

Beginning on Monday, March 30, 2015, parents who are registering **new students to Leander ISD** are encouraged to use our new online student registration. Online registration is available on the [txConnect website](#), and will allow parents to complete the enrollment form online, at home and print the remaining forms necessary for student registration.

Follow these simple steps to set up and access your Leander ISD txConnect online student registration:

1. Create a txConnect user account.
2. Enroll the student.
3. Take the forms and the required documentation to your student's campus (***if you are registering a high school, please call the campus registrar to schedule an appointment***).
4. Add the student to your txConnect Account.
5. Register your email address to the student.
6. Update online registration data as needed.

Copies of the Required Documentation Required to Complete Registration:

- a copy of the student's birth certificate
- proof of residency (lease/contract, current utility bill)
- the student's Social Security card
- immunization record or affidavit of conscience exemption
- most recent report card and standardized test results
- withdrawal papers from your child's previous school
- a photo identification of parent/guardian
- legal paperwork (divorce decrees, etc.)

Frequently Asked Questions:

1. When do I use the txConnect online registration system?

- *The txConnect parent portal online registration system was developed for parents to expedite the student's registration process. Parents of students that are NEW TO LEANDER ISD are encouraged to use the online system.*
- *If your student is currently enrolled and attending a LISD school OR your student was previously enrolled in a LISD school you DO NOT need to use the online registration system.*

2. How long does it take to complete the online registration process?

- *It takes approximately 10-15 minutes to complete all the forms. You can however at any time save and complete the forms at a later date by clicking on the Save and complete later link at the bottom of each screen.*

3. After I fill out the online registration forms what do I do?

- *Print the required forms and bring them to the campus along with the required documentation to complete the registration process.*

4. Can I still register my student online if I do not have a printer?

- *Yes. Upon your arrival at your student's campus, you will have to wait for the forms to be printed by a staff registration member which will require additional time during the registration process.*

5. What if I need help using the txConnect online registration process?

- *contact the campus registrar or email txConnect@leanderisd.org*

6. What happens after I complete the online parent registration process?

- *You will be registered for the txConnect Parent Portal. After your students are enrolled in the district you will be able to use your username and password to access your parent portal account. The txConnect Parent Portal gives you access to your student's attendance, electronic report cards and IPR, daily assignments and grades, immunizations, state testing results and discipline.*