

Family with Existing FBISD Family Access New Student Online Registration

Adding a New to FBISD Student to Your Family Using Family Access

Introduction

Audience: Parent/Guardians with Family Access Accounts

Purpose: To add a new to FBISD Student to Your Family Online.

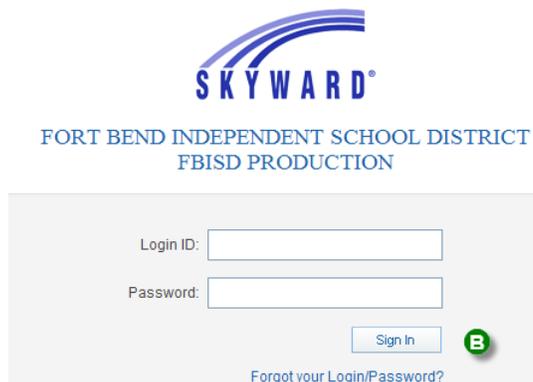
Login

- A. Parents will access the FBISD Website to begin the process. Click on the login to **Family Access** box.

<http://www.fortbendisd.com/departments/technology/family-access>

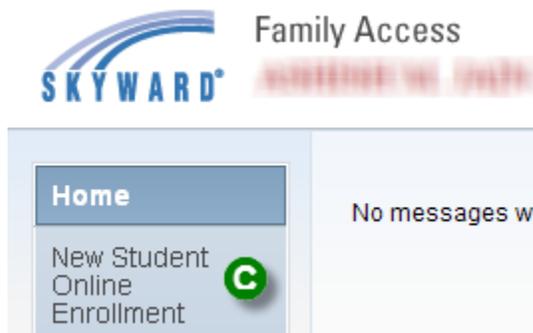


- B. Enter your Skyward Family Access Login ID, Password and then click **Sign In**.



New Student Online Enrollment

- C. On the blue frame on the left, click **New Student Online Enrollment**.



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Step 1: New Student Enrollment Application

- 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**.

FORT BEND
INDEPENDENT SCHOOL DISTRICT
New Student Enrollment: Application Form

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

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 Please Note: Only one step may be edited at a time

D Step 1: Student Information Edit View Only Save Save and Collapse Step

Instructions for completing Student Information
Entering a check in a blank box indicates "Yes". Leaving the blank box empty indicates "No".

E * Last Name: FBISD * First Name: Student Middle Name: Elementary
Name Suffix: Name Prefix: * Gender: Female
* Date of Birth: 06/01/2005 Birth City: Birth State:
Birth Country: Birth County:
 Does student live within this school district?

G Expected Grade Level has been updated
Attention! The Expected Grade Level has been updated to 03.
This is based on your student's date of birth (06/01/2005) and the School Year selected to enroll into (Next Year).
If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into.
OK

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

Does student live within this school district?

Social Security Number: 555-55-4444 State ID: _____

Is Student Hispanic/Latino?

* Federal Race: American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

* Language Spoken Most: ENGLISH * Language Spoken at Home: ENGLISH

* Language District should use: ENGLISH

Has student attended a state school? Has student attended this district previously?

Previous School District: LCISD School in the District Student Previously Attended: Huggins

You are enrolling your student into the Next School Year (2014 - 2015)

First Day of School (08/25/2014) * Enrollment Date (08/25/2014)

* Expected Grade Level: 03

Additional Information (on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

H [Complete Step 1 and move to Step 2: Family/Guardian Information](#) [Complete Step 1 Only](#)

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.

I Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

* Primary Phone: (281) 555-1212 Should the District keep this number confidential?

House #: 2405 Direction: _____ Street Name: Sweetwater Blvd Apartment: _____

* Home Address: P.O. Box: _____ Address 2: _____ City: Sugar Land State: TX Zip Code: 77479

Should the District keep this address confidential?

Mailing Address (if different than home address): House #: _____ Direction: _____ Street Name: _____ Apartment: _____

P.O. Box: _____ Address 2: _____ City: _____ State: _____ Zip Code: _____

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: FBISD * First Name: Parent Middle Name: _____

Name Suffix: _____ Name Prefix: _____

* Relationship to Child: Father Social Security Number: _____

Does this guardian have custody of the child? Is this guardian allowed to pick up the student from school?

J Should this guardian also be considered an Emergency Contact?

Cell Phone: _____ Work Phone: _____ Contact Email Address: parent.FBISD@gmail.com

Language: _____ Employer: _____

Work Hours: _____

K Are there other Legal Guardians who live at this address?

[Yes, I want to Add another Legal Guardian who lives at this address](#) [No other Legal Guardians live at this Address](#)

- 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.

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

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

- 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 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**.

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

O 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?
P 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

- 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**.

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Step 5: Additional District Forms

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

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

R	* Form 1) <input type="button" value="Falsification Notice"/>	<input type="checkbox"/> Form 1 has not been completed
	* Form 2) <input type="button" value="Student Residency Questionnaire"/>	<input type="checkbox"/> Form 2 has not been completed
	* Form 3) <input type="button" value="Food Allergy Information"/>	<input type="checkbox"/> Form 3 has not been completed
	* Form 4) <input type="button" value="Special Programs"/>	<input type="checkbox"/> Form 4 has not been completed
	* Form 5) <input type="button" value="Parent Consent 14-15"/>	<input type="checkbox"/> Form 5 has not been completed



- 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)	<input type="button" value="Falsification Notice"/>	<input checked="" type="checkbox"/> Form 1 <i>has been completed</i>
* Form 2)	<input type="button" value="Student Residency Questionnaire"/>	<input checked="" type="checkbox"/> Form 2 <i>has been completed</i>
* Form 3)	<input type="button" value="Food Allergy Information"/>	<input checked="" type="checkbox"/> Form 3 <i>has been completed</i>
* Form 4)	<input type="button" value="Special Programs"/>	<input checked="" type="checkbox"/> Form 4 <i>has been completed</i>
* Form 5)	<input type="button" value="Parent Consent 14-15"/>	<input checked="" type="checkbox"/> Form 5 <i>has been completed</i>

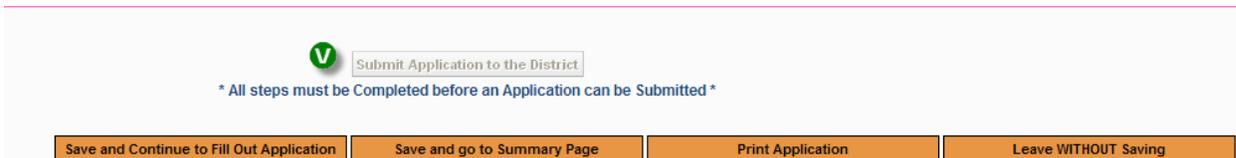


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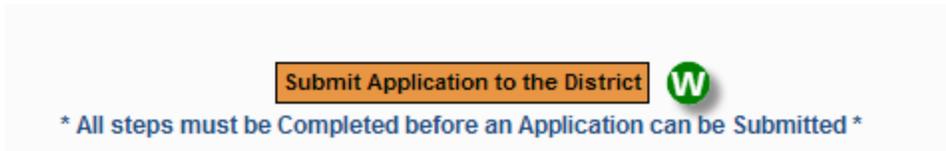
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Submitting to the District

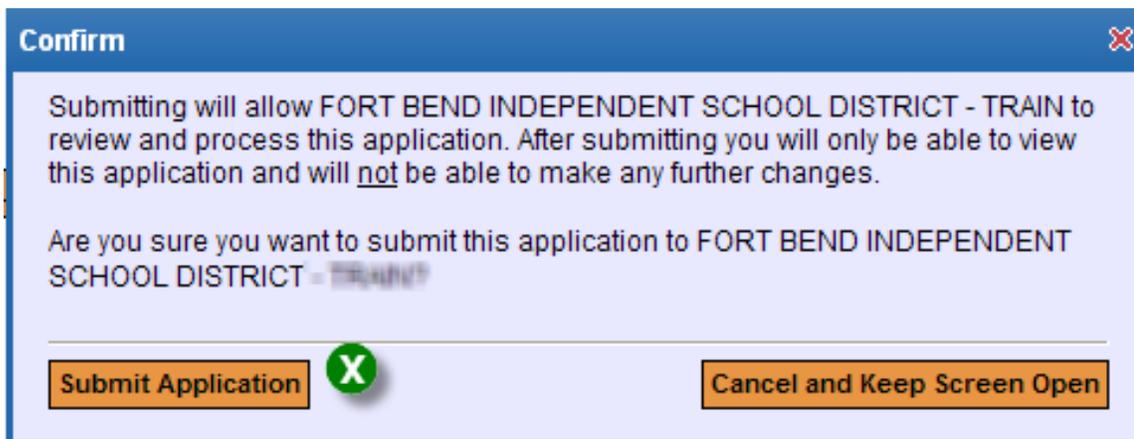
- V. If you haven't completed all the steps in the enrollment process, the button to submit the application to the district **will not be available**. Review the steps and complete where necessary.



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



- 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**.



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Y. You will receive a popup with further instructions.

Complete Enrollment information is found at:

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

School attendance zone information is found at:

<http://www.fortbendisd.com/departments/Operations/zoning/school-attendance-zones>

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/school-attendance-zones>

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 card, and proof of residence which should include a deed, lease or mortgage agreement, a current utility bill (gas, water or electric) and an unexpired Texas driver's license that 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 kindergarten.

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 contains the FBISD address of the parent or guardian.

Also, since FBISD does not provide transportation for the PreK program, parents may register their child at any PreK campus. For more information, please contact the school 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.**

SKYWARD Online Enrollment Access

Parent FBISD Exit

Select Language

FORT BEND
INDEPENDENT SCHOOL DISTRICT
New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

There are no un-submitted enrollment applications to list.

Z [Click to Enroll Additional Students](#)

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
Student Elementary FBISD	The district is currently reviewing the application, please select one of the following options: View the Submitted Application

End Process