

# MARK TWAIN ELEMENTARY

IB WORLD SCHOOL

Michele Rawson, Principal



## Steps to Enroll for the 2023-2024 School Year

**Step 1:** Verify that your home address is within the Mark Twain school zone by following this link:

<https://www.houstonisd.org/findaschool>

**Step 2:** Once you have verified that Mark Twain is your zoned school, you must register with HISD online: <http://houstonisd.org/enroll> Be sure you are enrolling for the **2023-2024** school year. (See the "How To" document located on the Mark Twain website for detailed instructions and screen shots of the online registration process.). This step is a must.

**Step 3:** Complete the Mark Twain Enrollment Packet located on the Mark Twain website under the "About Us" tab. [www.houstonisd.org/twaines](http://www.houstonisd.org/twaines)

**The packet consists of the following forms:**

- Falsification Acknowledgement
- Registration/Enrollment Information sheet
- Home Language Survey
- School Enrollment History
- Health Inventory Sheet
- Ethnicity and Race Data Questionnaire
- Student Background Information

**In addition to these forms, you will need to provide the following items if you did not upload them in the online enrollment site:**

- Birth Certificate **(bring original, we will make a copy)**
- Social Security Card **(bring original, we will make a copy)**
- Complete Immunization Records - (Student's name, birth date and doctor should appear on the records)
- 2 out of 5 Proof of Address: (we cannot accept cell phone or cable bills as proof of address)
  - Electric, Gas or Water Bill
  - Executed Lease Agreement or HCAD statement
- School Records
  - Report Card
  - Test Records
  - Special Education/504 Records
- Parent or Legal guardian's Driver's License
- Custodial Documentation, If applicable

**Step 4:** Beginning Monday, June 12<sup>th</sup>, stop by the school office to submit documents. Summer office registration hours are Monday – Thursday, between 8:00 am and 4:00 pm. No appointment is necessary.