driver's License State [Dropdown]

Employer [] Occupation []



Completing Online Enrollment Cont.

Emergency Contacts

- ▶ Please add **all** family or friends that would be authorized to pick up your child in case of an emergency.
- ▶ **Must** choose "can pick up."
- ▶ Select **Add a Contact** to add as many contacts as needed.
- ▶ Click Next

The screenshot displays a web interface for online enrollment. At the top, a green navigation bar contains the following menu items: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts (highlighted in blue), 5. Medical Contacts, 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, and 11. Con Enrollment. Below the navigation bar, the page title is "Current Contacts for Student". Underneath, it shows "Parent/Guardian Contacts: Rosie Woolley", "Emergency Contacts:", and "Medical Contacts:". The main section is titled "Emergency Contacts" and features a button labeled "[Add a Contact]". The form includes the following fields: "Title" (a dropdown menu), "Last Name*" (text input), "First Name*" (text input), "Middle Name" (text input), "Generation" (dropdown menu), "Relationship" (dropdown menu), and "Birthdate" (calendar icon). Below these fields is a group of checkboxes: "Can Pickup", "Dropoff?", "Call in Case of Emergency", and "Pickup?". At the bottom of the form, there is a question: "Does this contact have the same home and mailing address as you?*" with radio buttons for "Yes" and "No". The final row contains "Home Phone*" (with three input boxes) and "Private? Recv Alerts?" (checkboxes), followed by "Call Phone" (with three input boxes) and "Private? Recv Alerts? Text? Provider" (checkboxes and a dropdown menu).

Completing Online Enrollment Cont.

- Medical Contacts
 - ▶ Add your child's physician information

The screenshot displays the 'Medical Contacts' section of an online enrollment portal. At the top, a green navigation bar contains a menu with 11 items: '1. My Students', '2. Student Information', '3. Parent/Guardian Contacts', '4. Emergency Contacts', '5. Medical Contacts' (highlighted in blue), '6. Verify Campus', '7. Restrictions', '8. Student Forms', '9. Parent/Guardian Forms', '10. Attachments', and '11. C Enroll'. To the right of the menu are 'Logout' and 'Back' buttons. Below the navigation bar, the page title is 'Current Contacts for Student'. The contact information for the student is listed: 'Parent/Guardian Contacts: Rosie Wooley', 'Emergency Contacts: Robert Wooley, Grace Wooley', and 'Medical Contacts:'. The 'Medical Contacts' section features a grey bar with an '[Add a Contact]' button. Below this, the form includes a 'Title' dropdown menu, three text input fields for 'Last Name *', 'First Name *', and 'Middle Name', a 'Generation' dropdown menu, a 'Birthdate' field with a calendar icon, a checkbox for 'Call in Case of Emergency', and a 'Work Address' section with fields for 'Address Line 1', 'Unit/Apt #', 'Zip', 'City', and 'State'.



Completing Online Enrollment Cont.

■ Campus

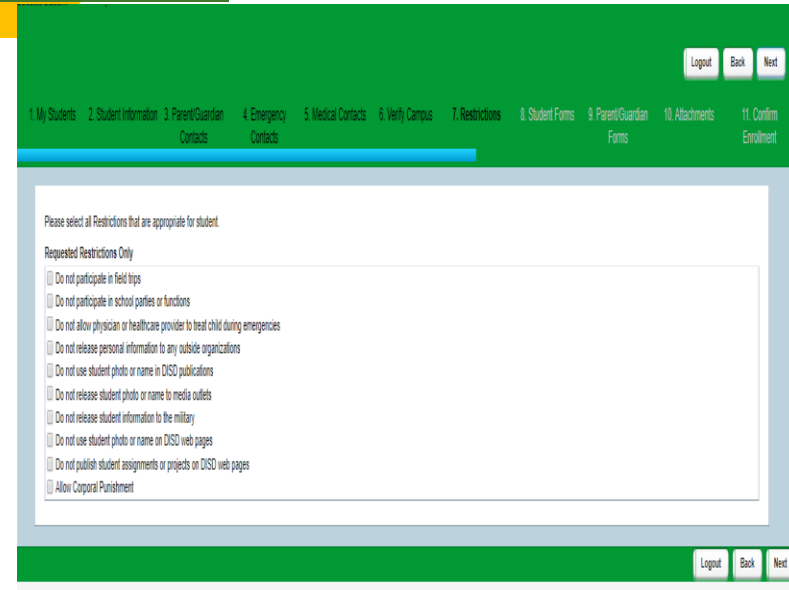
- ▶ School choice is Amber Terrace D.D.E.C.A
- ▶ Click Next

The screenshot displays a web application interface for online enrollment. At the top, a green header bar contains the text "Selected Student: Chel (10/01)". To the right of the header are three buttons: "Logout", "Back", and "Next". Below the header is a horizontal navigation menu with 11 steps: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, 6. Verify Campus (highlighted with a blue bar), 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, and 11. Confirm Enrollment. Below the navigation menu is a light blue input field labeled "Enrollment Request Campus*" with a dropdown menu showing "Amber Terrace D.D.E.C.A.". At the bottom right of the input field are three buttons: "Logout", "Back", and "Next".



Completing Online Cont.

- Please check all that apply.
- Click Next



The screenshot shows a web interface for selecting student restrictions. At the top, there is a navigation menu with 11 items: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, and 11. Confirm Enrollment. The '7. Restrictions' item is highlighted with a blue bar. In the top right corner, there are three buttons: 'Logout', 'Back', and 'Next'. The main content area contains the text 'Please select all Restrictions that are appropriate for student.' followed by a section titled 'Requested Restrictions Only'. This section contains a list of 10 checkboxes, each with a corresponding restriction text. At the bottom right of the form area, there are three buttons: 'Logout', 'Back', and 'Next'.

1. My Students 2. Student Information 3. Parent/Guardian Contacts 4. Emergency Contacts 5. Medical Contacts 6. Verify Campus 7. Restrictions 8. Student Forms 9. Parent/Guardian Forms 10. Attachments 11. Confirm Enrollment

Logout Back Next

Please select all Restrictions that are appropriate for student.

Requested Restrictions Only

- Do not participate in field trips
- Do not participate in school parties or functions
- Do not allow physician or healthcare provider to treat child during emergencies
- Do not release personal information to any outside organizations
- Do not use student photo or name in DISD publications
- Do not release student photo or name to media outlets
- Do not release student information to the military
- Do not use student photo or name on DISD web pages
- Do not publish student assignments or projects on DISD web pages
- Allow Corporal Punishment

Logout Back Next



Completing Online Enrollment Cont.

- Please complete each section completely. Items with a red **"To Do"** are required items.
- The date of enrollment is today's date.
- You do not need to print any documents.
- Once completed click Next.

The screenshot displays the 'Student Forms' section of an online enrollment portal. At the top, there is a green navigation bar with buttons for 'Logout', 'Back', and 'Next'. Below this is a breadcrumb trail: '1. My Students', '2. Student Information', '3. Parent/Guardian Contacts', '4. Emergency Contacts', '5. Medical Contacts', '6. Verify Campus', '7. Restrictions', '8. Student Forms', '9. Parent/Guardian Forms', '10. Attachments', and '11. Confirm Enrollment'. The main content area is titled 'Student Forms' and contains four items, each with an 'Open Form' button and a red 'To Do' indicator:

- Student Residency Questionnaire**: Parent/Guardian please complete this student residency questionnaire. To Do
- Student Emergency Medical Data**: Parent/Guardian please complete this student medical data form. To Do
- Ethnicity and Race Data Questionnaire**: Parent/Guardian please complete this this ethnicity and race data questionnaire. To Do
- School Parent Student Compact**: Parent/Guardian please complete this school-parent-student compact form. To Do



Completing Online Enrollment Cont.

- You are almost through when you get to this portal!
- Please open and complete form and click Next.

Selected Student: Chel Vasey

Logout Back Next

1. My Students 2. Student Information 3. Parent/Guardian Contacts 4. Emergency Contacts 5. Medical Contacts 6. Verify Campus 7. Restrictions 8. Student Forms 9. Parent/Guardian Forms 10. Attachments 11. Confirm Enrollment

Parent/Guardian Forms

Parent Classroom Observation Guidelines

Please read and sign this form.

Open Form Complete

Logout Back Next

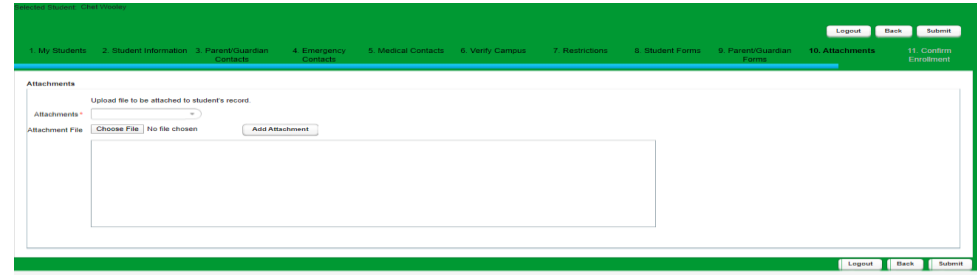


Completing Online Enrollment Cont.

➤ Please attach:

- State Certified Birth Certificate
- Social Security Card
- Immunization Records
- Picture ID
- Utility Bill
- Any legal documents-placement papers, court orders, etc...

■ You can attach as one file or separately. If you use a photo, please make sure it is a clear picture so that it can be easily read.



The screenshot shows a web interface for online enrollment. At the top, there is a navigation menu with 11 steps: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments (highlighted in green), and 11. Confirm Enrollment. Below the menu, there are buttons for 'Logout', 'Back', and 'Submit'. The main content area is titled 'Attachments' and contains the instruction 'Upload file to be attached to student's record.' Below this, there is a section labeled 'Attachments*' with a file upload area. The upload area shows 'Attachment File' with a 'Choose File' button, the text 'No file chosen', and an 'Add Attachment' button. At the bottom of the page, there are 'Logout', 'Back', and 'Submit' buttons.

- If you have trouble attaching your documents, please email Donnica Parras at Donnica.parras@desotoisd.org
- If you can or cannot attach documents, click next to go to final portal.



Step 3-Completing Online Enrollment

- Please read and click on ***Confirm Enrollment***.
- After you confirm enrollment, you will receive your online confirmation page.
- Please print or take a screen shot of this page for your records.
- Please email the school at prekroundup2020@desotoisd.org to let us know you have completed an online registration.

1. My Student 2. Student Information 3. Parent/Guardian Contact 4. Emergency 5. Medical Contact 6. Family Contact 7. Teachers 8. Student Fees 9. Parent/Guardian Home 10. Address 11. Online Enrollment

Please Read, Signatures & PDF Attachments and Documents are brought to you. Here documents include:

- Online Enrollment Confirmation
- Parent/Guardian Signature
- Student Enrollment Confirmation
- School of Leadership/Character (SLC) Attachment
- Online Signature
- Online Enrollment Confirmation (PDF Attachment)

Click on the Confirm Enrollment button to continue to the Online Enrollment Confirmation screen.

Confirm Enrollment

Print Next

Student Name: Chet Woolly
Enrolling Parent/Guardian Name: Rose Woolly
Campus of Enrollment: Amber Terrace D.O.E.C.
Grade Level: PK
Fiscal Year: 2020-2021
Online Registration Confirmation Number: 31967
Local ID: 112454
Resides With Parent/Guardian Name: Rose Woolly
Home Address: 418 Brookview Dr
Desoto, TX 75115
Home Language: English
Student Language: English
Correspondence Language: English
Date/Time Printed: 05-19-2020 11:11

Print Next



Step 4-Finalizing Enrollment

Out of an abundance of caution and in keeping with the current restrictions in place related to Covid 19, we will finalize enrollments at a later date.

- Once you have completed the online registration, please email prekroundup2020@desotoisd.org or text Ms. Parras: 972-687-7735 .
- DeSoto ISD and the Early Childhood Program will continually update communications to ensure our community is informed of the latest developments on our campus website at www.desotoisd.org then go to schools and choose Amber Terrace.



Helpful Hints

- **I'm having difficulty getting into the registration portal?**
 - ▷ Please be sure you are using either Google Chrome or Firefox
- **I'm having difficulty uploading my documents?**
 - ▷ Email prekroundup2020@desotoisd.org
- **I have forgotten my login or password?**
 - ▷ Use buttons on login page to request your login information
 - ▷ Or email prekroundup2020@desotoisd.org



Thank you!

Questions:

- Email: prekroundup2020@desotoisd.org
- Text: 972-687-7735.

