



## STEP 2: REGISTRATION IN PARENT PORTAL

### What devices can I use to complete the online registration information for my student(s)?

1. The most efficient device to use to complete the enrollment process steps is a desktop or laptop computer.
2. You can also use a cellular phone (with internet/data) or a mobile device (connected to the internet). You can upload documents in the form of pictures directly from your mobile device. When using a mobile device you CANNOT use the back button on the phone. The back button will log you out of Ascender Parent Portal and require you to log back in to continue the process.

### Required documents that will need to be uploaded:

#### 3. Two proofs of residence:

- A copy of a current (current or previous month) utility bill (electric, gas or water) which shows the current usage on it in parent/guardian name

#### AND

- A current lease showing parent/guardian name as lessee or tenant
- Current closing documents on house in parent/guardian name (within same month) - OR - Current Mortgage Statement (within same month)
- Ellis County Appraisal District proof of ownership in parent/guardian name
- Parent's ID
- Student's birth certificate
- Student's immunization records (*students who are not current on immunizations and/or fail to provide a copy of their immunization records will NOT be permitted to attend school*) [Click Here to view required immunization records](#)
- Student's Social Security card
- [PreK eligibility documentation](#) (PreK ONLY: [proof of income](#), foster care, Star of Texas, military dependent) *You must meet eligibility requirements to enroll in Pre-K4 and HeadStart*

**Options on how to upload the required documents into the online registration site:**

3. Scan the document using your home scanner, printer, or copier and save them locally to your desktop computer or laptop. When you are at the step to upload the document you will choose to "add" the document and then "choose" the file from your saved location.
4. Using your cellular phone or mobile device-take photos of the required documents and save them to your camera roll. If you complete the online registration via your cellular phone/mobile device you can simply "add" the documents from your camera roll.

**You do have the option to begin the process and by choosing "*Save and continue later*" you can return at your convenience (within 48 hours) to complete the process.**

**ALL DOCUMENTS ARE REQUIRED TO COMPLETE THE REGISTRATION**