

## 25-2026 Registration steps for students new to Garden Oaks Montessori

We're excited to begin the enrollment process for the 2025-2026 school year. To ensure that we can provide the best possible accommodations for all our students, we've outlined a **4-step enrollment process**.

Registration is available for **zoned** students entering Kindergarten through 5th grade. Enrollment is on a first-come, first-serve basis, contingent upon the completion of all required registration documents. HISD does not allow schools to hold spaces for new incoming students. Your registration forms will not be processed until all documents have been received. If you're not zoned to our school and would like to apply to our magnet program, please contact us directly.

**Step 1:** Complete the Pre-Registration form. Prompt submission will assist in planning for all of our students. Please note that while completing the Pre-Registration form is an important step in our enrollment process, it does not guarantee enrollment. The form is used solely to gather information and help us plan accordingly for the upcoming school year.

### [Pre- Registration Form](#)

**Step 2:** Students new to HISD will need to complete the online application at [ENROLL HERE](#) and select the 2025-2026 school year. **Exciting News! HISD will be opening online enrollment for the 2025-2026 school year on April 2nd. While the exact time has not been specified, HISD has indicated on their website that this will be the official date to begin the enrollment process. Step 2 will require action once HISD opens the enrollment window.** Current HISD students may skip to step 3.

**Step 3:** Complete the Garden Oaks registration packets - Download and complete the **Garden Oaks Registration Packet**. **Please do not print the forms front and back.** Make sure all sections are filled out completely to avoid delays. If you need assistance with printing, please call 713-696-2930 to schedule a pick-up.

### [25-26 Registration Packet \(English\)](#)

### [25-26 Registration Packet \(Spanish\)](#)

**Step 4:** Make a registration appointment. Please call the registrar's office to schedule an appointment.

**Bring in all required documents and the completed Registration Packet to your appointment.**

*Please make sure you have completed steps 1-3 and have all your documents before coming to school for your registration appointment. See **Registration Checklist** below for required documents. **Incomplete documents will result in an incomplete registration, and you will not secure your spot at Garden Oaks Montessori.** Documents may not be emailed to complete your registration.*

**For any questions or concerns, please email [Dleon1@houstonisd.org](mailto:Dleon1@houstonisd.org) or call 713-696-2930**

**PLEASE NOTE: Submission of this document certifies that all information is true and accurate. Enrollment of a child under false documents subjects the person to liability for tuition and costs under Texas Education Code §25.001(h).**

- **Registration Checklist for Zoned Families**

- The residence is zoned to Oak Forest Elementary. Please confirm using the "Find Your School" [ZONE](#)
- Student will be enrolling in kindergarten - 5th Grade. **Please note PK students must come on through the school choice lottery.**
- Students enrolling in kindergarten must be 5 years of age on or before September 1st in the year of enrollment.

**ALL OF THE FOLLOWING ARE REQUIRED FOR REGISTRATION**

*Please provide copies to be placed in the students' cumulative folder.*

- **Birth Certificate** - Copy of the original state-issued birth certificate required for students born in the United States; Passport required for students born outside of USA.
- **Social Security Card**
- **Parent Driver's License** - Address must match the address being used for registration. A passport is required for students born outside the USA.
- **Immunization Record** - The following are required by the state of Texas:

\*DTaP series - 5 doses, last booster after fourth birthday (4 doses if 4<sup>th</sup> given after 4<sup>th</sup> birthday)

\*Polio series - 4 doses, last booster after fourth birthday (3 doses if 3<sup>rd</sup> given after 4<sup>th</sup> birthday)

\*MMR - 2 doses given after first birthday

\*Varicella - 2 doses

\*Hepatitis B - 3 doses

\*Hepatitis A – 2 doses, first dose received after first birthday

- **Proof of Residency** - You are required to provide 3 out of the 5 following utility bills: Electricity, Gas, Water, Internet and Cell Phone. Each bill must display residential service, including the resident's name and address. If these bills are unavailable, confirmation letters from the utility company on official letterhead verifying the account will be accepted.
- **Harris County Appraisal District (HCAD)** - Statement showing homestead exemption for the current year or warranty deed if you recently purchased your home.
- **Lease Agreement (If applicable)** - If you are currently leasing a home or apartment, the lease must list all occupants living in the home, including children. Please bring the entire lease agreement. All lease agreements are subject to verification.

**Students currently enrolled at Garden Oaks do not need to re-enroll for the upcoming school year.**