New to Fort Bend ISD Family
## Student Registration Part 2 of 2

Introduction

Audience: Parent/Guardians of **New** to FBISD Students.
**Purpose:** To enter student information online prior to making an appointment with the school.

A. After requesting the FBISD Student Enrollment (see part 1 of New to District Student Online Enrollment) portal account, you will receive an email with the link to the enrollment site to enter your login and password.
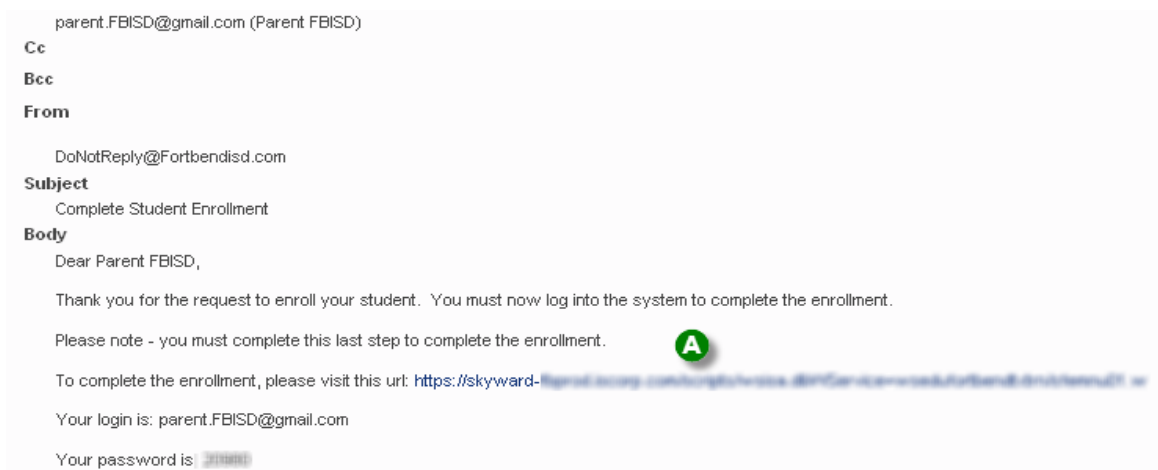
Note: Continue to use the URL link in this email any time you wish to access an incomplete application or to complete an additional application.

Login

B. Use the login and password from your email to login to enroll your student.
C. Be sure the **Login Area** is set to **Enrollment Access.** Press Enter.
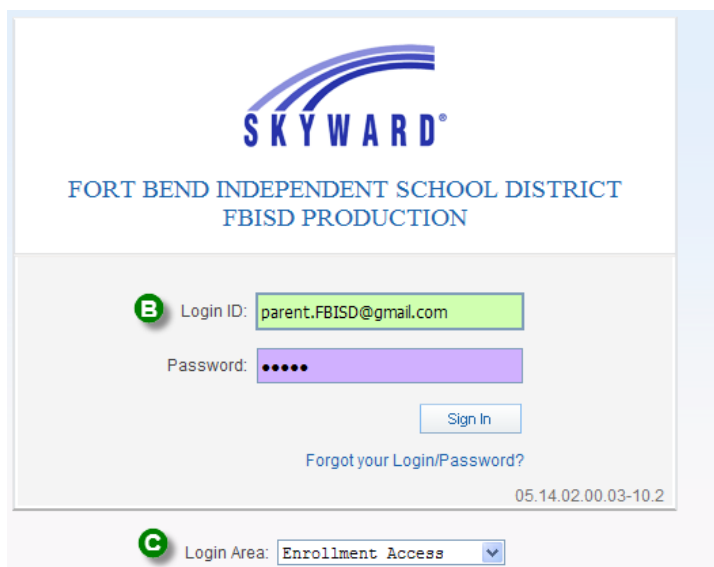
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D. Welcome to New Student Enrollment at FBISD. You will begin to complete the enrollment application for your student with **Step 1: Student Information**.

E. Enter information into each field. Be sure to enter the student's **full legal name as is printed on the birth certificate**. Fields marked with an asterisk ***** are required fields and the step cannot be completed without entering the information in these fields. The application itself cannot be submitted to the district if all steps have not been completed.

F. Several buttons are available for use at the top of the application. **Save and Continue to Fill Out Application, Save and go to Summary Page, Print Application** and **Leave WITHOUT Saving**.

G. After entering the student's birthdate, a popup screen will display concerning the expected student grade level. <u>The school that your student will attend will determine the appropriate grade level for your student</u>. Click **OK**.

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H. Continue entering information in Step 1 Student Information. After all information has been updated, click **Complete Step 1 and move to Step 2: Family Guardian Information** to continue to the next step. Or use one of the buttons mentioned above.

Step 2: Enter information for the Primary Guardian and the Family this Student lives with

I. Continue with Step 2 to enter information for the Primary Guardian and the Family this Student lives with. Note that the information populates on the first guardian from the portal account request that you requested.

J. Be sure to check the box that this **guardian will be considered an Emergency Contact**.

K. Are there other Legal Guardians who live at this address? If so, click **Yes, I want to Add another Legal Guardian who lives at this address**. If you do not want to add another guardian record to this family, click **No other Legal Guardians live at this address**.

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L Are there other Legal Guardians who live at a different address?

| Yes, I want to Add a Legal Guardian who lives at a Different Address | No, Complete Step 2 and move to Step 3: Medical/Dental Information | No, Complete Step 2 Only |

L. Are there other Legal Guardians who live at a different address? If so, click **Yes, I want to Add a Legal Guardian who lives at a Different Address**. If there are no other legal guardians, click **No, Complete Step 2 and move to Step 3: Medical/Dental Information**. Or you may click **No, Complete Step 2 Only** if you need to complete the application at another time.

Step 3: Medical/Dental Information

M. Step 3 of the process is to enter **Medical/Dental Information** for your student. No fields are required in this section, but enter helpful phone numbers and names of your healthcare providers. This does have to be entered on each student that you enroll because the system stores this information on each student record.

N. Click **Complete Step 3 and move to Step 4: Emergency Contact Information** or **Complete Step 3 Only** if you wish to complete the application at another time.

Step 3: Medical/Dental Information Edit View Only Save Save and Collapse Step

Physician Last Name: Jain   Physician First Name: M   Physician Middle Name:
Name Suffix: Name Prefix: Physician Phone: (281) 555-5555
Dentist Last Name: Reintz   Dentist First Name: R   Dentist Middle Name:
Name Suffix: Name Prefix: Dentist Phone: (713) 444-4444
Hospital: Memorial Hermann
Insurance: Insurance Phone:
Insurance Policy Number:

| Complete Step 3 and move to Step 4: Emergency Contact Information | Complete Step 3 Only |

Step 4: Emergency Contact Information

O. In Step 4 you will enter **Emergency Contact Information** for the student. If you marked the guardians entered in step 2 to be emergency contacts, they will be already pre-populated in this step. You can remove contacts by clicking **Removing this Emergency Contact**.

P. Do you have other emergency contacts to add for this student? If so, click **Yes, I want to Add another Emergency Contact Record**, if no further contacts click **No, Complete Step 4 and move to Step 5: Additional District Forms**.

Step 4: Emergency Contact Information Edit View Only Save Save and Collapse Step

Enter the Information for Emergency Contact #1   Remove this Emergency Contact

*Last Name: FBISD   *First Name: Parent   Middle Name:
☐ Is this contact allowed to pick up the student from school?
Contact Email Address: parent.FBISD@gmail.com   *Primary Phone: (281) 555-1212   Cell Phone:
Work Phone:
Relationship to Child: Father
Employer:

Do you have other Emergency Contacts to add for this student?

| Yes, I want to Add another Emergency Contact Record | No, Complete Step 4 and move to Step 5: Additional District Forms | No, Complete Step 4 Only |

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Q. In Step 5 you will enter information in FBISD additional forms.

⚠️ *Special Note*:

Step 5 will not become available to open and complete unless all previous steps have been completed. Verify that there is a "Date Completed" date stamp next to each step. If one is missing open the step and select the "complete this step" button. Once Steps 1-4 have been completed, Step 5 will become available.

Instructions for completing the student application
Answer the questions to progress through the application form.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
Click 'Save and go to Summary Page' to save your progress and return to the summary page.
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (*) denotes a required field

Step 1: Student Information [View Only] → Date Completed: 07/31/2014

Step 2: Family/Guardian Information [View Only] → Date Completed: 07/31/2014

Step 3: Medical/Dental Information [View Only] → Date Completed: 07/31/2014

Step 4: Emergency Contact Information [View Only] → Date Completed: 07/31/2014

R. You must click the orange button on each form to open the form, complete the information requested on each form, electronically sign and date the form and then **Save** the form. Repeat for e

Step 5: Additional District Forms [Edit] [View Only] [Save] [Save and Collapse Step]
Ⓠ

Instructions for completing the Additional District Forms
Step 5 contains the Fort Bend ISD Enrollment Forms that must be completed prior to your appointment to enroll your student at the school.

After Step 5, review that each step has been completed and then click the Submit Application to the District button.

Asterisk (*) denotes a required form
Ⓡ

* Form 1) [Falsification Notice]   ☐ Form 1 has not been completed
* Form 2) [Student Residency Questionnaire] ☐ Form 2 has not been completed
* Form 3) [Food Allergy Information]   ☐ Form 3 has not been completed
* Form 4) [Special Programs]   ☐ Form 4 has not been completed
* Form 5) [Parent Consent 14-15]   ☐ Form 5 has not been completed

Ⓢ [Complete Step 5]

ach form.

S. Click **Complete Step 5** when you have completed each form. If the **Complete Step 5 button** is not available, you have not completed each form.

T. As you complete each district form, it will have the checkbox checked and the text **Form has been completed**.

U. After each form has the completed check, you will be able to click **Complete Step 5**.

Asterisk (*) denotes a required form

* Form 1)	Falsification Notice	☑ Form 1 *has been completed*
* Form 2)	Student Residency Questionnaire	☑ Form 2 *has been completed*
* Form 3)	Food Allergy Information	☑ Form 3 *has been completed* **T**
* Form 4)	Special Programs	☑ Form 4 *has been completed*
* Form 5)	Parent Consent 14-15	☑ Form 5 *has been completed*

U   Complete Step 5

Submitting to the District

V. If you haven't completed all the steps in the enrollment process, the button to submit the application to the district **will not be available**. Review the steps and complete where necessary.

V   Submit Application to the District
* All steps must be Completed before an Application can be Submitted *

| Save and Continue to Fill Out Application | Save and go to Summary Page | Print Application | Leave WITHOUT Saving |

W. When you have completed all the steps of the enrollment process, the button will be available.

Submit Application to the District **W**
* All steps must be Completed before an Application can be Submitted *

X. After submitting to the district, a confirmation popup will be received. If you are ready to submit the application for your student, click **Submit Application**. To continue working on the application, click **Cancel and Keep Screen Open**.

Confirm ✖

Submitting will allow FORT BEND INDEPENDENT SCHOOL DISTRICT - TRAIN to review and process this application. After submitting you will only be able to view this application and will **not** be able to make any further changes.

Are you sure you want to submit this application to FORT BEND INDEPENDENT SCHOOL DISTRICT - TRAIN?

Submit Application **X**   Cancel and Keep Screen Open

Y. You will receive a popup with further instructions.

Complete Enrollment information is found at:
http://www.fortbendisd.com//site/Default.aspx?PageID=1020

School attendance zone information is found at:
http://www.fortbendisd.com/Page/271

Application Submitted

The application has been successfully submitted.

Check your home address to verify the school locations your student will attend at: http://www.fortbendisd.com/departments/Operations/zoning/scho

After verifying, contact the appropriate school to make an enrollment appointment.

Things to take to the school during your appointment:

Grades 1-12 Registration

To enroll a student in grades 1-12, the following is required:

*birth certificate or its equivalent (for students younger than age 12)
*most recent report card or grade transcript,
*immunization records,
*proof of residence, including a deed, lease or mortgage agreement, a recent utility bill (water, gas, electric),
*a student's social security card (will be requested) or state assigned ID number, and
*a government issued photo ID of the student's parent or guardian, which provides their FBISD address (TX Driver's License/ID Card)

Kindergarten Registration
To register a child for kindergarten, parents will need a copy of their child's birth certificate (or its equivalent), immunization records, social security c
residence which should include a deed, lease or mortgage agreement, a current utility bill (gas, water or electric) and an unexpired Texas driver's lic
contains the FBISD address of the parent or guardian. In addition, a child must be five (5) years of age on or before September 1 to enroll in kinderg

For more information regarding kindergarten registration, please contact the school in which your child will enroll.

To register a child for Prekindergarten, parents will need a copy of their child's birth certificate (or its equivalent), immunization records, and proof of
current utility bill (gas, water or electric) or an unexpired Texas driver's license (or other government provided photo ID of the parent or guardian) that

Also, since FBISD does not provide transportation for the PreK program, parents may register their child at any PreK campus. For more information,
at 281-634-1140.

http://www.fortbendisd.com/departments/administration/dept-of-school-leadership/enrollment

OK

Adding another student

Z. To add another student application, select **Click to Enroll Additional Student**.

End Process