

Superintendents,

The UIL Reclassification and Realignment enrollment submission window is now open in the UIL Portal. You may access the UIL Portal with this link:

<https://uil.registermyathlete.com>

**Please note: Internet Explorer is not compatible with the UIL Portal and should not be used for this process.**

The deadline to complete the submission process is 5:00 p.m. Friday, November 3, 2017.

Each school district may now verify the member high schools from the district, if you have not done so already, and enter enrollment figures for each of those member high schools. Superintendents may choose to assign this responsibility to another district employee. Directions for submitting enrollments and other information in the UIL Portal are attached to this email.

If there is a school that will be participating in UIL activities missing from your list of schools, please contact the UIL office immediately so we can address the issue. You can call Mark Cousins at (512) 471-5883 or email [alignments@uiltexas.org](mailto:alignments@uiltexas.org)

### **Hurricane Harvey Displaced Students**

We are aware of concerns related to students displaced by Hurricane Harvey and are working closely with the Texas Education Agency on this matter. Schools should report all enrolled students as of October 27, 2017. Because these students are enrolled with a specific crisis code in PEIMS, UIL will be able to address any enrollment anomalies related to displaced students on a case-by-case basis prior to announcing the conference enrollment ranges. We will send more information on this topic at a later date.

### **UIL Conference and District Alignment Policies and Procedures**

The UIL Conference and District Alignment Policies and Procedures are also attached to this email. These policies and other information about the alignment process can be found with the following link: <http://www.uiltexas.org/alignments>

We strongly recommend you carefully review the policies prior to entering enrollments. Please pay particular attention to the portions related to students attending alternative schools or schools of choice. For UIL Reclassification and Realignment purposes, generally, alternative schools are schools without defined attendance zones.

It is important to remember that all students in grades nine through twelve in your school district will count on the enrollment at one of your member high schools. Whether or not a particular campus has its own TEA PEIMS code is not relevant for these purposes.

For multiple high school districts, please note the difference in counting students in UIL member alternative schools versus non-member alternative schools. Students enrolled in a UIL member alternative school, who participate in some UIL activities back at a traditional school, will count at BOTH campuses.

For single high school districts, simply remember to count all of your district's students in grades nine through twelve toward the enrollment for your single member high school.

The submission process also provides information to help you accurately account for students enrolled in alternative schools. Please contact UIL staff with any questions you may have.

### **Varsity Participation Selections**

Along with the enrollment submission, you are required to indicate the varsity activities in which each school will participate for the 2018-19 school year. While we will verify these choices with you at a later date, having this information will allow us to, hopefully, release alignments for all activities at an earlier date than in the past.

We appreciate your patience as we continue to develop and improve the UIL Portal. If you have any questions about the Reclassification and Realignment process or policies, the submission process, or any other related questions, please do not hesitate to contact UIL staff.