

HOW TO GET STARTED

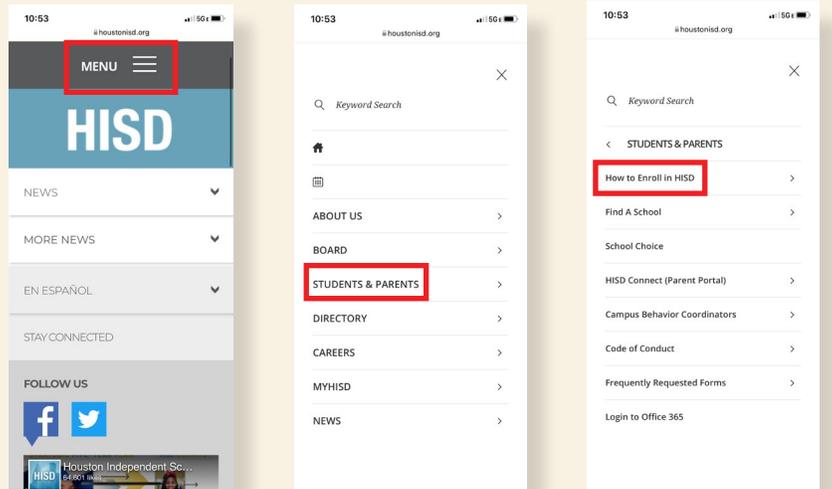
- 1. Go to [www.HoustonISD.org](http://www.HoustonISD.org)  
Click the top icon called 'ENROLL NOW.'

Computer view

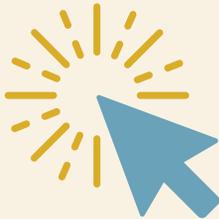


If using a mobile phone or tablet, click 'MENU.' Then, click 'STUDENTS & PARENTS,' and finally the 'How to Enroll in HISD' link.

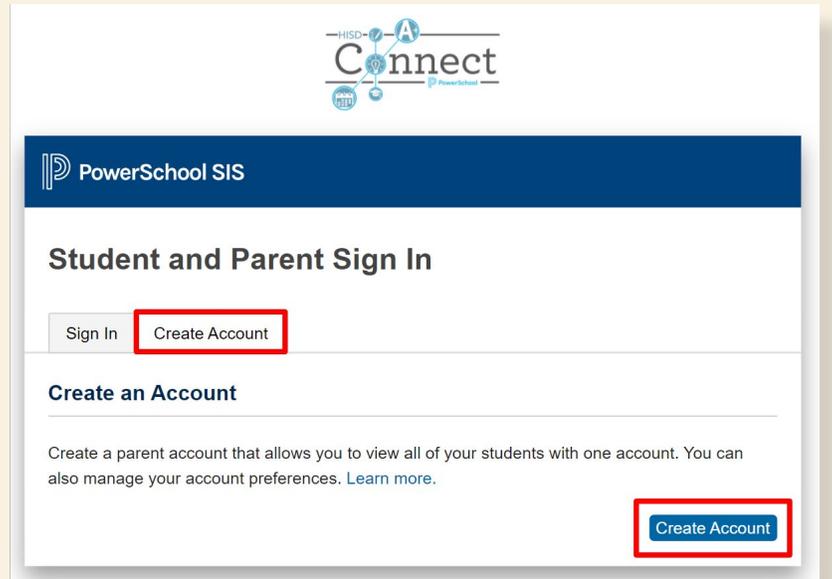
Mobile view



You can also visit [www.HoustonISD.org/Enroll](http://www.HoustonISD.org/Enroll)



- 2. If you already have an HISD Connect account, sign in with your login information. If you are new to HISD and need to create an account, select 'Create Account' to complete the enrollment process online.



**Note: Don't have an email address?** We suggest that you obtain a free email account online through your preferred email provider.

AFTER SUBMITTING AN APPLICATION



Each neighborhood school in HISD enrolls students and helps families throughout the process.

After submitting the online enrollment application, you will receive three emails with updates about your student's enrollment in HISD.

- 1. Received and Under Review:** You will receive an update that materials are being reviewed by a campus staff member.



- 2. Reviewed and In-Processing:** The application has been reviewed and is being processed for the student to be enrolled.



- 3. Processed; Student is Enrolled:** The application has been processed, and the student is enrolled. A campus staff member will be in contact to coordinate the student's first day of school.



In the case that an application is rejected, you will receive an email stating the application was not processed. You may contact the school for more information and next steps.

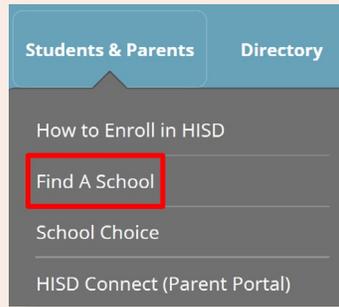


If you have any questions or need additional information, please contact the school directly.

HOW TO FIND YOUR ZONED SCHOOL

1. Go to [www.HoustonISD.org](http://www.HoustonISD.org)

Navigate the menu bar to 'Students & Parents' and select 'Find A School.'

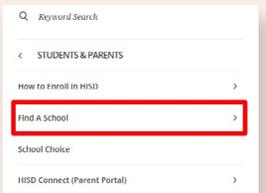
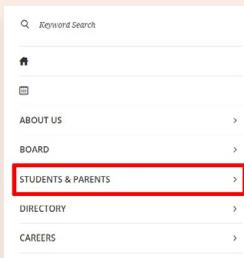
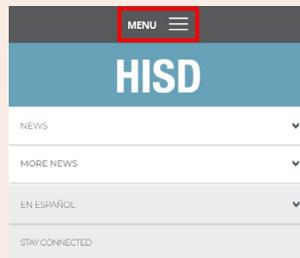


Computer view

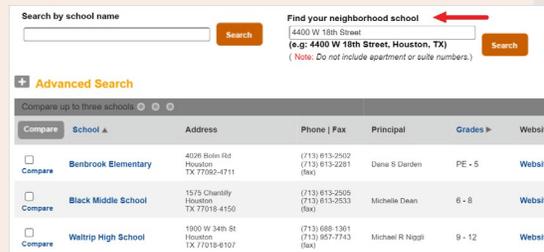


If using a mobile phone or tablet, click 'MENU.' Then, click the 'STUDENTS & PARENTS' arrow, and select 'Find A School.'

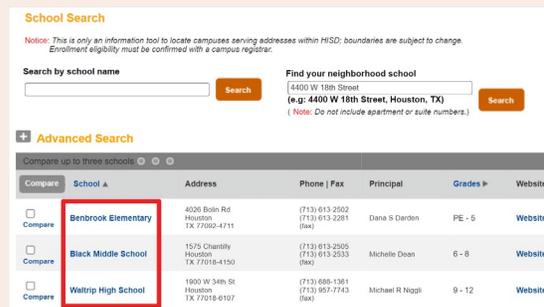
Mobile view



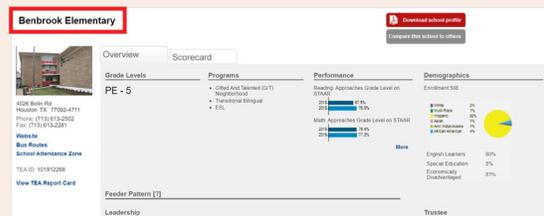
2. Fill in your current address to find your neighborhood school. **Note:** Do not include apartment or suite numbers.



3. The system will auto-generate the list of zoned schools near your address.



4. Select school of choice to view additional contact and campus information.



HOW TO CREATE AN EMAIL ADDRESS

1. **Don't have an email address?** We suggest that you obtain a free email account online through your preferred email provider. You can click directly on the email account service through the enrollment 'Create an Account' page.



## Create an Account

Enter the following required information to continue. **This account is meant to be created by an adult family member.** It is important to create only one account per household so that the system will be able to save and access your information correctly.

**Don't Have an Email Address?** We suggest that you obtain a free email account online through [Google](#) or [Yahoo](#).

### Profile

First Name

Last Name

Daytime Phone

*Used to provide support, if requested. Enter entire number, including area code.*

Email Address

*Used for sign in and important communication.*

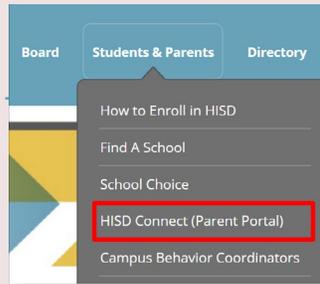
2. **Choose your preferred free email account and get started!**



HOW TO CREATE AN HISD CONNECT ACCOUNT

1. Go to [www.HoustonISD.org](http://www.HoustonISD.org)

Navigate the menu bar to 'Students & Parents' and select 'HISD Connect (Parent Portal)'.

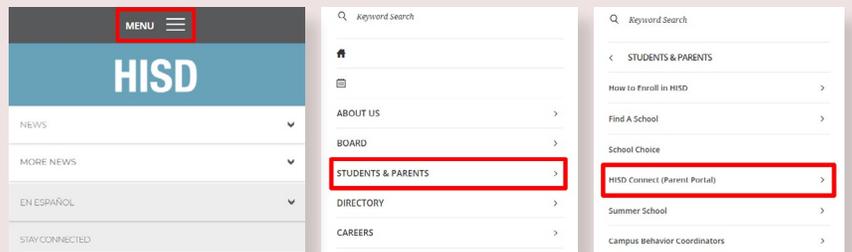


Computer view

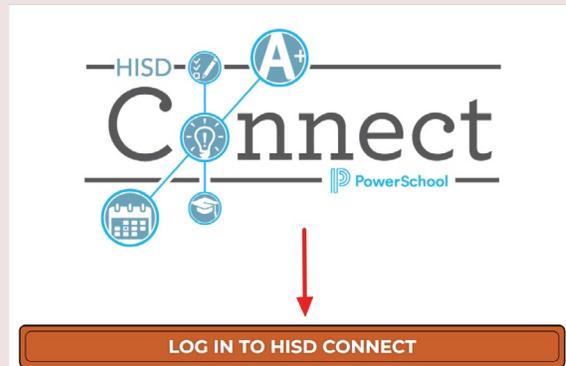


If using a mobile phone or tablet, click 'MENU.' Then, click the 'STUDENTS & PARENTS' arrow, and select 'HISD Connect (Parent Portal)'.

Mobile view

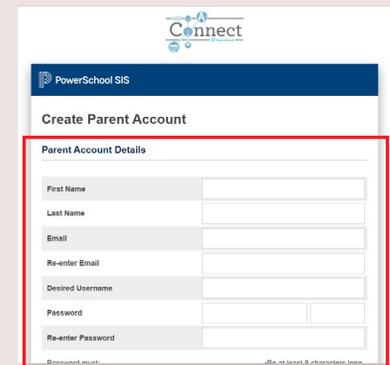


2. Select 'LOG IN TO HISD CONNECT' to create your account.



3. Select 'Create Account' and begin to input the parent and student information.

**NOTE:** Parents are given an access ID and access password for each of their students and are able to use those codes to set up an account to access their students' profiles through the parent portal. Parents who haven't received their student's access ID should contact their school.



REQUIRED DOCUMENTS



To enroll a student in a Houston ISD school, parents/guardians are required to submit the following documents:

- **Parent Identification** (*one of the following*)
  - Driver’s License
  - Passport
  - Social Security Card
  - Military ID
  
- **Student Identification** (*one of the following*)
  - Birth Certificate
  - Social Security Card
  - Passport
  - Baptismal Records, etc.
  
- **Proof of Address\*** (*one of the following*)
  - Current Rental Lease or Mortgage Statement
  - Utility Bill (not including internet)
    - Light
    - Gas
    - Water
  
- **Proof of Grade** (*one of the following*)
  - Prior Academic Records
  - Final Report Card(s)
  - Final Transcripts, etc.
  
- **Immunization Records\*** (*one of the following*)
  - Doctor’s Records or other Official Record of Vaccinations.

***\*Proof of address and immunization records must be provided to enroll.***

Parent identification, student identification, and proof of grade must be turned in within the first 30 days of enrollment or 90 days if your child was born outside of the United States. Students will not be denied enrollment due to not having these documents, and the student’s enrollment will be considered provisional.

We understand many families have special circumstances and needs. Please contact your neighborhood school or the Student Enrollment Department at **713-556-4826** or **Enroll@HoustonISD.org**

**HOMELESS STUDENTS**

Per the McKinney-Vento Act, a student is defined as homeless if his or her family is living in temporary or transitional housing, such as a hotel, motel, car, homeless shelter, shelter not designed for human habitation, such as a tent, or doubled-up with another family. Homeless students are enrolled regardless of documentation.

**STUDENTS IN FOSTER CARE**

Per TEC §25.001(f) and (g), a child placed in foster care by an agency of the state or by a political subdivision shall be permitted to attend the public schools in the district in which the foster parents reside.

**STUDENTS WITHOUT IMMUNIZATION RECORDS**

Except as provided by the TEC, 38.0019 (c), a K-12 student is required to be fully immunized against certain diseases. Students who have initiated required immunizations shall be provisionally enrolled. Students who are homeless, in foster care, in CPS custody, military dependents, or who are transferring from another Texas school may be admitted for 30 days pending initiation of immunizations.

**STUDENTS WITHOUT PROOF OF ADDRESS**

Students whose families do not have a Lease, Mortgage Statement, Utility Bill, or similar in their name, and who are not considered homeless per the McKinney-Vento Act, must have their residency verified. Families whose proof of residency documents appear in the name of another adult should submit standard required documents along with a notarized letter from the leasee or homeowner, indicating the family resides at the stated address.

**STUDENTS WITHOUT PROOF OF GRADE**

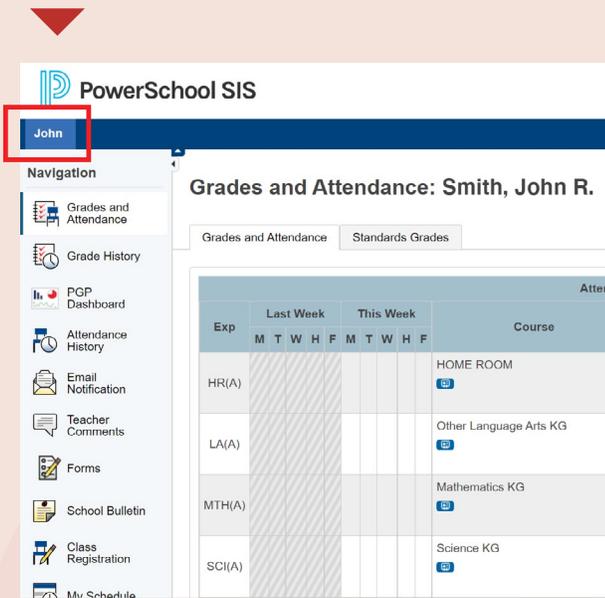
If academic records are not available to verify the student’s entering grade level, a temporary grade placement can be made so long as a Temporary Grade Placement Form is completed and filed with other enrollment documents.

**STUDENT VERIFICATION FORM**

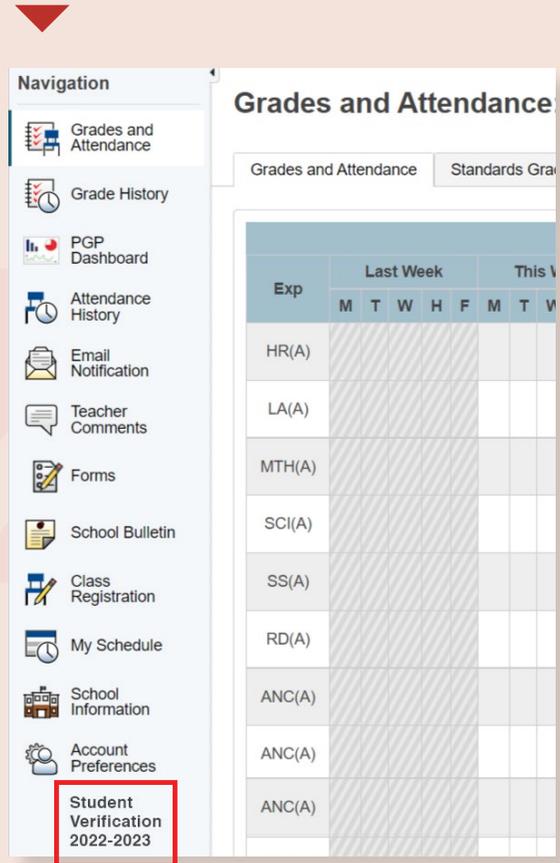
**F**or current students returning to HISD for the 2022 - 2023 school year, Student Verification forms will be completed via HISD Connect Parent Portal Account.



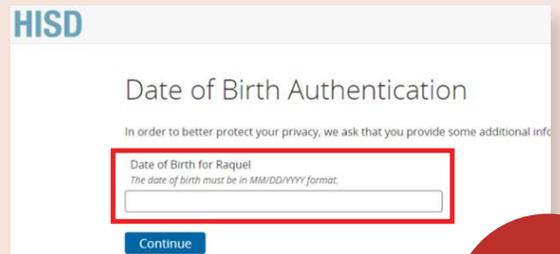
1. Sign in to your **HISD Connect Parent Portal Account**.
2. Click on the **tab** for your student.



3. On the left side of your Parent Portal screen, click on the link for **Student Verification 2022-2023**.



4. Enter your **student's date of birth**.



5. Begin the Verification Form.



**STUDENTS IN SPECIALIZED PROGRAMS**

**HISD** strives to provide all students with necessary support, including students who receive services from specialized programs such as:

- Bilingual/ESL
- Dyslexia
- Gifted & Talented
- Section 504
- Special Education



If your student has exceptional needs, we want to ensure a smooth transition from your student's previous school to a HISD campus. To help with the transition, please bring these items to the campus during enrollment, if available:

- ARD Paperwork
- 504 Paperwork
- Previous notes for past campuses attended



**Note:** Certain programs are not available at all campuses. Your student will be enrolled while the district finds a campus that can best accommodate their unique needs.

**CONTACT INFORMATION**

**QUESTIONS ABOUT...**

**CONTACT**

Bilingual  
English as a Second Language  
Migrant Education  
Dual Language

▶ **Multilingual Education**  
713-556-6961  
multilingual@houstonisd.org

Special Education  
Dyslexia  
Section 504  
Americans with Disabilities Act (ADA)

▶ **The Office of Special Education**  
713-556-7025  
spedsupportingparents@houstonisd.org

Behavior Interventions and Support

▶ **Behavior Interventions and Support**  
713-556-6844

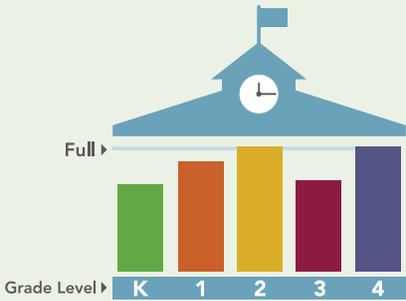
Gifted & Talented

▶ **Gifted and Talented Education**  
713-556-6954  
GiftedandTalented@houstonisd.org

WHAT IS A CAPPED GRADE/CAPPED SCHOOL?

For Kindergarten-4th Grade

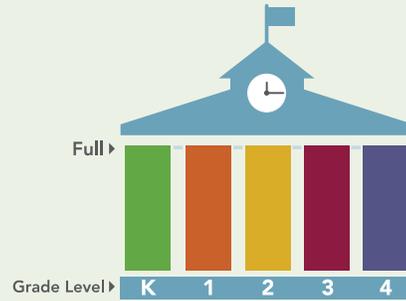
CAPPED GRADE



A **capped grade** is one in which every class at a particular grade level is at its legal-size limit.

**Example:** At this school, 2nd and 4th grade are capped.

CAPPED SCHOOL



A **capped school** is one in which every class at every grade level is at their legal-size limit.

**Example:** This school is capped, because all grades have reached the limit.

A school may have one or more grades capped. However, the school is not considered capped until all grades are at their legal-size limit with no vacant classrooms available.

ZONED SCHOOL



HUB SCHOOL



- If a grade level or an entire school is capped, there is a designated hub, or overflow, school with available space. Personnel at the zoned school will determine the designated hub school and initiate the capped school student transfer
- Campus personnel will direct the family to the designated hub school.

- For convenience, HISD provides transportation to capped transfer students. Parents can drop off and pick up their student at the zoned school.
- Then, the HISD transportation team will bus the student to and from the HUB school.

- The family will report to the hub school to enroll the student.
- When the family arrives at the designated hub school, school personnel will complete the enrollment process and provide transportation information.
- Capped transfers are for one year.

Students new to the attendance zone who have pre-registered during the summer will have first priority in available spaces. If the school has no space available, the zoned school will initiate the student transfer to the hub school. Students who move within the attendance boundaries will be accommodated as space allows.