



**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](mailto: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](http://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](mailto: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 checked="" type="checkbox"/>	Primary Parent	<input checked="" 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.

1.	<a href="#">Ethnicity and Race Data Questionnaire</a> 
	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.

11.	<a href="#">Student Media Release</a> 
	Complete the form to the best of your knowledge.
12.	<a href="#">Student Residency Questionnaire</a> 
	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.

**Thank you for sharing your child with us 😊**