

# Enrolling a New Student to Leonard ISD

1. Go to [www.leonardisd.net](http://www.leonardisd.net) and click on “Family & Parents Resources” at the top of the website located on the line of gold round circles.

The Leonard Independent School District will partner with parents and the community to create life-long learners who are academically and socially prepared to be productive citizens. We are proud to provide a safe and respectful learning environment where all children are challenged through stimulating learning experiences to achieve their dreams. “At LISD we are investing in the future of our students.”



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2. Once you have clicked on “Family & Parents Resources” click on “Ascender Parent Portal / New Student Online Enrollment and then on “EnrollNow!”
3. Once you are in the Parent Portal, you will see 4 tabs: Login, Create Account, New Student Enrollment and Leonard ISD Documents. Since your child is brand new to Leonard ISD, you will need to click on “Create anAccount.”

## Enrollment

Overview  
Transfer Students  
Pre-K and Kindergarten Enrollment  
**Online Enrollment Grades K-12**  
Summit Hill Open Enrollment Event  
Howe Intermediate Open Enrollment Event

### Register Online Today!

Click the button below to get started

**Enroll Now!**

**Step 1:** Login using your existing Ascender Parent Portal Login, or select "Create an Account" to set one up.

Login   Create Account   New Student Enrollment   HOWE ISDDocuments

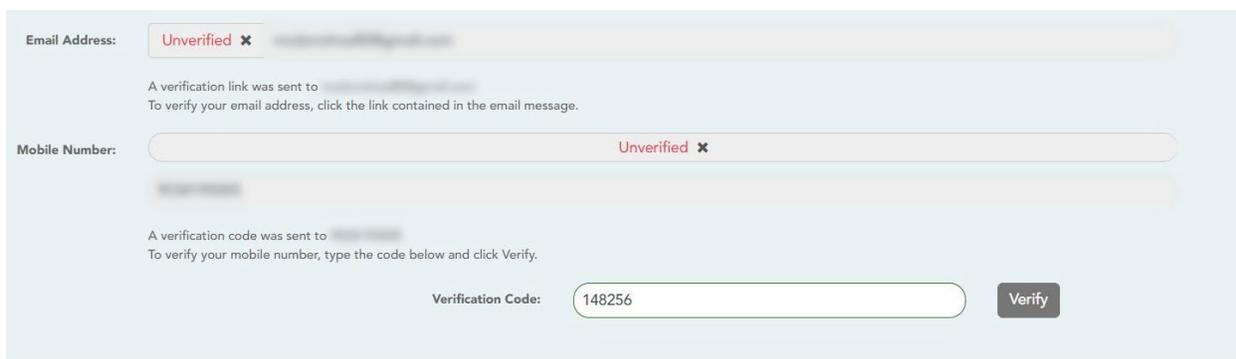
User Name  
User Name

Password  
Password

Login

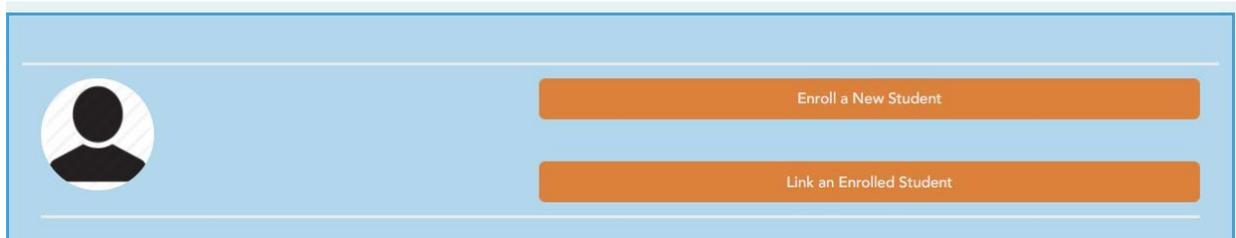
Forgot Password?   Forgot User Name?

4. The first step to creating a new account is to fill out your user information. Please select a username, password, and e-mail address (e-mail is very important, you will need that in the next few steps).
5. Click the green “next” down at the bottom of the screen and set up your security question. Once that has been completed, click “next” again.
6. You will see a “complete” screen and will need to click “complete” to finish your account creation.
7. Before continuing with the enrollment process, you will need to verify the email you used during your account creation. Please login to your email and verify that your account was created. If you put in your cell phone number, you might have received a text with a verification code. **Please verify your email and cell phone number (if given) before continuing with the enrollment process. Then log out and log back in before continuing.**



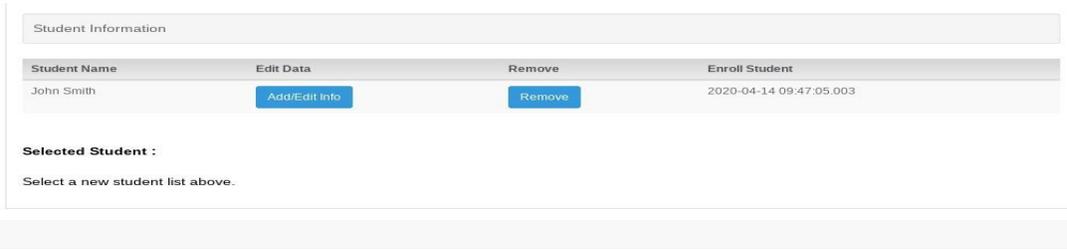
The screenshot shows a verification interface. At the top, there is a field for 'Email Address' with a red 'Unverified' status and a small 'x' icon. Below it, a message states: 'A verification link was sent to [redacted]. To verify your email address, click the link contained in the email message.' Below that is a field for 'Mobile Number' with a red 'Unverified' status and a small 'x' icon. Below it, a message states: 'A verification code was sent to [redacted]. To verify your mobile number, type the code below and click Verify.' At the bottom, there is a 'Verification Code' field containing the number '148256' and a 'Verify' button.

8. Go to the symbol in the top right corner of the screen (a man in a circle with an arrow pointing down) and click on “My account.” You will see a box with the option that says “Enroll New Student.”



9. You will see a timeline of the enrollment process at the top and start filling out your student’s basic information: name, birthday, social security number, address, etc.
10. The next step will be to request an enrollment key. This is a security feature of the online enrollment process to make sure that you are able to continue. To request an enrollment key, click on “request enrollment key” and a code will be sent to the email you used during the account creation process or one that is linked to your pre-existing account. You can copy/paste the key into the box and then click “verify.” Once it has been verified, you will be able to click “continue.”
11. Next, you will be able to edit your address and contact information. Once you are finished, click “Continue.”

12. Once you have added your Contact and Address information for your student, it will take you to step 4 in the process: student information. At this point in the enrollment process, you should see your student’s name, a button that says “Add/Edit Info” and a button that says “Remove.” If you are enrolling more than one student in Leonard ISD, you will go back to step one to put in information for another student in your family.

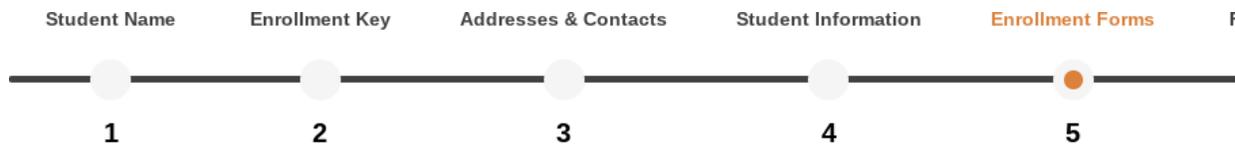
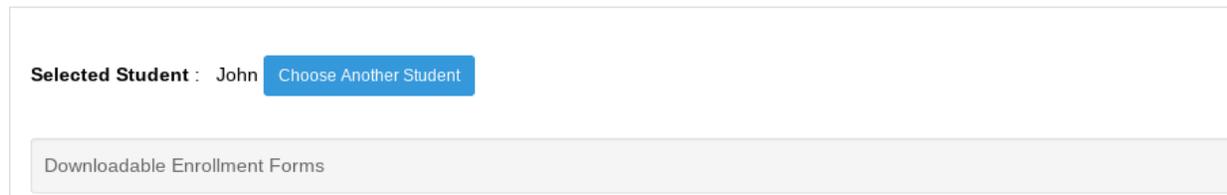


Student Name	Edit Data	Remove	Enroll Student
John Smith	<a href="#">Add/Edit Info</a>	<a href="#">Remove</a>	2020-04-14 09:47:05.003

**Selected Student :**  
Select a new student list above.

13. If you click on the “Add/Edit” button, you will open up an information page for your student. You will be able to choose the main address for the student (if they live in more than one place), select the main contacts for the students, and you can edit any of the information you put in a previous step. You will also choose any special programs or placements your student is qualified for (i.e. speech, dyslexia, etc.). There is also a place at the very bottom of the screen for you to scan any forms or medical documents. Once you are done, click “save and continue.”

14. Now you are able to move to Step 5 and complete the enrollment forms process. Please make sure to complete this step for all of your students you are enrolling in Leonard ISD. You can choose between students by clicking on the blue button that says “Choose Another Student.”

**Selected Student :** John [Choose Another Student](#)

Downloadable Enrollment Forms

15. Please click on the blue links of every form and follow the directions. Some of them will require information from you, while others will only require you to read and acknowledge. Please click “**Save Changes**” at the bottom of each form to go on to the next one.

16. Some of the forms will require some information. Please make sure to fill out the necessary information, then click on “**save changes**” at the bottom of the form.

17. Once all of the forms have been acknowledged or filled out, you are able to click “Enroll Student” at the bottom. You will then see a confirmation box that shows the enrollment for your student! You can print out or take a picture of the enrollment certificate to take with you to the campus once it is safe to return.