



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

**Inscripciones para el 2020-2021**

# Paso 1- Requisitos y Documentos necesarios para las Inscripciones

## Requisitos del estudiante:

- ❖ El estudiante debe tener **3 años de edad en o antes del 1 de septiembre de 2020 para ser elegible para inscribirse en la clase de 3 años de edad**
- ❖ El estudiante debe tener **4 años de edad en o antes del 1 de septiembre de 2020 para ser elegible para inscribirse en la clase de 4 años de edad**

Los padres **deben proporcionar** los siguientes documentos para completar el proceso de inscripción:

1. Copia original del certificado de nacimiento del estudiante
2. Tarjeta de Seguro Social del estudiante
3. Registros de Inmunización (Vacunas) del estudiante
4. Identificación del padre o tutor
5. Factura de servicios públicos actual (Gas, Agua o Electricidad) o Arrendamiento
6. Cualquier documento legal: documentos de colocación, órdenes judiciales



# Paso 2- de Inscripciones

Antes de comenzar la registraci3n en l3nea, acceda a las instrucciones de registro en el sitio web de DeISD:

[www.desotoisd.org](http://www.desotoisd.org)

▶ Elija enlaces r3pidos

▶ Elija inscribir a los estudiantes

▶ Haga clic en la informaci3n **General de Inscripci3n** para encontrar el **Manual del usuario de registro** y sugerencias 3tiles para completar la registraci3n

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)




# Inscripción continua

- Haga clic en **Registro en línea del estudiante**
- Antes de empezar Si ¿Tiene otros estudiantes actualmente inscritos en el distrito? **entonces usted querrá utilizar su nombre de usuario y contraseña del portal principal existente, usted querrá que todos los estudiantes estén conectados con un solo inicio de sesión.**
- Si no tiene otro estudiante en el distrito, comience una nueva inscripción
  - ▷ (haga clic en el enlace [azul](#) bajo el botón de inicio de sesión)
  - ▷ **Si no recuerda su nombre de usuario y contraseña, utilice la contraseña olvidada, inicie sesión**

[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 login page for the Student Online Registration Portal. At the top, there is a green header with the DeSoto Independent School District logo and the text "Student Online Registration Portal" and "Academic Excellence by Design". Below the header, the page is titled "Welcome to DeSoto Independent School District Student Online Registration Portal". There are several lines of text providing instructions: "You are being redirected to DeSoto ISD - please click the Register New User link.", "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.", and "You need assistance, please contact the campus register". At the bottom, there is a login form with fields for "Email" and "Password", and buttons for "Login", "Forgot User ID", and "Forgot Password".



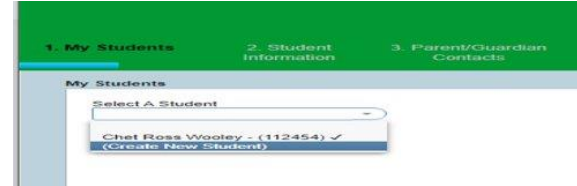
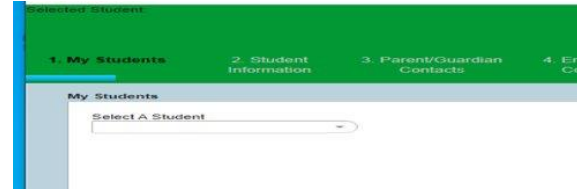
# Completar la inscripción en línea continua

- Para un registro nuevo, tendrá que completar las primeras 2 pantallas
- Configure su nuevo nombre de usuario y contraseña
- Una vez que envíe, volverá a la pantalla de inicio de sesión. Por favor, inicie sesión

The screenshot shows a web registration interface. The top section is titled "Enrolling Parent Guardian" and includes a "First Name" input field. Below this are several contact information entries for "DIANA", including email addresses (e.g., dkoehler@desotoisd.org) and addresses (e.g., 224 Amber Lane, 418 BROOKVIEW DR). There is also a "Desoto" entry with a phone number (972) 223-6757. A "Manage addresses..." link is visible. The bottom section is titled "Create User" and includes a "Create Login: Password must contain at least one number, one uppercase letter, one lowercase letter." instruction. It has a "User ID" input field, a radio button selected for "Diana Koehler", a "Manage passwords..." link, and a "Security Answer" input field. At the bottom right of the form, there are "Submit" and "Cancel" buttons.

# Completar la Inscripción en Línea continua.

- Una vez que haya iniciado sesión como nuevo usuario o usuario que regresa, aparecerá **Mi pantalla.**
- Haga clic en la flecha hacia abajo y seleccione **Crear nuevo estudiante**
- Haga clic en Siguiente.



# Completar la Inscripción en Línea continua

## ■ Elija lo siguiente:

- ▶ Año escolar : 2020-2021.
- ▶ Nivel de grado: Pre-kinder.
- ▶ Escuela: Amber Terrace
- ▶ Llene toda la información necesaria y continúe desplazándose hacia abajo y, a continuación, haga clic en Siguiente.

❖ **El nombre del estudiante debe aparecer exactamente como está escrito en el Certificado de Nacimiento.**

The screenshot shows a web interface for online enrollment. At the top, there is a green navigation bar with six tabs: 1. My Students, 2. Student Information (which is highlighted with a blue underline), 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts, and 6. Ver... Below the navigation bar, the 'Student Information' section is displayed. It contains the following fields: 'Enrollment Request School Year' with a dropdown menu set to '2020-2021'; 'Enrollment Request Grade Level' with a dropdown menu set to 'Pre-Kindergarten'; a note that reads 'If your address has changed, please choose any available campus below. You will have'; 'Enrollment Request Campus' with a dropdown menu set to 'Amber Terrace D.D.E.C.A.'; and 'Social Security Number' with a text input field containing 'H94970000'.



# Completar la inscripción en línea continua

- Información de padres y tutores-
- Debe llenarse por completo**
- Debe **marcar** la casilla "puede recoger".
  - Para agregar otro padre/tutor, elija Agregar contacto.
  - Una vez que se agrega el padre/tutor, haga clic en Siguiente.

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

Last Name \* Wooley First Name \* Rosie Middle Name

Generation

Contact Type \* Parent Relationship \* Mother

Driver's License # Driver's License State

Employer Occupation





# Completar la Inscripción en Línea continua

- Contactos de emergencia
- Por favor, **agregue** la familia o amigos que estarán autorizados para recoger a el estudiante en caso de una emergencia.
  - ▶ Debe elegir "**puede recoger.**"
  - ▶ Seleccione **Agregar un contacto** para agregar cualquier otro contacto que sea necesario.
  - ▶ Haga clic en Siguiente

The screenshot displays a web interface for online registration. 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 Enrollm. Below the navigation bar, the page title is "Current Contacts for Student". Underneath, it lists "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 fields for "Title" (a dropdown menu), "Last Name \*", "First Name \*", and "Middle Name". Below these are "Generation" and "Relationship" dropdown menus, and a "Birthdate" field with a calendar icon. A group of checkboxes includes "Can Pickup", "Dropoff?", "Call in Case of Emergency", and "Pickup?". A question asks "Does this contact have the same home and mailing address as you?\*" with "Yes" and "No" radio buttons. At the bottom, there are fields for "Home Phone \*" and "Call Phone", each with a three-digit input box, and checkboxes for "Private?", "Recv Alerts?", and "Text? Provider" (with a dropdown menu).

# Completar la inscripción en línea continua

- Contactos médicos
- Agregue la información del médico del estudiante

The screenshot shows a web application interface with a green header and a navigation menu. The navigation menu includes: 1. My Students, 2. Student Information, 3. Parent/Guardian Contacts, 4. Emergency Contacts, 5. Medical Contacts (highlighted), 6. Verify Campus, 7. Restrictions, 8. Student Forms, 9. Parent/Guardian Forms, 10. Attachments, 11. C, and Error. There are 'Logout' and 'Back' buttons in the top right corner.

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

Medical Contacts

[Add a Contact]

Title  
[Dropdown menu]

Last Name \* First Name \* Middle Name  
[Text input] [Text input] [Text input]

Generation  
[Dropdown menu]

Birthdate  
[Text input]

Call in Case of Emergency

Work Address

Address Line 1  
[Text input]

Unit/Apt #  
[Text input]

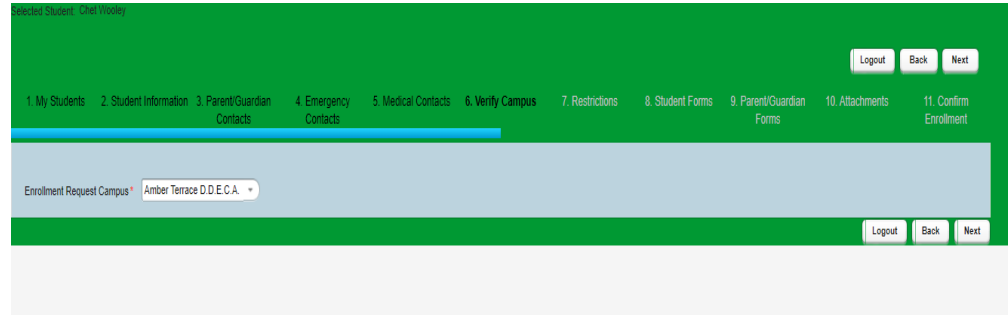
Zip City State  
[Text input] [Text input] [Text input]



# Completar la inscripción en línea continua

## Escuela

- ▶ La elección de la escuela es Amber Terrace
- ▶ Haga clic en Siguiente



The screenshot shows a web application interface for online enrollment. At the top, there is a green header with the text "Selected Student: Chel (10/01)". Below the header 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. A blue progress bar highlights item 6, "Verify Campus". 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 green header, there are three buttons: "Logout", "Back", and "Next". At the bottom right of the light blue input field, there are also three buttons: "Logout", "Back", and "Next".



# Completar la inscripción en línea continua

- Por favor marque todos los que apliquen.
- Haga clic en Siguiente

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**

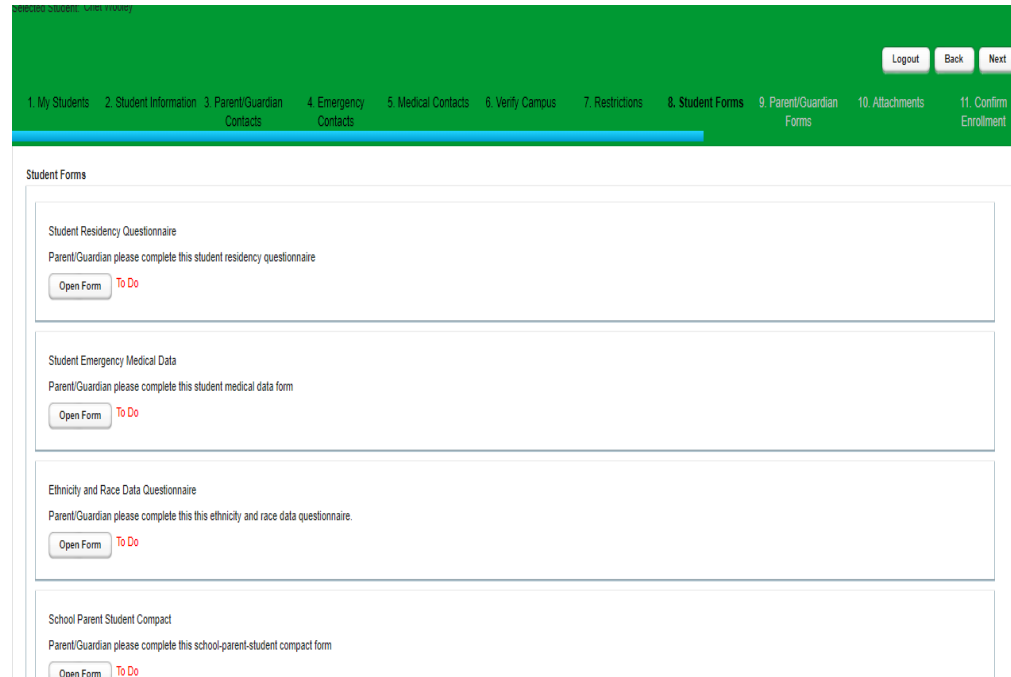
- Do not participate in field trips
- Do not participate in school parties or functions
- Do not allow physician or healthcare provider to treat child during emergencies
- Do not release personal information to any outside organizations
- Do not use student photo or name in DISD publications
- Do not 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



# Completar la inscripción en línea continua

- Por favor complete cada sección completamente. Los artículos con un rojo **"Hacer"** son artículos obligatorios.
- La fecha de inscripción es la fecha actual.
- Una vez completado, haga clic en Siguiente.



The screenshot displays a web interface for online registration. At the top, there is a green navigation bar with a breadcrumb trail: "Selected Student" > "Open Forms". To the right of the breadcrumb are three buttons: "Logout", "Back", and "Next". Below the navigation bar is a horizontal menu with 11 items, each with a number and a label: "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 "8. Student Forms" item is highlighted with a blue bar. Below the menu, the "Student Forms" section is displayed, listing four forms that are currently "To Do":

- Student Residency Questionnaire**: Parent/Guardian please complete this student residency questionnaire. Includes an "Open Form" button and a "To Do" status indicator.
- Student Emergency Medical Data**: Parent/Guardian please complete this student medical data form. Includes an "Open Form" button and a "To Do" status indicator.
- Ethnicity and Race Data Questionnaire**: Parent/Guardian please complete this this ethnicity and race data questionnaire. Includes an "Open Form" button and a "To Do" status indicator.
- School Parent Student Compact**: Parent/Guardian please complete this school-parent-student compact form. Includes an "Open Form" button and a "To Do" status indicator.



# Completar la Inscripción en Línea continua

- Ya casi terminas cuando llegas a este portal
- Complete el formulario y haga clic en Siguiente.

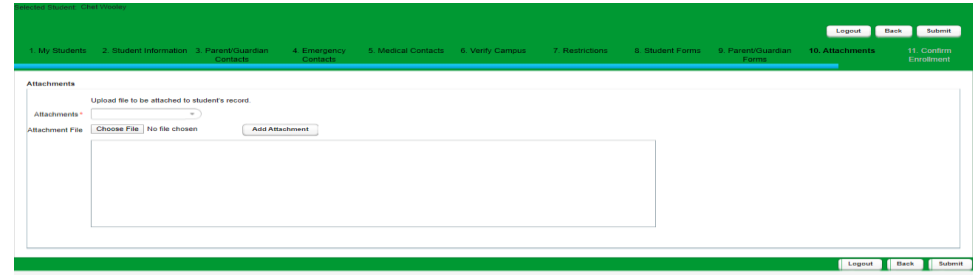
The screenshot shows a web portal interface with a green header and a white content area. At the top left, it says "Selected Student: Chel Vasley". On the right side of the header, there are three buttons: "Logout", "Back", and "Next". Below the header is a horizontal menu with 11 items: "1. My Students", "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 "Parent/Guardian Forms" item is highlighted with a blue bar. The main content area is titled "Parent/Guardian Forms" and contains a box with the text "Parent Classroom Observation Guidelines" and "Please read and sign this form." Below this text are two buttons: "Open Form" and "Complete". At the bottom right of the content area, there are three buttons: "Logout", "Back", and "Next".



# Completar la Inscripción en Línea continua

➤ Adjunte (Subir) la información por favor:

- ▶ Certificado de nacimiento
- ▶ Tarjeta de Seguro Social
- ▶ Registros de inmunización (Vacunas)
- ▶ Identificación del padre o tutor
- ▶ Factura
- ▶ Puede adjuntar (subir) como un archivo o por separado. Si utiliza una foto, asegúrese de que sea una imagen clara para que pueda leerse fácilmente.



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, and 11. Confirm Enrollment. The '10. Attachments' step is currently selected. Below the navigation, there is a section titled 'Attachments' with the instruction 'Upload file to be attached to student's record.' There is a text input field for the attachment name, a 'Choose File' button, and a 'No file chosen' status. An 'Add Attachment' button is also present. At the bottom of the page, there are 'Logout', 'Back', and 'Submit' buttons.

- Si tiene problemas para adjuntar (subir) sus documentos, envíe un correo electrónico a [Donnica Parras prekroundup2020@desotoisd.org](mailto:DonnicaParras_prekroundup2020@desotoisd.org)
- Si puede o no puede adjuntar (subir) documentos, haga clic junto para ir al portal final.



## Paso 3-Completar la inscripción en línea

- Por favor, lea y haga clic en **Confirmar inscripción**.
- Después de confirmar la inscripción, recibirá su página de confirmación en línea.
- Por favor, imprima o tome una captura de pantalla de esta página para sus registros.
- Por favor envíe un correo electrónico a Donnica Parras en [prekroundup2020@desotoisd.org](mailto:prekroundup2020@desotoisd.org) para hacerle saber que ha completado un registro en línea.

1 My Student 2 Student Information 3 Parent/Guardian Contact 4 Emergency 5 Medical Contact 6 Daily Contact 7 Testimony 8 Student Photo 9 Parent/Guardian Home 10 Complete Enrollment

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



## Paso 4-Finalizar inscripciones

**Por precaución y de acuerdo con las restricciones vigentes relacionadas con Covid 19, finalizaremos las inscripciones en una fecha posterior.**

- Una vez que haya completado el registro en línea, por favor envíe un mensaje a la Sra. Parras 972-687-7735
- DeSoto ISD y el programa de Early Childhood actualizarán continuamente las comunicaciones para garantizar que nuestra comunidad esté informada sobre los últimos desarrollos en la página de internet . Balla a [www.desotoisd.org](http://www.desotoisd.org) y elija nuestra escuela Amber Terrace



# Preguntas frecuentes

- **¿No puedo entrar en el portal de registro?**
  - ▷ Asegúrate de que estás usando Google Chrome o Firefox.
- **¿No puedo adjuntar o (subir) los documentos?**
  - ▷ Por favor, envíe un correo electrónico a la Sra. Parras al [prekroundup2020@desotoisd.org](mailto:prekroundup2020@desotoisd.org)
- **¿No recuerdo mi contraseña de inicio de sesión?**
  - ▷ Utilice los botones en la página de inicio de sesión para solicita
  - ▷ o puede enviar un correo electrónico a la Sra. Parras.



# ¡Gracias!

- Si usted tiene alguna otra pregunta:
  - ▶ Correo Electrónico: [prekroundup2020@desotoisd.org](mailto:prekroundup2020@desotoisd.org)
  - ▶ Mensaje: (972)-687-7735

