Sending Scanned/Photographed Documents to Registrar

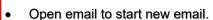
How do I send documents needed to complete my child's registration?

Introduction

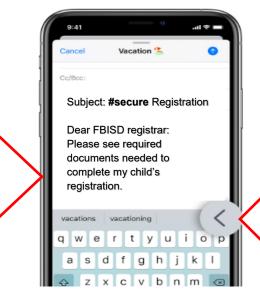
Audience: Potential Fort Bend ISD parents/guardians of new students.

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 <u>www.fortbendisd.com</u> 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.



- 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.

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