

INCOMING WALL ISD NEW STUDENT REGISTRATION (PART 1)

1. You will need the following to register your student:

- A reachable, working email. Please do not use an email with ISD or EDU in it.
- Chrome, Firefox, or Safari as your web browser.
- Student data: Social Security number, Birth Certificate, Contact information, Proof of Residency, Immunization Records, and previous school records, if applicable.
- Registration is easier if completed on a computer versus a phone. If you do not have access, please call the school.

2. To begin, go to www.wallisd.net and click Online Parent Portal in the top right-hand corner.

3. If you have an active Parent Portal account (You have a current student(s) at Wall ISD), follow the directions below; if you do not, go to step 4:

- 1) Enter your User ID and Password.
- 2) Click on My Account in the top right-hand corner (it is under the small person icon).
- 3) You will see a box without a student name. Click on the black 'Enroll a New Student' banner.
- 4) Input the student's legal name. Continue through the five levels to submit a new student.
{Remember to add all parents/guardians plus an additional contact.}
- 5) Save each form by either clicking Save Form or Next Form.
- 6) Submit to the District. You will get an enrollment confirmation and the ability to print it. Proceed to Step 5.

4. If you do NOT have an account on Parent Portal (You do NOT have a current student at Wall ISD), follow the directions below:

- 1) Select the Create Account tab.
- 2) User Information: User Name, Password, Password Verification, Email Address, and Mobile Number.
- 3) Click Next.
- 4) Verify your email address: Go to your email inbox and follow the directions given.
- 5) Log back into the Parent Portal.
- 6) You will see a box without a student name. Click on the black 'Enroll a New Student' banner.
- 7) Input the student's legal name. Continue through the five levels to submit a new student.
{Remember to add all parents/guardians plus an additional contact.}
- 8) Save each form by either clicking Save Form or Next Form.
- 9) Submit to the District. You will get an enrollment confirmation and the ability to print it. Proceed to Step 5.

5. Call your child's campus registrar to set up an appointment to finish the registration process.

- High School (9th-12th) Marcie Holtman 325-651-7790 ext. 1249
- Middle School (5th-8th) Shelly Sanford 325-651-7790 ext. 2233
- Elementary School (K-4th) Lisa Graham 325-651-7790 ext. 3183

6. Bring these items with you to complete the registration process:

- Copy of the child's social security card.
- Copy of the child's birth certificate.
- Copy of the child's immunizations.
- Two different proofs of residency – with a physical address located in Wall ISD's district.
- Parent or Guardian's driver's license, if possible.
- Any previous school records: report card, transcript, IEP, special education, 504 paperwork, sports physical, etc.

7. After meeting with your campus office staff, you will be asked to complete the second part of the Registration Process.