

2023-2024 Parent Portal Setup & Online Registration Information

*****ALL PARENTS/GUARDIANS IN THE DISTRICT MUST CREATE A PARENT PORTAL BY MAY 18TH!*****

[ASCENDER PARENT PORTAL](#) Click on the QR code for Parent Portal



Attention Parents and Guardians of Returning Students:

Dublin ISD is excited to announce the transition to online registration for the 2023-2024 school year through our existing Ascender Parent Portal! If you already have your Parent Portal account set up, you are all set to login and begin the registration process for each of your students beginning July 17-July 26. Note: Some students may have an account but Parents/Guardians will need one also.

Every parent/guardian in the district will need to set up a Parent Portal (some may already have) by May 18, 2023. The Dublin ISD Board Room (420 N. Post Oak) will be open to parents needing assistance with Parent Portal setup at following times:

Monday, May 15 at 8 a.m.- 4 p.m.
Tuesday, May 16 at 8 a.m.- 4 p.m.
Wednesday, May 17 at 8 a.m.- 7 p.m.
Thursday, May 18 at 8 a.m.- 4 p.m.

Online Registration with your Parent Portal Account will be open beginning July 17- July 26, 2023. All students must be registered online before they begin Athletics/Band 2 days or to receive a class schedule (7-12 grades) or before they will be enrolled in a homeroom class (PreK-6th grade.) We will send out notifications to remind parents to complete the process & days for the District will be open for parent assistance.

PARENTS/GUARDIANS WITH A PARENT PORTAL ACCOUNT:

1. You should be ready to register beginning July 17-July 26 for Returning Student Registration.
2. ****Make sure your email address in Parent Portal has been verified.**
ASCENDER ParentPortal > My Account > Contact Information
Update and verify email address and mobile phone information.

FOR PARENT/GUARDIANS THAT DO NOT ALREADY HAVE A PARENT PORTAL ACCOUNT.....

Create a New Ascender Parent Portal Account:

1. Go to www.dublinisd.us and Click on Parent Portal left side of the page or scan the QR code



2. From the Login page, click Create Account
3. Create username and password.
4. Enter email address and mobile number. (Be sure you use the same email address for Parent Portal and Contact Email in Registration.)
5. Set up a security question.
6. Log on.
7. Verify email address.

ADD/LINK THE STUDENT TO YOUR ACCOUNT:

1. Parent Portal ID's are attached.
2. From the My Account page, click Link an Enrolled Student.
3. Enter the Parent Portal ID and the student's birth date.
4. Click Add.

You will now be set to complete ONLINE REGISTRATION through your Parent Portal Account beginning July 17-26. Remember, ONLINE REGISTRATION has to be completed for your child to begin Athletics/Band 2 days or to receive a class schedule (7-12 grades) or before they will be enrolled in a homeroom class (PreK-6th grade.)