

## Action Required

### 2019-20 Back-to-School REQUIRED Online Registration for Returning Hallsville ISD Students

Dear Parents,

Back to school is just around the corner which means school registration. Again this year, Hallsville ISD students will be using the Online Registration System. This system allows parents and/or guardians to complete the majority of registration forms electronically, eliminating thousands of paper copies, saving parents time waiting in lines and increasing staff efficiency.

### **\*\*\*BREAKING NEWS...BREAKING NEWS\*\*\***

Parents may now upload their Proof of Residency (through July 28<sup>th</sup>) during the Online Registration process which will then be verified prior to In Person Registration.

**\*\***(This may be a picture, word document, pdf, etc.; special circumstances may not be uploaded)

**Beginning July 16<sup>th</sup> at 10:00 A.M.**, families may begin the Online Registration process through their HISD Family Access account at [family.hisd.com](http://family.hisd.com). While the Online process will take care of most of the paperwork, every student is still required to attend the In Person Registration. During In Person registration, you will finalize the process and receive your student's classroom assignments.

The online registration process **is REQUIRED for all returning HISD students** (paper copies will not be provided). Online Registration will open for all campuses beginning at 10:00 AM on July 16, 2019. **Online registration must be completed before schedules/homeroom teachers will be given at In Person Registration on Thursday, August 1<sup>st</sup> (11:00 AM- 7:00 PM) and Late Registration on Tuesday, August 6<sup>th</sup> (11:00 AM – 7:00 PM).**

#### **Who can complete the online registration process?**

Either parent in the first family listed in Skyward Family Access can complete the online registration process; however, only the first guardian in the first family is receiving this email.

**\*Note:** A Family Access account is **necessary** in order to complete the back-to-school Online Registration process for each child. If you did not have a login and password and will be completing the registration process, call your child's school office.

#### **What should I do now?**

**Between July 16<sup>th</sup> and August 6<sup>th</sup>, log in and complete the registration process** for each of your students.

You may [click here](#) for Online Registration Instructions.

#### **What do I do if I do not have access to a computer?**

Campuses will provide computers for parents during the In Person Registration.

### **What should I bring to In Person Registration?**

Online Registration will take care of the majority of the paperwork; however, you must still bring to In Person Registration:

- Proof of Residency documentation
  - 2018 Harrison County Tax Statement (not an estimate)
  - Current Lease for a residence (home, apartment, duplex, etc.)
  - Current Purchase Agreement/Contract for a residence
  - Approved Student Transfer Documentation

You must also complete at In Person Registration

- A Proof of Residency Form for each of your students if it was not uploaded in the Online Registration
- Any other required forms will be at the request of each campus.

### **When is In Person Registration?**

All campuses will have In Person Registration on

August 1<sup>st</sup>      11:00-7:00

**\*Note:** Computer labs will be available at each of the campuses for parent use. Please remember computers space is limited.

### **What if I miss the In Person Registration?**

Each campus will have an additional Late Registration day on

August 6<sup>th</sup>      11:00 – 7:00

If this date is missed as well, you may complete the registration process on the first day of school, August 14<sup>th</sup>.