PORT NECHES-GROVES ISD
ONLINE REGISTRATION DIRECTIONS 2020-2021
*****NO PRINTING IS REQUIRED IN THIS PROCESS****

Directions for translating online registration to another language are on the back of this instruction page.

To begin your child's online registration, go to www.pngisd.org and click the "Student Registration 2020-2021" link under **District News**. Be sure your pop-up blocker is turned off. Once you are logged in, click the "Online Registration" link on the left. Choose your child's name in the list that appears. The navigation box on the right-hand side of the screen contains the steps needed to complete your child's online registration. Begin at Step #1 and continue through all the steps.

1. Click on the ***Verify Ethnicity/Race***
   Read through the information. Once you complete this section, click the "Complete Step 1 Only" button.

2. Begin Step #2 with **Student Information**
   Work through all the sets (a-d) of the student information to ensure the information for your child is correct and make changes as needed. As you complete each step, click the "Complete Step # Only" button. When you complete a section, a checkmark will appear next to the link.

   Click the "Next Step" button under the list of steps to continue.

   If you need to go back into a section that has already been checked as "complete," click the ***Edit*** button for the section.

   [Edit Step 2a]
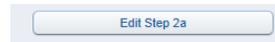
3. Step #3: This begins the **Permissions/Forms** sections of online registration.
   Click the blue link "3. Residency Verification Form" which opens up a required form. Complete each form and answer all questions. Each form will ask for your name and date. This is required and represents that you have read the information contained in the section. All required fields must be filled in so that you can complete that section. Click the "**Complete Step # Only**" button at the bottom of each form before moving on to the next form.   If at any time you want to change the choices you made on a permission form, open the form and click the "**Edit Step #**" link at the bottom.

   A recent update in Skyward causes the user to use scroll bars to view the entire form. However, they provided a "View Full Screen" button if you do not wish to use the scroll bars. Simply click the button to enter full screen mode and click it again to exit full screen mode.

   [View Full Screen]

4. Once you have completed all the required forms and there are green checkmarks next to each item in the list under "District Message," click the last step in the list which is… **Complete Online Registration**. This displays a summary of your online registration and shows (in red) if any sections are not complete. If you have any that are not complete, go back into the section and complete it. If you see a green "Pending Approval" note, please continue with your child's registration. (Changes requested in green require approval from the campus before they are entered into the system but it does NOT stop your online registration.)

5. Final Step:
   After you have clicked the "Complete Online Registration" button as described above, click the **Submit Online Registration** button at the bottom center of the window.

District Message
1. Verify Ethnicity/Race
2. Verify Student Information
   a. Student Information
   b. Family Address
   c. Family Information
   d. Emergency Contacts
3. Family Survey
4. Residency
5. Food Allergy & Medical Info
6. Student Handbook
7. Technology Grades 6-12
8. Cell Phone
9. Textbooks
10. Attendance
11. Leadership PNGHS
12. Steroid
13. Release of Information - Secondary
14. Complete Online Registration
Previous Step   Next Step
Close and Finish Later

TRANSLATE: Online registration is available in 90 languages other than English.

› Select Language	Catalan	Filipino	Hindi	Kazakh	Maltese	Romanian	Swedish	Yiddish
Afrikaans	Cebuano	Finnish	Hmong	Khmer	Maori	Russian	Tajik	Yoruba
Albanian	Chichewa	French	Hungarian	Korean	Marathi	Serbian	Tamil	Zulu
Arabic	Chinese (Simplified)	Galician	Icelandic	Lao	Mongolian	Sesotho	Telugu	
Armenian	Chinese (Traditional)	Georgian	Igbo	Latin	Myanmar (Burmese)	Sinhala	Thai	
Azerbaijani	Croatian	German	Indonesian	Latvian	Nepali	Slovak	Turkish	
Basque	Czech	Greek	Irish	Lithuanian	Norwegian	Slovenian	Ukrainian	
Belarusian	Danish	Gujarati	Italian	Macedonian	Persian	Somali	Urdu	
Bengali	Dutch	Haitian Creole	Japanese	Malagasy	Polish	Spanish	Uzbek	
Bosnian	Esperanto	Hausa	Javanese	Malay	Portuguese	Sundanese	Vietnamese	
Bulgarian	Estonian	Hebrew	Kannada	Malayalam	Punjabi	Swahili	Welsh	

To translate to another language, use the Google Chrome browser and right click anywhere on the Skyward window.
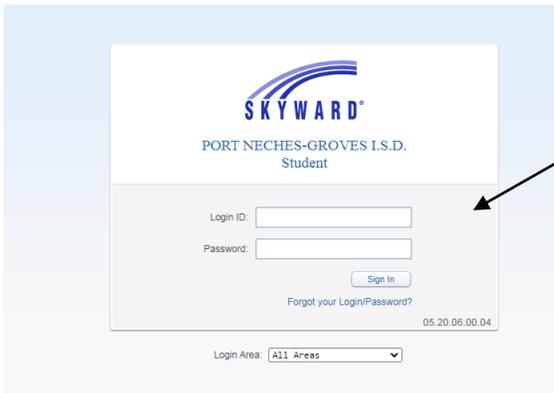
Choose the "Translate to English" option in the pop-up window.

Click the three dots.
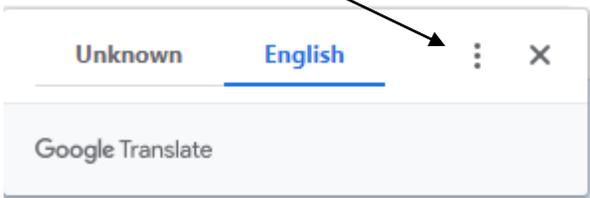
Select "Choose another language" from the options.

Select your language from the pull down list then click "Done."