

Elementary New Student **ONLINE** Registration

July 21, 2020 – July 27, 2020

Due to COVID-19, please frequently check <https://www.hebisd.edu> for any updates to scheduled dates and processes.

To be eligible as NEW to the district, a student must NOT have been enrolled in a HEB ISD school on the last day of the prior school year. In order to register as a new student in HEB ISD, please complete the following steps:

STEP 1: Find Your School. If you need assistance in determining which school your child will attend, you may use the boundary locator tool. <https://www.hebisd.edu/domain/118>

STEP 2: Gather Required Documents. In order to register a student, you will need to *upload* all the required documents.

Please note: an **original or certified birth certificate** MUST be presented for review by your school office within 30 days of your student's 1st day of school. You will be contacted to schedule an appointment for this review.

Required documents include:

- Parent/Legal Guardian's Government Issued Photo Identification
- Valid Proof of Residency

Option # 1 Current (June, July or August) utility bill (**water, gas or electric, only**) displaying parent/legal guardian name and current address.

Disconnect notices will not be accepted as a valid proof of residence.

Option #2 A copy of current rental agreement/lease page showing parent/legal guardian name, address and signatures of tenant/property manager.

No other forms of residency proof are accepted.

- Student's **Original** or **Certified** Birth Certificate. Kindergarten students must be 5 years old **on or before** September 1, 2020.
- Student's Shot Record (must show child's name) www.hebisd.edu/immunizations
- Student's Social Security Card (if available)
- Grades 1-6 - withdrawal form and/or final report card from last school attended.

STEP 3: Complete required online registration forms. Beginning July 21 the link to complete the forms will be available (see below). You will receive either an APPROVED or a HOLD email from your campus after they have had time to review your submission. www.hebisd.edu/registration

STEP 4: This step is required for any family that receives a **HOLD email. Your student's registration is not complete.**

The parent/legal guardian must contact their school office for further direction.

If you need assistance in determining which school your child will attend, you may use the boundary locator tool. <https://www.hebisd.edu/domain/118>

Future Resident

A nonresident who is planning to move into the District in the near future may request that his or her student register at an HEB ISD school by filing an application with the Superintendent or designee.

Please contact the Office of Elementary Administration (Grades K-6) at 817-399-2032 or Office of Secondary Administration (Grades 7-12) at 817-399-2062 for assistance.

Acceptable documentation necessary shall include one of the following:

1. A **purchase contract** which must be:
 - a. Signed by the buyer and seller;
 - b. Contain a closing date within the school year; and
 - c. Include the actual address of the residence in the District.
2. A **builder letter** which must be:
 - a. Written on the builder's letterhead stationary;
 - b. Signed by the builder;
 - c. Include a building start date and a tentative completion date within the school year; and
 - d. Indicate the specific street address of the home under construction.
 - e. Must indicate a contract has been signed. No tentative plans shall be accepted.
3. A **lease agreement** that must be:
 - a. Signed by the lesser and lessee;
 - b. Contain a move in date within 45 days of application for admission to school; and
 - c. Include the actual address of the residence/apartment in the District.