Highlands P-TECH Onboarding Checklist
2023-2024 School Year

Welcome students and families! We are proud to welcome you to the Owl Nation. Please be sure to complete all steps below to prepare for your STEM adventures at Highlands P-TECH.

Questions? Contact: Michelle Garcia/ MBowman1@saisd.net /
210-438-6800 ext. 35072 or **Lorenzo Pena/** LPena2@saisd.net / 210-438-6800 ext. 35058

Complete?	Item	Deadline
❏	Accept your offer on **Schoolmint** or by e-mailing/calling Ms. Garcia. CLICK HERE to log in to Schoolmint	ASAP - Seats offered until program is full (August 2023)
❏	**Review the Welcome Night presentation HERE.** Complete your **Highlands P-TECH Course Card Meeting and turn in course card.** Welcome Night counts as a course card meeting! *Call or e-mail Dr. Dromgoole with any schedule questions: EDromgoole1@saisd.net / 210-438-6800 ext. 35010*	March-May 2023
❏	**Create/log in to your Frontline Parent Portal account.** ● **Visit www.saisd.net/enroll** ● **Current SAISD:** Be sure to use your *existing* Username & Password! ● **New to SAISD**: You will create a username & password - save this somewhere!	March-May 2023
❏	**If the school does not say Highlands High School… Log in to Frontline Parent Portal account and request Highlands High School as your school.** 1. Click "Request Change of School" 2. Select Highlands High School 3. Reason is 'Choice Program' 4. *The approval will take 48 hours before you can log in again and continue with next steps*	March-May 2023
❏	**Complete your registration through Frontline Parent Portal. Be sure to upload all documents!** *When you finish - you'll be sent back to start page. Look for a checkmark next to student name to know that you've submitted registration correctly.*	March-May 2023
❏	**Register for Summer Bridge 2023!** Click HERE to register for summer bridge and choose the High School P-TECH programs for Highlands.	Before end of May 2023

Highlands P-TECH Dual Credit Checklist

All items on this checklist must be completed before you can begin dual credit courses. Deadlines will vary according to your specific pathway and course schedule.

Need help? Contact us!
Ms. Garcia, P-TECH Coordinator - MBowman1@saisd.net / 210-438-6800 ext. 35072
Ms. Dromgoole, P-TECH Counselor - EDromgoole1@saisd.net / 210-438-6800 ext. 35010

Complete?	Item	Deadline
❏	**Complete all parts of the Apply Texas application for St. Philip's College**	Beginning of the semester before dual credit begins *Example: February for Fall Dual Credit Courses*
❏	Check your e-mail for information on accessing your ACES account (SPC school account). Save your banner ID and password. **Banner ID #:**	After Apply Texas application is complete and accepted
❏	**Log in to ACES account and complete the Alamo ENROLL Modules (Go FAARR and Test Prep)** CLICK HERE for instructions	Beginning of the semester before dual credit begins *Example: February for Fall dual credit courses*
❏	**Complete and turn in the SPC Parent Consent Form** CLICK HERE for the form	Semester before dual credit begins *Example: April for Fall dual credit courses*
❏	**Complete all TSI exam requirements** - scores needed vary by course - be sure to ask during your advising session CLICK HERE to read about TSI exams	Semester before dual credit course *Example: April-June for Fall dual credit courses*