

## **Pre-Online Registration Starts June 06, 2017**

**Online Registration Instructions New to SBISD (has never attended a school in Spring Branch)**

- 1. Go to [www.springbranchisd.com](http://www.springbranchisd.com)**
- 2. Click on the for parents tab**
- 3. Go to the drop the menu and select enrollment & registration.**
- 4. On the left hand side corner select Registration - Online.**
- 5. Go all the way down where it says New Student.**
- 6. Click Register Online - Begin the enrollment process.**
- 7. Print all completed documents, this is what you will need to bring me it's around 27 pages.**
- 8. Once you have finished enrolling, please e-mail me and let me know. I will verify on my end.**

**If the student has ever attended an SBISD school please contact me directly.**

**Ave Duran: [avelicia.duran@springbranchisd.com](mailto:avelicia.duran@springbranchisd.com)**

## **Registration Requirements**

- 1. Proof of Residency (provide one):**
  - \* Residential Lease – Parents & Student(s) Names Included**
  - \* Deed of Property or Mortgage Documents**
  - \* Recent Tax, Light or Water Bill - ONLY IF YOU OWN**
- 2. Current Immunization/Vaccination/Shot Records**
  - \* According to Texas Department of Health**
- 3. Birth Certificate**
  - \*\* Alternate-PASSPORT – for students who come from another country ONLY**
- 4. Social Security Card (if student has one)**
- 5. Report Card (most recent) or Withdrawal Papers (previous school)**
- 6. Standardized Test Scores (most recent)**
  - \* TAKS, Stanford, Etc**
- 7. Identification Credentials of Both Parents (legible copies are fine)**
  - \* State ID Card, Driver's License or Passport**
- 8. Custody /Court Documents (if applies)**

**\*Please bring all of your copied documents during registration\***

**We will post our registration dates as soon as I get them. Registration dates are in August.**