



GWISD 2022-2023



New Student Registration Information

For students entering any GWISD campus (PK-12)!



Not sure your physical address is in the GWISD school district, please call 361-449-1914 extension 1061 and leave a message with your name, physical address, and a contact number and someone will return your call!

Or use the direct website link:

<https://portalso2.ascendertx.com/ParentPortal/login?distid=149901>

Things you will need to create a parent portal account: a valid and working email address that you have access to and can verify your email address!

Registration Directions:

1. Create a parent portal account by scanning the QR Code or visiting the website listed above (**Note:** If your student has attended a GWISD campus in the past and you already have a parent portal ID for GWISD, please skip steps 2-12 and just login to the parent portal using your previous account information.)
2. Select the "Create Account" tab
3. Create your own username – must be 6-25 alphanumeric characters
4. Create your own password – must be 8-46 characters and include three of the following: uppercase, lowercase, number (0-9), or special character
5. Enter your email address that you can access immediately (This will have to be verified before you can enroll a student.)
6. Enter your mobile number (optional)
7. Click "Next"
8. Select a security question and type in the answer. Make sure you note the exact answer you type including upper and lower cases. You will need this to retrieve your username and password if you forget it.
9. Click "Next"
10. Click "Finish" (Make sure you make note of your username, password, and security question answer!)
11. Verify your email address (You must be able to access your email account and click the link in the email that was sent to you.) Verify your mobile number.
12. Logout out and then log back in to parent portal.

13. Select “Enroll a New Student”
14. Complete enrollment process:
 - a. Student Name (**As listed on birth certificate. Please make note of spelling and capitalizations.** Whatever you typed in will be pulled directly to your students account!),
 - b. Enrollment Key (characters displayed on the screen that you will type in),
 - c. Addresses & Contacts – type your physical address, mailing address if different, and list all contacts,
 - d. Student Information (Click on “Add/Edit Info” next to each student and complete all sections. You will need to select the primary contact for this student). You may upload forms requested, if you choose to,
 - e. Enrollment Forms Click on each of the 11 forms for you to answer. There will be a check mark next to each form, once it’s completed,
 - f. Click “ENROLL STUDENT”,
 - g. Final Steps: Print the “Enrollment Confirmation” to bring with you to complete the registration process at the campus. If you need to register another student, click “Add Another Student” and repeat the process.
15. **After you have completed the online registration**, you will need to complete the registration process at the prospective campuses. You must bring the required forms and documents with you:
 - a. Parent/Guardian Current Driver’s License or state issued ID
 - b. Student birth certificate with parent name or guardianship paperwork with the birth certificate
 - c. Student social security card
 - d. Student current vaccination record
 - e. Verification of residence – Current utility bill, lease, or mortgage paperwork with PHYSICAL ADDRESS and parent/guardian name enrolling the student
 - f. Last report card (1-8) or current high school transcript
 - g. *Any legal paperwork pertaining to the students and parent/guardian if available*
16. **Obtain your student’s parent portal letter** from the campus secretary to link your student to your portal account.
17. After you link your student, complete the remaining registration forms.

Troubleshooting:

- If you are having trouble with the online registration and you are using a cellphone, try logging in and using a Chromebook or desktop to complete the online registration.
- If you are having trouble opening up the registration forms, please make sure your pop-up blockers are turned off.
- If you need help, please call 361-449-1914.
 - GWPS (PK – 3rd) extension 1050
 - GWES (4th – 6th) extension 1043
 - GWJH (7th – 8th) extension 1037
 - GWHS (9th – 12th) extension 1022