

New Student Registration

SAVE THE DATE July 31, 2019 2:00 PM – 7:00 PM

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 www.hebisd.edu/map Please contact the Office of Educational Support Services at 817-399-2028 for assistance.

STEP 2: Gather Required Documents. In order to register a student, you will need to make sure you have all the required documents. Copies will be made of your original documents. You may bring a set of copies to skip this step and complete registration. Please note: an **original or certified birth certificate** MUST be presented for review.

Required documents include:

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

Option # 1 Current (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, 2019.
- 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 25 the link to complete the forms will be available here www.hebisd.edu/registration

STEP 4: New Student In-Person Registration – July 31, 2019 2:00 PM – 7:00 PM

At least one parent/guardian must attend registration at their child's school on July 31, 2019.

Each school provides computer access and guidance for any parents needing use of a computer or help with the online forms process.

All online forms **must be submitted electronically prior to completing registration** (see step 3).

All steps must be complete for each child you wish to register in HEB ISD.

Things to consider for New Student Registration Day on July 31, 2019

- Wait times will vary throughout the day.
- The birth certificate presented for review must be *the original or an official certified copy*.
- All documents will be reviewed and the nurse must approve shot records.

Up to Date Shot Record for New Kindergarten Students Includes:

5 doses DPT/DtaP/DT/TdaP/Td including one received on or after the 4th birthday (unless the 4th dose was on or after the 4th birthday, then 4 doses)

4 doses Polio including one received on or after the 4th birthday (unless the 3rd dose was on or after the 4th birthday, then 3 doses)

2 doses MMR received on or after the 1st birthday

2 doses of Hepatitis A received on or after the 1st birthday

3 doses of Hepatitis B

2 doses Varicella received on or after the 1st birthday (if child has not had chicken pox)

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.