## **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".

<u>Create an Account</u>: For New Students who have <u>never</u> enrolled in MISD Scroll down to <u>Step 4</u> and click on "<u>creating an account</u>". 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

<u>Family Access</u>: 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.

<u>Login to Family Access</u> and click on the <u>New Student Online Enrollment</u> 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.

MÎSD ansfield Independent School District								
lew Student Enrollment: Application Form  Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving					
Instructions for completing the student application  Answer the questions to progress through the application form. Click 'Save and Continu	e to Fill Out Application' to save your p	rogress and stay on this screen. Click '	Save and go to Summary Page' to					
save your progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving.  If your student is currently enrolled in ANY Mansfield ISD school, please do not submit a new student application. You will receive information by email in mid-July on how to complete returning student online registration.  Mansfield ISD is now accepting new student enrollment applications for the 2020-2021 school year; once the online application is submitted, campus personnel will reach out to you finalize your student's registration.  Before you start, please make sure to have the following documents ready to be uploaded:  Student's Birth Certificate/Passport Student's Storial Security Card Student's Shot Records (MUST be stamped/signed by the doctor and all dates legible) Parent/Guardian's Proof of Residency (must be in the name of the parent/guardian and must be for an a MISD zoned address) Previous school records including last report card								
terisk (*) denotes a required field  Please Note: Only one step may be edited at a time  Step 1: Student Information  Edit View Only  Save and Collapse	Step							

<u>Translate Screen to another language</u>: Right Click on Screen > Select "Translate to English" > Click on the three dots and select "choose another language" > Select preferred language and click "Translate".

<u>IMPORTANT</u>: Which School Year are you enrolling in?
\*\*If you select the incorrect year your application will be denied\*\*

(Further instructions on following page)

## Which School Year are you enrolling in?

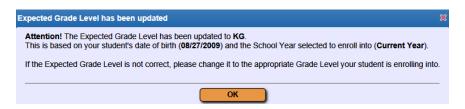
**<u>Current Year (In progress).</u>** Select "Current School Year" and enter expected enrollment date directly below **©Current School Year.** 

## 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.

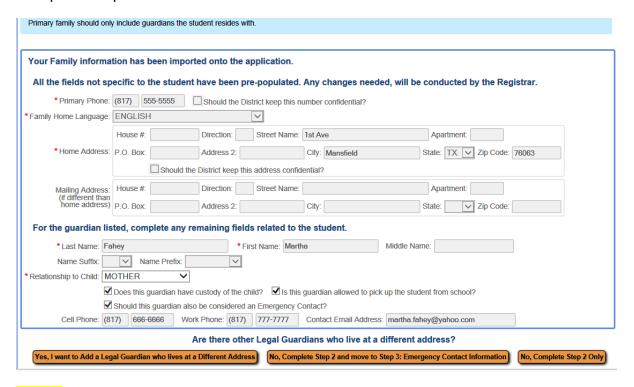
53	*Federal Race: (select all that apply)	☐ American Indian or Alaskan Native ☐ Asian	U			
		☐ Black or African American ☐ Native Hawaiian or Other Pacific Islan ☐ White	der			
	* Primary Language:		*Language Spoken at Hor	me:	~	
	*Correspondence Language:		~			
		Check the box if your student has prev	lously ever attended a Mansfield	ISD school.		
	**PLEASE NOTE: YOU MUS	T SELECT TO ENROLL YOUR STUDENT	IN THE CURRENT	SCHOOL YEAR O	OR THE NEXT SCHO	OL YEAR. **
)	*What School Y	ear are you enrolling your student into?	Current School Year		Next School Year	il and the second
		* 20	15-2016 Enrollment Date		LI First Day of School (08/22)	2016)
			(The first day of school is	08/24/2015)	*2015-2016 Enrollment Date	
	*Expected Grade Level	*Expected School to Enroll into		✓ Click to loca	ate your student's campus.	
(1	Additional Information: on the Student for the District)		are EAAN		0	
		Maximum characters: 5000, Remaining charact	ers. 5000			
		Complete Step 1 and move	to Step 2: Family/Guardian Infor	Complet	te Step 1 Only	\
ř	on't know	which echool you	ur child will a	ttond2	Click horo to	locato
L	JUIL L KITOW	which school yo	ui Cilliu Will a	illenu ?	Chick here to	<b>locale</b>
١	our campus	<mark>s.</mark>				

\*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.

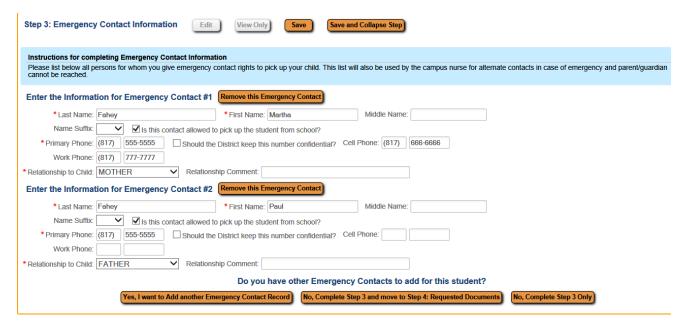


When finished the parent/guardian can click to "Complete Step 1 Only", if they want to return and complete the other steps later. They can click "Complete Step 1 and move to Step 2" to move on.

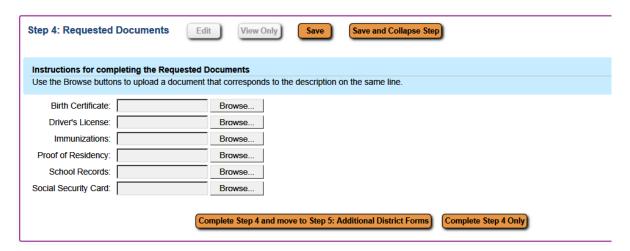
Step 2 is the Family Information. When finished filling out the information for the first Guardian, there are options to Add another Legal Guardian, Add a Legal Guardian who lives at a Different Address, Complete Step 2 and move on to Step 3 or simply Complete Step 2.



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.

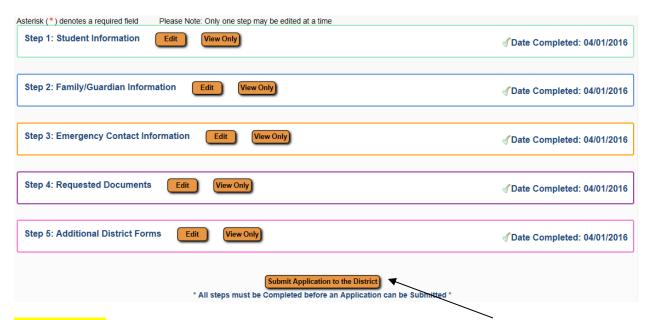


Step 5 is required and allows the parent/guardian to fill out the district forms. They will click on Form 1 and fill out all required fields. Form 1 will automatically show as completed and forms 2-8 can be filled out. Note-all forms except Military Connected are required. This is the final step and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



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.



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.