



## Melissa ISD Returning Student Registration

1. Login to the txConnect parent portal system
  - <https://txsuite10.txeis.net/tc043908/Login.aspx>
2. txConnect opens to the "Summary" screen
3. Click on the "X" located on the right hand side of the box titled "Online Registration (2018-2019)"
4. Click on "2018-2019 Registration" button located on the left hand side under your child's name  
-Note: If you have multiple students returning, complete the entire registration process one student at a time.
5. Click on "Start Registration"
6. **There are nine (9) required steps to complete the returning student registration process.**

### **Step 1: Print the Melissa ISD Returning Student Registration Instructions**

#### **Step 2: Registration**

- -this allows parents to view their student's information as it appears in the district's student information software system, and make any necessary updates. Please Note: All areas shaded in yellow are mandatory data fields. If data is not contained in these fields, please provide the necessary data. Changes will not be successfully saved and submitted to the district until all areas, shaded in yellow, have data entered into these required fields.
- **\*\*If you update the student's date of birth or your physical address, documentation is required prior to the district accepting the requested changes. For your convenience, the documents can be uploading to the school while updating this form. At the bottom of the Registration form you will notice two areas shaded in pink. These are areas that allow you to upload a birth certificate or proof of residency (current utility bill). You can scan and upload the document or by using a smart phone, take a picture of the document and upload the picture.**

#### **Step 3: Contacts**

- - this allows parents to view their student's contact information as it appears in the district's student information software system, and make any necessary updates. Please Note: All areas shaded in yellow are mandatory data fields. If data is not contained in these fields, please provide the necessary data. Changes will not be successfully saved and submitted to the district until all areas, shaded in yellow, have data entered into these required fields.

#### **Step 4: Migrant Education Program - Family Survey**

**Step 5: Military Connected Student Data**

**Step 6: Student Residency Questionnaire**

**Step 7: Food Allergy Disclosure**

**Step 8: Falsification of Documents & Identity Verification**

**Step 9: Melissa Schools Registration Packet**

- -This packet contains the state required forms that each parent must complete during returning student registration. Please print and complete these forms. The forms can be returned to the campus by:
  1. Returning the completed forms to the office during meet the teacher/schedule pickup
  2. Emailing the completed forms to the campus registrar (see emails below)
  3. Optional Step 10 “Upload Registration Forms”. You can scan and upload the completed document or by using a smart phone, take a picture of the completed document and upload the picture. The completed registration forms are sent directly to the district’s student information software system.

**Registrar email addresses:**

HME: Jennifer Aston, [hmerestrar@melissaisd.org](mailto:hmerestrar@melissaisd.org)

NCE: Christa Elliott, [nceregistrar@melissaisd.org](mailto:nceregistrar@melissaisd.org)

MMS: Kristie Golden, [middleschoolregistrar@melissaisd.org](mailto:middleschoolregistrar@melissaisd.org)

MHS: Lisa Drinkwater, [highschoolregistrar@melissaisd.org](mailto:highschoolregistrar@melissaisd.org)

**Notes:**

To update data on the Registration and Contact Form:

- Select the "Edit" button to update a data field
- Type in the requested data change
- Once all desired changes have been made to a form, select "Next". This advances you to the next available form in the registration process.

**Should you have any further questions or need further guidance do not hesitate to contact:**

**Melissa High School:** Registrar, Lisa Dirnkwater 972-837-4216

**Melissa Middle School:** Registrar, Kristie Golden 972-837-4355

**North Creek Elementary:** Registrar, Christa Elliott 972-837-4530

**Harry McKillop Elementary School:** Registrar, Jennifer Aston 972-837-2632

**Melissa ISD PEIMS Coordinator,** Monica Caldwell 972-837-2411