

Sending Scanned/Photographed Documents to Registrar

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

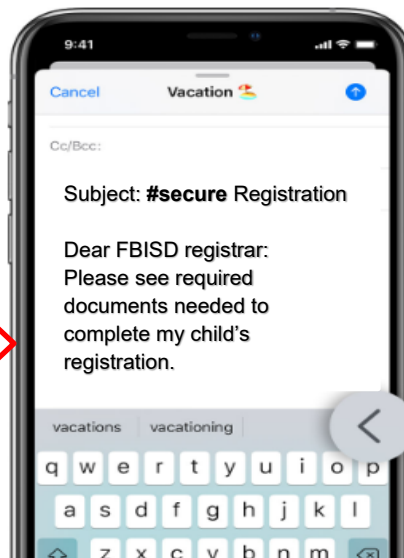
Introduction

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.