Central Enrollment Process

Effective Tuesday, April 14, 2020 Parents will submit their enrollment inquiry to FSC mailbox and FSC@houstonisd.org, designated Sr. Student Information Representative will monitor and route to the proper team to process.

Parents will be advised to provide the following supporting documentation to complete their enrollment:

1. Birth Certificate (Proof of Age)
2. Proof of Residence (Utility Bill)
3. Parent Verification (Copy of Driver’s license, State Id or Passport)

These documents can be forwarded as an attachment by the parents taking pictures with their smart phone and emailing to the FSC email address mentioned above.

Parents are required to submit the following information in the form of an email.

SUBMIT STUDENT ENROLLMENT INFO VIA EMAIL

Below is the required information that a parent/guardian must submit to enroll a student in a Houston ISD. Parents/guardians should email the required information to fsc@houstonisd.org.

Parent/Guardian Information

1. Parent/Guardian Name
2. Home Address
3. Email Address
4. Phone Number

Student Information

1. Student’s Name
2. Date of Birth
3. Home Address
4. Phone Number
5. Current Grade Level
6. Campus and District Student Last Attended
7. Has student ever attended a Houston ISD school
8. If student attended a Houston ISD school, what campus did the student last attend?