

New Student Online Enrollment Family with Existing CCISD Family Access

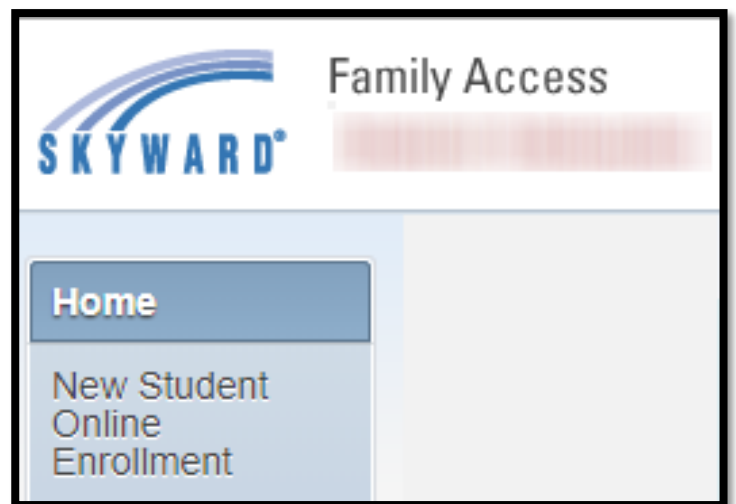
PARENTS/GUARDIANS: TO ENROLL A NEW CCISD STUDENT

Parent will access the CCISD website to begin the Process. Navigate to @Home, then Skyward Family Access

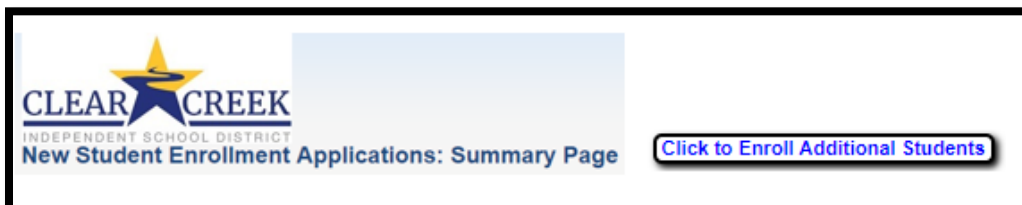


Enter your Family Access Login ID and Password, then click: Sign In

Click: New Student Online Enrollment on the left



Click: "Click to Enroll Additional Students" on the right



Welcome to the Clear Creek ISD New Student Online Enrollment

STEP 1: STUDENT INFORMATION

Enter information into each field. Be sure to enter the student's full legal name as it is printed on the birth certificate. Fields marked with an asterisk (*) are required fields and the step cannot be completed without entering the information in these fields.

Step 1: Student Information

Instructions for completing Student Information
Please enter your child's name according to the birth certificate.

* Last Name: * First Name: Middle Name:
Name Suffix: * Gender:
* Date of Birth: Age: Birth City: Birth State:
 Check if your student lives within this school district.
Social Security Number:
* Check if student is Hispanic/Latino:
* Federal Race: (select all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

* What language does your child speak most of the time?: * What language is spoken in your home most of the time?:
* Name of Previous School District (n/a if none): * Name of school previously attended (n/a if none):

* What School Year are you enrolling your student into? Current School Year (2019 - 2020) Next School Year (2020 - 2021)
* Expected Enrollment Date First Day of School (08/18/2020)
(The first day of school is 08/19/2019) * Expected Enrollment Date
* Expected Grade Level. Note... Grade level is added based on student's age and may need to be modified. * Expected School to Enroll into


* I authorize this student's information to be distributed for the purposes of Military usage: ?
* I authorize this student's information to be distributed for the purposes of Higher Ed usage: ?
* I authorize this student's information to be distributed for the purposes of Public usage: ?
* I authorize this student's information to be distributed for the purposes of District usage: ?
* I authorize this student's information to be distributed for the purposes of Local usage: ?
* I authorize this student's information to be distributed for the purposes of school yearbook usage: ?

Additional Information:
(on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

STEP 2: FAMILY/GUARDIAN INFORMATION

The family information attached to the parent/guardian that created the application cannot be updated here. If there are changes to the Family Information, contact the campus.

 Add Legal Guardian with different address – Click: “Yes, I want to Add a Legal Guardian who lives at a Different Address”

Step 2: Family/Guardian Information

Your Family information has been imported onto the application.

All the fields not specific to the student have been pre-populated. Any changes needed, will be conducted by the Registrar.

* Primary Phone:

* Family Home Language:

House #: Direction: Street Name: Apartment:

* Physical Street Address Required: P.O. Box: Address 2: City: State: Zip Code:

* County:

For the guardian listed, complete any remaining fields related to the student.

* Last Name: * First Name: Name Suffix:


Name Prefix: * Date of Birth: Gender:

* Relationship to Child:

Does this guardian have custody of the child? Check here if this guardian is allowed to pick up student from school.

Cell Phone: Work Phone: Contact Email Address:

Employer: Driver License Number:

 **Are there other Legal Guardians who live at a different address?**

STEP 3: EMERGENCY CONTACT INFORMATION

Additional emergency contacts can be added by clicking: “Yes, I want to Add another Emergency Contact Record”. Otherwise, click: “No, Complete Step 3 and move to Sept 4: Additional District Forms”

Step 3: Emergency Contact Information

Instructions for completing Emergency Contact Information

The information you enter in this form is used for two reasons. At the school level, a staff member will call these contacts in the event the parents or guardians cannot be reached and there is a concern with the student. At the school district level, these contacts will be included in CCISD's mass emergency call outs for issues such as weather delays, power outages, etc. that disrupt the school day or may cause for an early release or closure of the school.

Enter the Information for Emergency Contact #1

* Last Name: Doe * First Name: Jan Name Suffix:

Name Prefix: This contact is allowed to pick up the student from school.

Gender:

* Primary Phone: (713) | 111-1111 Cell Phone: Work Phone:

Relationship to Child:

Do you have other Emergency Contacts to add for this student?

STEP 4: REQUESTED DOCUMENTS

Click on each category button to upload document(s). If you have custody orders, please email the campus principal by navigating to ccisd.net>>Select the School>>Contact Us to obtain the email addresses. To complete the registration process, parents/guardians will need to visit the campus the student will be attending to provide the original required documentation, outlined below.

Step 4: Requested Documents [Edit] [View Only] [Save] [Save and Collapse Step]


Instructions for completing the Requested Documents
Click on each category button to upload document(s). If you have custody orders, please email the campus principal by navigating to ccisd.net>>Select the School>>Contact Us to obtain the email addresses.
To complete the registration process, parents or guardians will need to visit the campus the student will be attending to provide the original required documentation, outlined below.

Birth Certificate:	Choose File	No file chosen
Immunizations Record:	Choose File	No file chosen
Last Report Card:	Choose File	No file chosen
Mortgage/Lease:	Choose File	No file chosen
Parent/Guardian ID:	Choose File	No file chosen
Social Security Card:	Choose File	No file chosen
Utility Bill:	Choose File	No file chosen

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

STEP 5: ADDITIONAL DISTRICT FORMS

District Forms are different at the elementary, intermediate, and high school levels. The pictures below are only examples of forms parents may see.

Click on each button to open form, fill out information as requested on each form, then click SAVE at the top right. Forms are complete when “This form has been completed”  message displays along with check marks. Click: “Complete Step 5, then click Submit Application to the District”

Step 5: Additional District Forms [Edit] [View Only] [Save] [Save and Collapse Step]

Instructions for completing the Additional District Forms
Please complete the following forms which provide the school and school district important information about your student.
Asterisk (*) denotes a required form

Optional Form:	2020-21 FERPA	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	2020-21 Student Information	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	2020-21 Transportation Form	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	2020-21 Student Code of Conduct	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	2020-21 Student Medical Information	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	2020-21 Authorized Lunch Attendees	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	2020-21 Parent Signature Form	<input checked="" type="checkbox"/>	This form <i>has been completed</i>

[Complete Step 5]

[Submit Application to the District]

* All steps must be Completed before an Application can be Submitted *

You will receive a pop-up stating the application has been successfully submitted along with further instructions (list of items to bring to the school to complete the enrollment process).