

Sending Scanned/Photographed Documents to Registrar

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

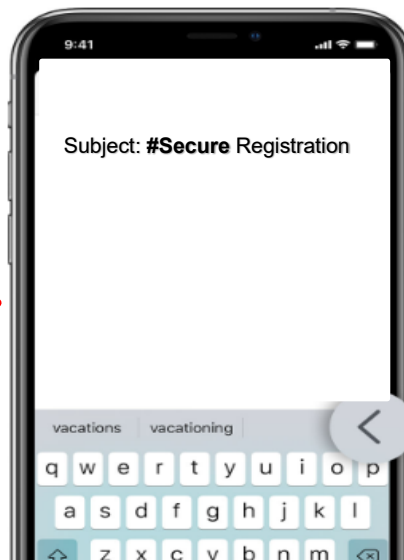
Introduction

Audience: Parents/Guardians of students registering in Fort Bend ISD

Purpose: How to establish a connection to the FBISD encrypted message service for electronic submission of required registration documents

1. Go online to start the new student online enrollment (NSOE) process; **SAVE** your registration.
2. **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.
 - Submit shot records with medical professional signature!
3. Save **scanned or photographed** documents to your (Apple) Iphone or Ipad or other device.
4. Once an Online application is completed and submitted, **the school registrar will send the parent/guardian an initial email to notify you that a second email with #Secure in the subject line will be sent to the parent/guardian's email address. The email from the Registrar with #Secure in the subject line will allow the parent/guardian to establish an encrypted, secure connection to the FBISD encrypted message service to for sending enrollment documents.**
5. This important email communication from the registrar should occur **BEFORE** sending the required enrollment documents (See page 2).

- **Receive email from registrar with #Secure in Subject line**
- Reply to this email from registrar to join the FBISD encrypted message service
- Include child's name in the reply
- Include child's grade level, too
- Using this symbol <, find and attach your scans or pictures.
- Before sending, verify that the email's subject line contains **#Secure** or **#Encrypt**
- **Attach scans/documents**
- Send encrypted message to registrar
- See **page 2** for more instructions.



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

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How does #Secure or #Encrypt work?

- 1) The parent/guardian receives a message with #Secure in the subject line. The message will be similar to "sample" email exchange below:

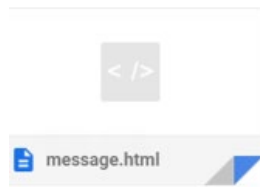
Encrypted message from Fort Bend Independent School District secure messaging system.

To view your message

Save and open the attachment (message.html), and follow the instructions.

Sign in using the email address from you, the parent/guardian.

- 2) Download the message at the bottom of the secured email (do not just click on it).



- 3) A sample message will appear that looks like this one:

Fort Bend Independent School District secure email portal.

Encrypted message

From: Registrar@fortbendisd.com (this is a sample email address; do not use it)

To: Your Email Address

To view the message on your computer...

Save and open the attachment (message.html), and then follow the instructions from there.

- 4) You will have to log into your email account (login + password) OR request a 1-time code:

We sent a one-time passcode to: YOUR EMAIL ADDRESS WILL APPEAR HERE.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

- 5) At this point, you are now engaged in a secure communication with the registrar.
- 6) You can now attach documents that are needed to complete the registration process.