



## 2024-2025 WEST U REGISTRATION PROCESS

Registration is for **NEW** K-5<sup>th</sup> grade students (and PreK who have been offered a seat) who want to enroll for the 2024-2025 school year. K-5 students must be zoned to West U to enroll.

- **Step 1:** Verify that your home address is within the West U Elementary zone: <http://houstonisd.org/schoolfinder>
- **Step 2:** Register with HISD [online](#). Create an account if you do not have one. Ensure that you select the 2024-25 academic school year.
- **Step 3:** Download and fill out the West U Pony Pack <http://wues.org/enroll>. PLEASE PRINT SINGLE-SIDED.
- **Step 4:** Book an appointment with our registrar. **NO WALK-INS ALLOWED.** All required paperwork (checklist below) must be brought to the appointment to complete the enrollment process.  
**Parents/Guardians who arrive at the enrollment appointment without all the required documentation will be asked to reschedule.** Please do not drop off documents at the school or email documents to the registrar. Book an appointment here: <http://wues.org/register>

### WHAT TO BRING TO THE ENROLLMENT APPOINTMENT:

- Completed [HISD online application](#).
- Completed West U Pony Pack (*Step 3 above*)
- COPY of student's birth certificate
- COPY of student's immunization record. **Required:** <http://wues.org/immunizations>
- COPY of student's social security card
- COPY of parent's driver's license
- Proof of Residency – **THREE** documents are required.
  1. Current electric bill showing residential service.
  2. Current gas or water bill showing residential service.
  3. **ONE of the following:**
    - Harris County Appraisal District statement showing *Homestead Exemption* for the current year.
    - If HCAD does not show an owner's name (ex: "Current Owner"), then a Property Tax **Receipt** showing the owner name(s) and a *Homestead Exemption* for the 2023 tax year is required.
    - Warranty Deed if you recently purchased a home. If you are purchasing a home in the school zone, bring a signed contract with a closing date within the next 30 days. Final closing documents must be submitted, and you must live in the residence before the school year begins.
    - Lease Agreement. We need the entire lease agreement if you currently lease a house or apartment. All lease agreements will be verified with the landlord.

### **If Applicable**

- Proof of grade level (for entering 1<sup>st</sup> - 5<sup>th</sup> grade): Copy of most recent report card
- Withdrawal form (*if enrolling 2 weeks after the start of school*)
- HISD Gifted & Talented identification matrix even if did not qualify
- LEP/ESL/504/IAT/IEP/Special Education documents
- Certified copy of divorce decree/custodial documentation
- Previous school/private testing or reports

Please email our registrar with any questions: [Alma.Estrada@houstonisd.org](mailto:Alma.Estrada@houstonisd.org)



## FALSIFICATION OF REGISTRATION PENALTY ACKNOWLEDGEMENT

### **Texas Penal Code §37.10 TAMPERING WITH GOVERNMENTAL RECORD**

(a) A person commits an offense if he:

- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
- (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record;
- (5) makes, presents, or uses a governmental record with knowledge of its falsity;

(c)(2) An offense under this section is a felony of the third degree if it is shown on the trial of the offense that the governmental record was:

(A) a public school record, report, or assessment instrument required under Chapter 39, Education Code, data reported for a school district or open-enrollment charter school to the Texas Education Agency through the Public Education Information Management System (PEIMS) described by Sections 48.008 and 48.009, Education Code, under a law or rule requiring that reporting, or a license, certificate, permit, seal, title, letter of patent, or similar document issued by government, by another state, or by the United States, unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the second degree;

(c)(3) An offense under this section is a Class C misdemeanor if it is shown on the trial of the offense that the governmental record is a governmental record that is required for enrollment of a student in a school district and was used by the actor to establish the residency of the student.

### **TEXAS EDUCATION CODE SUBTITLE E. STUDENTS AND PARENTS; CHAPTER 25. ADMISSION, TRANSFER, AND ATTENDANCE; SEC. 25.001(h). ADMISSION:**

In addition to the penalty provided by Section 37.10 (Tampering With Governmental Record), Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

WE MAY FILE CHARGES AGAINST ANYONE WHO FALSIFIES ENROLLMENT RECORDS. ADDITIONALLY, FALSE CLAIMS OF RESIDENCY WITHIN OUR SCHOOL ATTENDANCE ZONE (OR WITHIN HISD FOR APPROVED TRANSFER STUDENTS) WILL RESULT IN THE IMMEDIATE WITHDRAWAL OF YOUR CHILD FROM OUR SCHOOL. REGISTRATION IS SUBJECT TO VERIFICATION OF RESIDENCE

### **Parent Acknowledgement**

I have read the above excerpts from the Texas Penal Code and Texas Education Code. I understand that fraudulent enrollment of a student under false pretenses is an offense and crime under Texas law. I furthermore attest that I am a full-time resident of the Houston Independent School District, living at the address indicated below which is within the School Attendance Boundary of West University Elementary School. I understand that verification of my residence may be investigated by school officials or area law enforcement officers.

Student Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_ Grade(2024-25): \_\_\_\_\_

Student's Address: \_\_\_\_\_  
*Street, Apartment Number, City, State, Zip*

Parent/Guardian's Printed Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Houston Independent School District

## Enrollment Information

### 2024-2025

Homeroom Teacher:

Has student ever attended an HISD School?    Yes    No		Last School/Daycare Attended			
HISD Student ID	Date of Enrollment	Date of Birth		Gender Male Female	Grade
Student Last Name	Legal First Name	Middle Name	Generation (Jr., III, etc.)	Student SS# / State Alt. #	
Student Birthplace: (City, State, Country)		Month/Year Started School in US	Student Lives with	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/> Both Parents	
Federal Student Ethnicity (Select One)	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino	Student Race (Select all that apply)	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Asian <input type="checkbox"/> White	<input type="checkbox"/> Black or African American
Student Address: (Street, Apartment Number, City, State, Zip)					Phone
<b>Texas Education Code §25.002(f) requires the school district to record the name, address, and birth date of the person enrolling a child.</b>					
Legal Guardian #1 Name (Last, First)		Relationship	Street Number	Street Name	Apartment City State Zip
Employer	Occupation	Home Phone		Work Phone	Cell Phone
Preferred Language	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____	Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		e-mail Address	
Legal Guardian #2 Name (Last, First)		Relationship	Street Number	Street Name	Apartment City State Zip
Employer	Occupation	Home Phone		Work Phone	Cell Phone
Preferred Language	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____	Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		e-mail Address	
Contact #3 Name (Last, First)		Relationship	Street Number	Street Name	Apartment City State Zip
Employer	Occupation	Home Phone		Work Phone	Cell Phone
Preferred Language	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____	Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		e-mail Address	
<b>IF ANY OF THIS INFORMATION CHANGES, PLEASE CONTACT OUR REGISTRAR ALMA.ESTRADA@HOUSTONISD.ORG</b>					
<b>List the names of all brothers and sisters under 18 years of age. (If additional room is needed, write on reverse side.)</b>					
Last, First, and Middle Names		Gender	Birthdate	Grade	Address of This Child
<b>Signature below certifies that all the information above is true and accurate.</b>					
Enrollment of the child under false documents subjects the person to liability for tuition or costs under Texas Education Code §25.001(h).					
Signature of Legal Guardian #1		TX Driver's License Number		Date of Birth (Legal Guardian #1)	
Signature of Legal Guardian #2		TX Driver's License Number		Date of Birth (Legal Guardian #2)	
Total Monthly Family Income:			Total Number In Household:		



# 2024-2025 NEW STUDENT BACKGROUND INFORMATION FORM

Student Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_ 2024-25 Grade: \_\_\_\_\_

Nickname (if the student goes by a different name other than legal first name): \_\_\_\_\_

Has this student ever attended an HISD school? Yes No

If answered No above, has the student ever attended a TEXAS school? Yes No

List previous 2 schools attended starting with the most current school/daycare attended. **1<sup>st</sup>-5<sup>th</sup> grade students cannot be placed in a class without submission of a recent report card. A withdrawal form is required if applying mid-year.**

Name of School	City, State	Phone Number	Grade (s)

Will student have sibling(s) in the same grade?  Yes  No Prefer to be placed in the same class?  Yes  No

Sibling name(s) in same grade: \_\_\_\_\_

If this student took the HISD Gifted & Talented/Vanguard/Magnet test, did they qualify? Yes No Results Pending

At which HISD school did the student test? \_\_\_\_\_ Approximate date (mo./year): \_\_\_\_\_

*If GT tested somewhere besides West U, please attach the GT Matrix to this form even if they did not qualify. If your student was tested privately or at a non-HISD school, please attach the test/report results to better aid us in class placement.*

### Has this student ever been / received services for:

YES NO

ESL/ELL/EL/LEP/BIL/DL/EB Program and/or screened in Texas?		
Tested for a learning disability?		
FIE/IEP/Special Education?		
504?		
Speech Therapy?		
IAT?		
Diagnosed with dyslexia?		
Diagnosed with ADHD or displays similar behavior?		
Any other special program or services (OT, PT, etc.)? If so, please describe:		
Retained? If so which grade(s):		

**Please submit any pertinent paperwork if answered "YES" to any questions above.**

Parent/Legal Guardian filling out this form (Please Print)

Relationship to student

Signature of Parent/Legal Guardian filling out this form

Date



# 2024-2025 KINDERGARTEN PARENT INPUT FORM

Office Use Only

G		M#	
F		E	
O		S	
B		A	

Student Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Nickname (indicate the student's preferred name if different from above): \_\_\_\_\_ DOB: \_\_\_\_\_

### Does/Can your student:

YES    SOME    NO

Does/Can your student:	YES	SOME	NO
Recognize all the letters in the alphabet?			
Know letter sounds?			
Sound out 3-letter words from printed text?			
Read sight words (ex: the, at, is, and)?			
Read a book (without memorization)? If YES, please list an example:			
Legibly write upper and/or lowercase letters?			
Count to 20?			
Do simple addition (i.e., 2+1, 3+2, 1+1, etc.)?			
Do simple subtraction (i.e., 4-1, 5-3, 2-1, etc.)?			

Does this student have any current or former siblings at West University Elementary School?    Yes    No

Please describe your child's preschool work habits & conduct (ex: the ability to stay on a task, focus, ability to sit still, etc.). Include any behavioral issues or social/emotional concerns you would like us to know. Include any other information you feel would be important for us to know for class placement.

Parent/Legal Guardian filling out this form (printed)

Relationship to student

Signature of Parent/Legal Guardian filling out this form

Date



Scott C. Disch, *Principal*

## RECORDS RELEASE

Previous School:		Date Last Attended:			
<i>School Address Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country</i>
Registrar/Contact Person Name:					
Phone:			Email:		

Dear Registrar,

We have enrolled the following student who formerly attended your school:

Student's Legal Last Name:	Student's Legal First Name:	Date of Birth:	Grade:
Social Security #:		State ID:	

It would be appreciated if we could receive all information concerning this child such as:

1. Health Records
2. Academic Records/Report Cards
3. Attendance Records
4. Test Records
5. Special Program Records (including 504, SPED, IEP, etc.)
6. Behavior Records/IAT
7. Gifted and Talented Status
8. ESL/LEP records
9. Original Home Language Survey
10. Custodial/Legal Documents

Please send this documentation to: <b>West University Elementary School</b> <b>c/o Registrar</b> 3756 University Blvd., Houston, TX 77005	If email is preferred:  Alma.Estrada@houstonisd.org
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I give permission for these records to be released to Houston Independent School District:

\_\_\_\_\_

*Printed Name of Parent/Guardian*

\_\_\_\_\_

*Relationship to Student*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*