New Student Online Enrollment (for Guardians)

PLEASE NOTE:
*Online enrollment* is only for NEW or Returning Students that are NOT currently enrolled in MISD.

**Returning Student Registration** is for Currently Enrolled Students and is a different process for which you will receive an email at a later date on how to complete this.

GO TO the MISD webpage click on “FIND IT FAST” and then “ENROLLMENT”.

Create an Account: For New Students who have never enrolled in MISD
Scroll down to Step 4 and click on “creating an account”. Follow instructions for creating an account.

An email will be sent with the login and password and the parent/guardian will click on the link to start the process.

OR

Family Access: For Parents who already have a student enrolled in Mansfield ISD and want to enroll another one or the student has been enrolled in the past.
Login to Family Access and click on the New Student Online Enrollment tab to begin the process. (Use the Forgot Password feature to retrieve password)

When the following screen appears, you are ready to begin filling out Step 1.

<table>
<thead>
<tr>
<th>MISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Enrollment: Application Form</td>
</tr>
</tbody>
</table>

**IMPORTANT: Which School Year are you enrolling in?**

**If you select the incorrect year your application will be denied**

(Further instructions on following page)

Revised 03/23/2021
Which School Year are you enrolling in?

**Current Year (In progress).** Select “Current School Year” and enter expected enrollment date directly below “Current School Year.”

**OR**

**Next school year.** Select “Next School Year” and be sure to check the “first Day of School” box or enter a later expected start date in the box directly below.

Don’t know which school your child will attend? Click here to locate your campus.

*The Expected Grade Level will automatically populate from the date of birth you entered for the student. If this is not correct, you will be able to override this.

When finished the parent/guardian can click to “Complete Step 1 Only”, if they want to return and complete the other steps later. They can click “Complete Step 1 and move to Step 2” to move on.
**Step 2** is the Family Information. When finished filling out the information for the first Guardian, there are options to Add another Legal Guardian, Add a Legal Guardian who lives at a Different Address, Complete Step 2 and move on to Step 3 or simply Complete Step 2.

**Step 3** is Emergency Contact Information. If the box in Step 2 was checked “Should this Guardian also be considered an Emergency Contact?”, the parents/guardians will already be listed in Step 3. Now other Emergency Contacts can be added. Up to 8 Emergency Contacts are allowed. Now Step 3 can be marked completed, or Step 3 is completed and you can move on to Step 4.
Step 4 allows the parent/guardian to attach required documentation for enrollment. This step is for convenience and is **not required, but highly encouraged**. The documentation can still be brought into the school office to be copied. Partial documentation can be attached, as well, and further documentation brought to the school. Step 4 can be marked complete and then the parent/guardian can move on to step 5.

**Step 4: Requested Documents**

Instructions for completing the Requested Documents

- Birth Certificate:
- Driver’s License:
- Immunizations:
- Proof of Residency:
- School Records:
- Social Security Card:

[Complete Step 4 and move to Step 5: Additional District Forms] [Complete Step 4 Only]

Step 5 is required and allows the parent/guardian to fill out the district forms. They will click on Form 1 and fill out all required fields. Form 1 will automatically show as completed and forms 2-8 can be filled out. Note—all forms except Military Connected are required. This is the final step and Complete Step 5 must be checked.

**Step 5: Additional District Forms**

Instructions for completing the Additional District Forms

- *Required Form: Health Information Form*
- *Required Form: Special Programs Registration Form*
- *Required Form: Military Connected Student Form*
- *Required Form: Occupation/Migrant Survey*
- *Required Form: Parental Permissions/Acknowledgements*
- *Required Form: Verification of Enrollment/Proof of Residency*
- *Required Form: Apps for Education*

[Complete Step 5]

When all boxes show they are completed, Click “Complete Step 5” and carry on to next page.
All steps should show a Date Completed date to the right. Steps can be edited at this point and the application can be printed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Edit</th>
<th>View Only</th>
<th>Date Completed: 04/01/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Student Information</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Step 2: Family/Guardian Information</td>
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<tr>
<td>Step 3: Emergency Contact Information</td>
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<td>Step 4: Requested Documents</td>
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<tr>
<td>Step 5: Additional District Forms</td>
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The last step for the parent/guardian is to click the button to "Submit Application to the District".

Once it has been submitted, the application can be viewed but not edited.