



Thank you for your interest in enrolling in Leonard Independent School District.

If you have any questions along the way, please don't hesitate to contact Tracy Howell at thowell@leonardisd.net or call 903-587-2316.

You will need to either upload, email or bring in person the following documents:

- *Child's Birth Certificate
- *Child's Social Security Card
- *Child's Immunization Records (children age 4, must have their 4-year shots)
- *Parent's Driver's License or Photo ID of the enrolling parent
- *Proof of Residency (current utility bill)

If you do not live in our district, you can request a Transfer Application or print one from our website under Elementary / Printable Forms

- *Withdrawal Form from previous school (if applicable)

Go to our website – www.leonardisd.net

Scroll down and click on **Parent Portal**

Click on **Create Account**

Fill in all 5 required fields, press **Next**

Choose a security question from the list and provide an answer. This will assist you if you forget your password later.

The email you enter must be the same email you will provide later during enrollment.

Press **Next**

Once everything is accepted, it will tell you that **Your ASCENDER ParentPortal account has been created.**

Press **Finish**

You will get a Warning message that your email address has not been verified.

To Verify your email address:

Scroll down until you see **Email Address:**

Remove your email address that has been auto filled & re-enter it in the same field.

Directly across click on **Verify Email** – You may have to click it a couple times.

When you get the message saying – Verification Code Sent Successfully

Open your email from parentportalLeonardISD@ascendertxalerts.com

Click the **Validate Email** line

Click the **Return to Login** Button

You are now back to Ascender Parent Portal Log-In Screen

Enter your Username & Password.

Inside the blue box, click on **Enroll A New Student**

Enter the student's full name in each field & Continue

Enter the verification code as you see it & Continue

Enter your physical & mailing address & Save

Enter as many contacts as you wish (#1 contact must be the enrolling parent). Fill in all required fields & Save

Make sure you check the required two boxes for the primary contact's name.

Select	Name	Primary Contact?
<input type="checkbox"/>	Primary Parent	<input type="checkbox"/>

Fill in all of the following fields

Form Upload – The only forms you will upload are the ones listed above.

OVER TO CONTINUE


IF IT KICKS YOU OUT – Log back in / Enroll A New Student / Skip to step 4 button / Add/Edit Info / Continue where you were kicked out.

Answer all questions in this section

Save and Continue

Home Language Survey Form – You may click on the link, download, complete, and upload it or one will be provided once you receive our enrollment folder from the office.



Standard Enrollment Forms - There are currently 12 forms to open, read each one carefully & complete. Once you complete a form, it will be checked.

Ethnicity and Race Data Questionnaire 
1. Complete the form to the best of your knowledge.

Continue through all forms, saving changes for each form

Your last step is to **Enroll Student**

If it is grayed out and will not let you click it, look back at your forms for any exclamation marks.

Student Media Release 
11. Complete the form to the best of your knowledge.
Student Residency Questionnaire 
12. Complete the form to the best of your knowledge.
Enroll Student

Once all forms have been completed and you are able to click Enroll Student, you will receive a message saying your registration is 100% complete and you may print your confirmation.

After this step, I will see the registration on my side. **Thank you for sharing your child with us** 😊