

Highland Park Independent School District 2021-2022 Back to School Sign Up

The 2021-2022 school year begins in just over a month, which means that it is almost time for online Back to School Sign Up (BSSU). BSSU is the annual opportunity for parents and guardians to join organizations, pay school fees, fill out student directory information, purchase spirit merchandise and complete required HPISD forms online. **The dates for BSSU this year are July 29th - August 6th.** Once BSSU opens July 29th, please follow these instructions:

1. Go to the HPISD homepage at www.hpisd.org beginning at 9 a.m. July 29th.
2. Click the “Back to School Sign Up” link on the front page.
3. Log in and follow the directions on the series of forms.

Please keep your login information sent to you in your BSSU letter handy, as you will need it throughout the school year. Your BSSU login is the same as your Skyward Family Access login. Use the logins exactly as they appear.

For one household families: Only one parent or guardian can log in to complete BSSU. Once one parent logs in, the students are attached to that user in the system until the BSSU process is complete.

For two household families: One parent or guardian from each household should log in and complete BSSU.

Important Note: The family listed as the first household is required to complete BSSU.

If you are listed as a student’s second household: You may complete BSSU using your own username if you wish to sign up for e-newsletters, make purchases such as yearbooks, pledge donations, etc. If the second household only wishes to submit information to be included in the school directory: Go to tinyurl.com/hpisddirectory to submit the information.

Important Note: Passwords are not provided in this letter in order to protect your confidential information. If you do not know your password, click the “Forgot Your Login/Password?” link on the **Skyward Login Page**. Your password will be sent to the mail address on file in Skyward. If you do not know your password and the password reset option does not work, **please contact the help desk at 214-780-0404 or myhponline@hpisd.org beginning at 9 a.m. July 29th.**

Back to School Sign Up 2021-2022 Questions and Answers

Question: What are my payment options?

Answer:

Online options: ACH e-check and credit card. ACH payments withdraw directly from the user's bank account, and there is a \$1 fee for the entire transaction. Credit card transactions incur a \$5 fee for every \$150 spent, with a maximum fee of \$300. American Express cards are not accepted.

In Person Options: Cash, money orders, and cashier's checks are accepted in person at the HPISD Administration Building (7015 Westchester Drive) during help desk hours. Personal checks are not accepted.

Question: How do I make changes to my email address?

Answer: During BSSU, you may enter your family's email addresses to sign up for district, campus-wide, athletic, PTA, and campus organization email groups.

Question: How can I make changes to my login?

Answer: You must log in to **Skyward Family Access** to change your login information. If you change your Skyward login, this will also change your BSSU login. Please use only letters and numbers (no symbols) in your login. Symbols in passwords are not recognized by the BSSU software.

Question: What if I am withdrawing my student from HPISD?

Answer: Please notify the Armstrong registrar immediately. If you withdraw a student from HPISD, but still have other students still attending school in HPISD, it is possible you will see the withdrawn student's name in your family registration packet. If this occurs, please call the help desk at 214-780-0404 to have the student's name removed from BSSU.

Question: What if there are separate households?

Answer: Each parent and/or guardian who is connected to a student is assigned an individual Skyward login. If there are multiple households, one parent or guardian from each household completes BSSU. If there is only one household, only one parent or guardian can complete BSSU.

Question: Is there a help desk?

Answer: Yes! If you do not have internet access or if you need assistance with Back to School Sign Up, the computer lab will be open for your convenience from 9 a.m. – 4 p.m. July 29-30 and August 2-6 at the HPISD Administration Building (7015 Westchester Drive). HPISD staff and volunteers are available to assist you in person during those times. Technical support is also available **by phone at 214-780-4040 or by email at myhponline@hpsid.org** during the help desk hours. All calls and emails are returned daily.

Question: When and where can I view my elementary student's classroom assignment?

Answer: Armstrong posts class lists at the school during our back to school Eagle's Nest celebration on Monday, August 16th at 5 p.m. Come meet your teacher and fellow classmates and enjoy Kona Ice and Ice Cream! After class lists are physically posted at the school, the class assignments will be available in Skyward.

Question: What if I don't complete BSSU by the deadline?

Answer: Late BSSU information will be available; please contact the Armstrong front office. Only cashier's checks and money orders are accepted during late sign up.