

## OFE Registration for 2021 - 2022

This notice is to provide all incoming families of K-5 with information regarding our updated enrollment procedure. Please note that enrollment procedures have been revised. No walk-up registrations will be accepted at this time. In accordance with Houston ISD enrollment policies, please note if space becomes unavailable, your student will be placed on a waitlist.

1. **Complete Online Appointment Sign Up:** An online enrollment appointment sign-up survey will go live on February 13th at 8:00 am. This will be located on our website's homepage. The purpose of the survey will be to collect the names and pertinent information of incoming zoned families who have collected their enrollment paperwork and are prepared to register. The survey will timestamp the date and time the survey was submitted. As a reminder, we will not have your survey unless you click "submit".
2. **Schedule and Attend Enrollment Appointment:** Our team will review the list of zoned students who are ready to enroll (meaning you have collected and have ready to present all documentation listed below) and will make in-person appointments in the order of received surveys. Kindergarten appointments will take place March 1-4, 2021. Grades 1-5 will take place March 22-26, 2021. As a reminder, you must bring all necessary enrollment paperwork in order for the enrollment process to be complete. Parents/guardians who arrive to enrollment appointment without appropriate enrollment documentation will be asked to reschedule. We have included a helpful checklist at the bottom of this announcement to assist in your preparation. If, prior to the date of your appointment, you need to reschedule, please contact Ms. Rosteet no later than February 22<sup>nd</sup> at [arosteet@houstonisd.org](mailto:arosteet@houstonisd.org) to reschedule. *No Shows* will be asked to reschedule.

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### **Enrollment Appointment Checklist\***

- A zoned address (Visit [https://www.houstonisd.org/ findaschool](https://www.houstonisd.org/findaschool) to confirm)
- OFE Enrollment packet (located above this PDF)
- Copy of student's birth certificate.
- Copy of student's immunization record.
- Copy of student's social security card.
- Parent's driver's license (address must match address being used for registration)
- Proof of Residency- You will need **THREE** of the following FIVE Items to register
  - o **Most current electric bill** showing residential service with name and address of residents.
  - o **Most current gas bill** showing residential service with name and address of residents
  - o **Most current water bill** showing residential service with name and address of residents
  - o **Harris County Appraisal District** statement showing Homestead Exemption for current year or Warranty Deed if you recently purchased your home. If you are purchasing a home in the school zone, bring a signed contract with a closing date within thirty days. Final closing documents must be submitted to the school and you must be living in the residence before the school year begins.
  - o **Lease Agreement (if applicable)**. If you are **currently leasing a home or apartment** the lease must list **all occupants** living in the home including all children. Please bring entire lease agreement. All lease agreements will be verified with the landlord.

*\*These have been UPDATED recently, so please pay careful attention to ensure you are bringing ALL required documentation.*