

July 15, 2020

Dear Parents/Guardians,

We are looking forward to the upcoming school year. Rather than hosting a full day pre-enrollment event on the Tecumseh High School campus this year, we will be asking you to complete the entire enrollment process online sometime during the next week.

Over the past few weeks, school employees have been working to verify the primary guardian's email address of all of our students so that login credentials could be created that will allow access to the online Student Records Portal. During the last week, all of the primary guardians of all of our students should have received an email with information about setting up your guardian role account. In addition, a letter was sent today, Friday, July 17th, to all of the primary guardian's home addresses. When you receive that letter in the mail, it will provide login credentials for your guardian portal so that you can enroll your child online.

If the primary guardian of your student did not receive an email, please call your child's school at the number found below during regular business hours so that we can help you with this process. Please note that if you have more than one student attending one of our school sites, you may receive multiple emails and/or letters. Please log in separately for each of your students if you receive multiple letters to complete the enrollment process. We can join your students together so that you can access all of your children from one login screen, but this process will be done later in the fall.

If you have an existing student in the district and are wanting to enroll a student in our Pre-Kindergarten program, you will need to click "Add New Student" for the Pre-K student when you first log into the Guardian Portal. Call TECC at the number below if you have any issues.

When completing the online enrollment process, there are short videos that you can watch to provide a tutorial for going through the process. These videos will be accessible after you have received the login credentials and logged into the Student Records Portal.

We will request that you enter or verify information for each of your students on three different screens within the Student Records Portal. Navigating between these three screens can be done by clicking each of the tabs at the top of the page. Information from each of these screens will need to be completed for each of our students in order to finalize enrollment for the 2020-2021 school year.

The Demographics Tab asks to you enter or verify the student's name, race, birth date and birth information, and primary language. Follow the on-screen directions, and, when finished, press save before continuing to the next tab.

