

Sending Scanned/Photographed Documents to Registrar

How do I send documents needed to complete my child's registration?

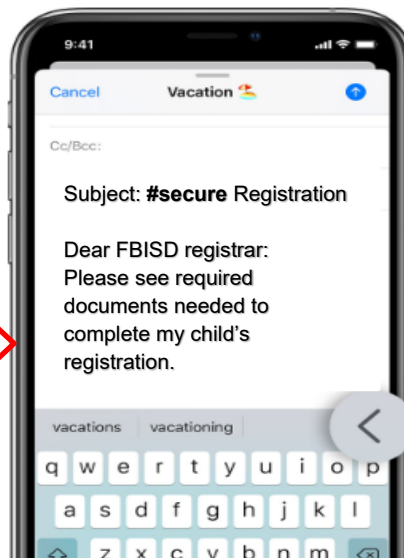
Introduction

Audience: Potential Fort Bend ISD parents/guardians of new students.

Purpose: To allow parents/guardians options for sending in required enrollment documents.

1. Go online to start the new student online enrollment (NSOE) process; **SAVE** your registration.
2. Once saved, a “work in progress” status is temporarily assigned to your application.
3. **Scan or photograph** the following documents that are **required** for registration:
 - a. *Certified Birth Certificate or other proof of the child's identity,*
 - b. *Original social security card for the child or state assigned id number,*
 - c. *Parent/Guardian photo ID such as Texas driver's license or government issued photo id,*
 - d. *Proof of residency such as a deed, lease or mortgage agreement,*
 - e. *One current utility bill (gas, water or electric),*
 - f. *Most recent report card or grade transcript (grades 1-12 only).*
 - g. *Immunization records (guidelines can be found via FBISD website):*
 - Go to www.fortbendisd.com and click on departments
 - Click on Behavioral Health & Wellness.
 - Click on School Health Services.
4. Save **scanned or photographed** documents to your (Apple) Iphone or Ipad or other device.
5. Find the registrar's email address from the FBISD website www.fortbendisd.com/schools:
 - Using “our schools,” find your child's school.
 - Click on “students and parents” then click on “registrar.”
 - Contact information is on this page for registration personnel.
 - Right-click on registrar's name and select “copy email address” or select “open in new tab” to reveal email address.

- Open email to start new email.
- Paste or enter registrar's email.
- Inside body of email, compose a message to the school registrar.
- Include child's name in email.
- Using this symbol <, find and attach your scans or pictures.
- In the subject line, enter **#secure** or **#encrypt**—see pg.2
- Send email to registrar.



Tap here to add scans or pictures to the email. These are the required registration documents.



FBISD Secure Email Service

To further protect transmission of sensitive District information, both Student and Staff Personally Identifiable Information (PII), etc., the District has implemented an easy to use **Secure Email Service**. Email sent to anyone outside of FBISD is not encrypted (it is transmitted in “the clear” and the contents of the email, including attachments, could be intercepted and read). This differs from District email sent between District employees (or Students) within the Office 365 system which is encrypted during transport (email sent between **@fortbendisd.com** and/or **@fortbend.k12.tx.us** email addresses).

The FBISD **Secure Email Service** will allow you to securely send email to external email recipients by simply adding the keyword **#secure** or **#encrypt** to the **Subject** line of the email message. These keywords can come at the beginning, middle or end of the email **Subject** field and are not *cAse SenSitiVE* so you could use #Encrypt, #ENCRYPT, etc.

These keywords, **#secure** and **#encrypt**, will instruct the email system to encrypt the email message, including attachments, and send an unencrypted email to the intended recipient(s) with detailed instructions on how to retrieve the secure message. It is that simple.

The recipient can securely “reply” inside of the secure message delivery system and that communication will also be encrypted (again, the recipient receives a standard email message with instructions on how to collect the encrypted message and/or attachments).

We encourage new users to this service to test the functionality with a colleague prior to sending sensitive information outside of the District.

Examples of **#secure** and **#encrypt** in the **Subject** field (again these keywords are **NOT** *cAse SenSitiVE*):

The screenshot shows an email composition window with the following fields:

- To...: external_recipient@notFBISD.place
- Cc...: (empty)
- Bcc...: (empty)
- Subject: the project we are working on #secure
- Text & Attachments: (empty)

The screenshot shows an email composition window with the following fields:

- To...: external_recipient@notFBISD.place
- Cc...: (empty)
- Bcc...: (empty)
- Subject: the project we are working on #ENCRYPT
- Text & Attachments: (empty)

If you have any questions or concerns please contact the CSC for assistance.

Note: If you find that you must routinely send sensitive information to an external partner, please contact our Data Integration Services team (via the CSC) who has more options for securely sending and receiving sensitive District data.