Verifying a Returning Student to Leonard ISD

1. All students returning to Leonard ISD will need to login to the parent portal and verify information before the school year begins. (Go to www.leonardisd.net, click on "Parents" and then "Parent Portal") You will first need to follow steps 1 and 2 in this document to login. **Please do not create another account- login with your existing credentials (if you have forgotten your password or username, please click on the help buttons below the login button)**
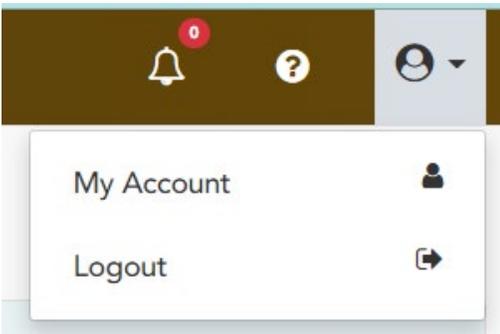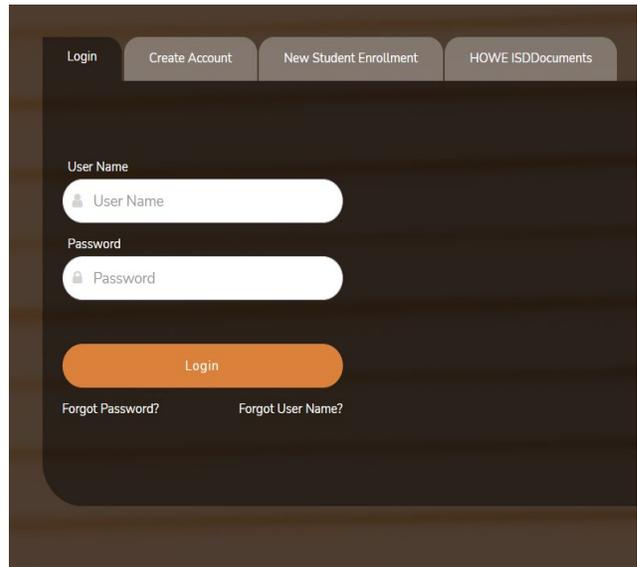
2. In the top right corner of the screen, click on the symbol of the person and then choose "My Account."

3. When you log in, you will see a pop-up menu with the message to "resume registration." This will allow you to review and/or update your child's information. Please click on the button that says "Resume Registration."
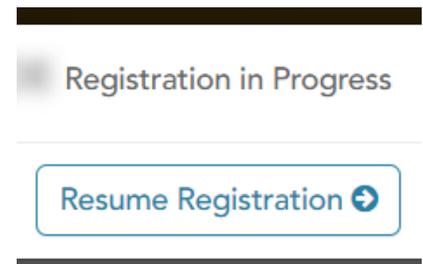
4. The first screen will have you verify the physical mailing address, phone number and student information. Once you have verified the information is correct, you will click on "Next Form."

5. The next screen will have you verify your contact information. Please make sure to click on each contact listed below this symbol to verify their information is correct.
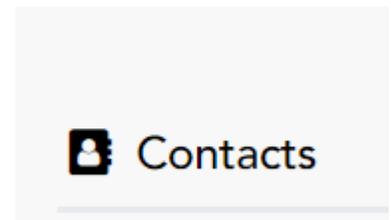
6. The next form will discuss the student residency questionnaire. **If you answer no to both questions, you will not need to answer the rest of the form. If you answered Yes to 1 or more questions, please**

fill out the rest of the form. Once you have filled out the appropriate questions, please scroll down to the very bottom and click "Save."

7. The next screens will have you read and acknowledge Howe ISD policies and procedures. Please verify that all information is correct and click on "Next Form" after each one.

8. Some of the forms, such as the Student Health Information Sheet, will need to updated and/or verified. Please make sure to include the most current information. Then click "Save Form" and "Next Form."

9. Please continue clicking on "Next Form" until you see the "Complete" sign next to each menu item on the left side.
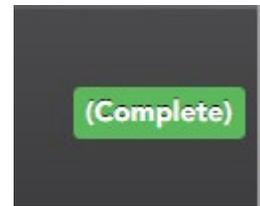
10. Once all the forms are complete, you can click on "Finish and Submit to District."
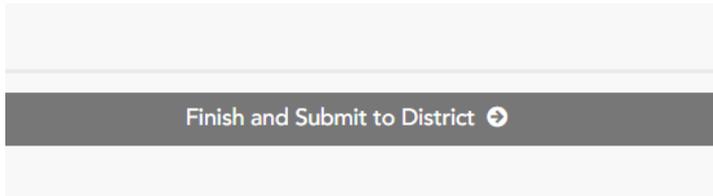
If you have any questions, please email your campus PEIMS clerk:

Campus Contact Information:

thowell@leonardisd.net - **Leonard Elementary**

connellyl@leonardisd.net - **Leonard Intermediate School**

rushingt@leonardisd.net - **Leonard Jr. High School**

bennettm@leonardisd.net - **Leonard High School**