

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.

MISD
Mansfield Independent School District
New 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 Continue to Fill Out Application' to save your progress 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 Social Security Card
- Student's Shot Records (MUST be stamped/signed by the doctor and all dates legible)
- Parent/Guardians Driver's License/Legal ID
- 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

asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only Save Save and Collapse Step

Translate Screen to another language: *Right Click on Screen > Select “Translate to English” > Click on the three dots and select “choose another language” > Select preferred language and click “Translate”.*

IMPORTANT: 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?

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.

The screenshot shows a web form for enrolling a student. At the top, there are checkboxes for Federal Race (American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White) and dropdown menus for Primary Language, Correspondence Language, and Language Spoken at Home. Below these is a checkbox for "Check the box if your student has previously ever attended a Mansfield ISD school." The main section is titled "**PLEASE NOTE: YOU MUST SELECT TO ENROLL YOUR STUDENT IN THE CURRENT SCHOOL YEAR OR THE NEXT SCHOOL YEAR **". It contains two radio buttons: "Current School Year" (selected) and "Next School Year". Below these are fields for "2015-2016 Enrollment Date" and "First Day of School (08/22/2016)". There is also a field for "Expected Grade Level" and "Expected School to Enroll into". A red box highlights the "Click to locate your student's campus" link. At the bottom, there are two buttons: "Complete Step 1 and move to Step 2: Family/Guardian Information" and "Complete Step 1 Only".

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.

The screenshot shows a notification message with a blue header and a close button (X). The text reads: "Attention! The Expected Grade Level has been updated to KG. This is based on your student's date of birth (08/27/2009) and the School Year selected to enroll into (Current Year). If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into." Below the message is an "OK" button.

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.

Primary family should only include guardians the student resides with.

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: (817) 555-5555 Should the District keep this number confidential?

* Family Home Language: ENGLISH

House #: Direction: Street Name: 1st Ave Apartment:

* Home Address: P.O. Box: Address 2: City: Mansfield State: TX Zip Code: 76063

Should the District keep this address confidential?

Mailing Address: (if different than home address) House #: Direction: Street Name: Apartment:

P.O. Box: Address 2: City: State: Zip Code:

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

* Last Name: Fahey * First Name: Martha Middle Name:

Name Suffix: Name Prefix:

* Relationship to Child: MOTHER

Does this guardian have custody of the child? Is this guardian allowed to pick up the student from school?

Should this guardian also be considered an Emergency Contact?

Cell Phone: (817) 666-6666 Work Phone: (817) 777-7777 Contact Email Address: martha.fahey@yahoo.com

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

Yes, I want to Add a Legal Guardian who lives at a Different Address No, Complete Step 2 and move to Step 3: Emergency Contact Information No, Complete Step 2 Only

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 3: Emergency Contact Information Edit View Only Save Save and Collapse Step

Instructions for completing Emergency Contact Information
Please list below all persons for whom you give emergency contact rights to pick up your child. This list will also be used by the campus nurse for alternate contacts in case of emergency and parent/guardian cannot be reached.

Enter the Information for Emergency Contact #1 Remove this Emergency Contact

* Last Name: Fahey * First Name: Martha Middle Name:

Name Suffix: Is this contact allowed to pick up the student from school?

* Primary Phone: (817) 555-5555 Should the District keep this number confidential? Cell Phone: (817) 666-6666

Work Phone: (817) 777-7777

* Relationship to Child: MOTHER Relationship Comment:

Enter the Information for Emergency Contact #2 Remove this Emergency Contact

* Last Name: Fahey * First Name: Paul Middle Name:

Name Suffix: Is this contact allowed to pick up the student from school?

* Primary Phone: (817) 555-5555 Should the District keep this number confidential? Cell Phone:

Work Phone:

* Relationship to Child: FATHER Relationship Comment:

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

Yes, I want to Add another Emergency Contact Record No, Complete Step 3 and move to Step 4: Requested Documents No, Complete Step 3 Only

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 Edit View Only Save Save and Collapse Step

Instructions for completing the Requested Documents
Use the Browse buttons to upload a document that corresponds to the description on the same line.

Birth Certificate:	<input type="text"/>	Browse...
Driver's License:	<input type="text"/>	Browse...
Immunizations:	<input type="text"/>	Browse...
Proof of Residency:	<input type="text"/>	Browse...
School Records:	<input type="text"/>	Browse...
Social Security Card:	<input type="text"/>	Browse...

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 Edit View Only Save Save and Collapse Step

Instructions for completing the Additional District Forms
The buttons below link to additional forms that are required in order to submit the student application.

Asterisk (*) denotes a required form

* Required Form:	Health Information Form	<input checked="" type="checkbox"/> This form has been completed
* Required Form:	Special Programs Registration Form	<input checked="" type="checkbox"/> This form has been completed
The form below needs to be completed by military families only.		
Optional Form:	Military Connected Student Form	<input checked="" type="checkbox"/> This form has been completed
* Required Form:	Occupation/Migrant Survey	<input checked="" type="checkbox"/> This form has been completed
* Required Form:	Parental Permissions/Acknowledgements	<input checked="" type="checkbox"/> This form has been completed
* Required Form:	Verification of Enrollment/Proof of Residency	<input checked="" type="checkbox"/> This form has been completed
* Required Form:	Apps for Education	<input checked="" type="checkbox"/> This form has been completed
* Required Form:	<input type="text"/>	<input checked="" type="checkbox"/> This form has been completed

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.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information	Edit	View Only	✔ Date Completed: 04/01/2016
Step 2: Family/Guardian Information	Edit	View Only	✔ Date Completed: 04/01/2016
Step 3: Emergency Contact Information	Edit	View Only	✔ Date Completed: 04/01/2016
Step 4: Requested Documents	Edit	View Only	✔ Date Completed: 04/01/2016
Step 5: Additional District Forms	Edit	View Only	✔ Date Completed: 04/01/2016

Submit Application to the District

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

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.