### <u>NEW Student Enrollment</u> - students new to the district <u>Parent Portal</u>

#### Parents will need a valid email address to enroll new students.

The enrollment process begins online in txConnect and is completed at the campus!

### **User Guide Document**

**STEP 1**: Complete the online forms, gather required documents, and take to the student's campus to complete enrollment.

# Begin by clicking here: Parent Portal (THIS LINK IS FOR STUDENTS NEW TO THE DISTRICT for 2024/2025)

## STEP 2: Hard copies of these documents must be sent to the campus! Required documents:

Certified Birth Certificate (you can order a certified birth certificate for your child at <a href="https://www.texas.gov">www.texas.gov</a>)

Immunization Record

Social Security Card

Parent/Guardian valid photo ID

proofs of residency in the district: utility bill (with the parent's name and address), real estate tax certificate or home purchase contract, or statement from landlord including proof of residency for landlord

last report card or withdrawal form

Kindergarten student must be 5 on September 1, 2024

**Prekindergarten** student must be 4 on September 1, 2024 and meet one of the following requirements:

#### Student

meets federal income guidelines (please bring income verification-the most recent check stubs/receipts for payment for all individuals living in the household)

is unable to speak and comprehend the English language

is homeless (documentation completed at enrollment)

is the child of an active duty member of the armed forces (documentation required)

is the child of a member of the armed forces who was injured or killed while serving active duty (documentation required)

is or has been in foster care (documentation required)

is the child of a parent who has received the Star of Texas Award (documentation required)

Complete the Prekindergarten Application. Take all enrollment required documents to the Elementary to complete the registration process once eligibility is confirmed.

## **Prekindergarten Application**

## Income Survey must be completed by each family.

https://www.mealappnow.com/hismsv