

Barbers Hill New Student Registration

Where do I begin the Barbers Hill ISD New Student Enrollment?

- Parents/Guardians with a current student enrolled in the district, and need to register a new student
 - ◆ Go to [Family Access](#)
 - If you do not know your Family Access username and password, contact the current student's campus registrar.
- Parents/Guardians that DO NOT have a current student enrolled will need to request a New Guardian Online Registration Account.
 - ◆ Go to [bhisd.net](#), District, Enrolling in BHISD or
 - ◆ [New Guardian Enrollment Account request](#)
 - Complete all required fields and click the submit button
 - An email will be sent to the Guardian Email Address that was entered, with a

A screenshot of a web form titled "New Guardian Enrollment Account request". The form is divided into two main sections. The first section, titled "Enter the name of the legal parent/guardian of the student you want to enroll", contains fields for: * Guardian Legal First Name, * Guardian Legal Last Name, Guardian Legal Middle Name, Guardian Legal Name Prefix (with a dropdown arrow), and Guardian Legal Name Suffix (with a dropdown arrow). The second section, titled "Guardian contact information", contains fields for: * Guardian Email Address, * Re-type Email Address, and * Guardian Primary Phone Number. Below the form, there is a note: "Asterisk (*) denotes a required field" and a button labeled "Click here to submit Account Request".

username, password, and Student Online Registration link.

- ★ Google Chrome browser is recommended for using the Skyward Student Registration platform.
- ★ To Translate the Application, right click on the Application screen, and select 'Translate'.
 - An icon will appear at the end of the search bar to update language as needed.

Logging In to start New Student Registration

Option 1: Guardian of a current student in the district with a new student to register: You are the guardian of a currently enrolled student in the district and want to register a new student.

→ Go to [Family Access](#)

- ◆ Enter Username and password
 - If you do not know your Family Access username and password, contact the current student's campus registrar.

◆ In the left menu, click on New Student Registration.

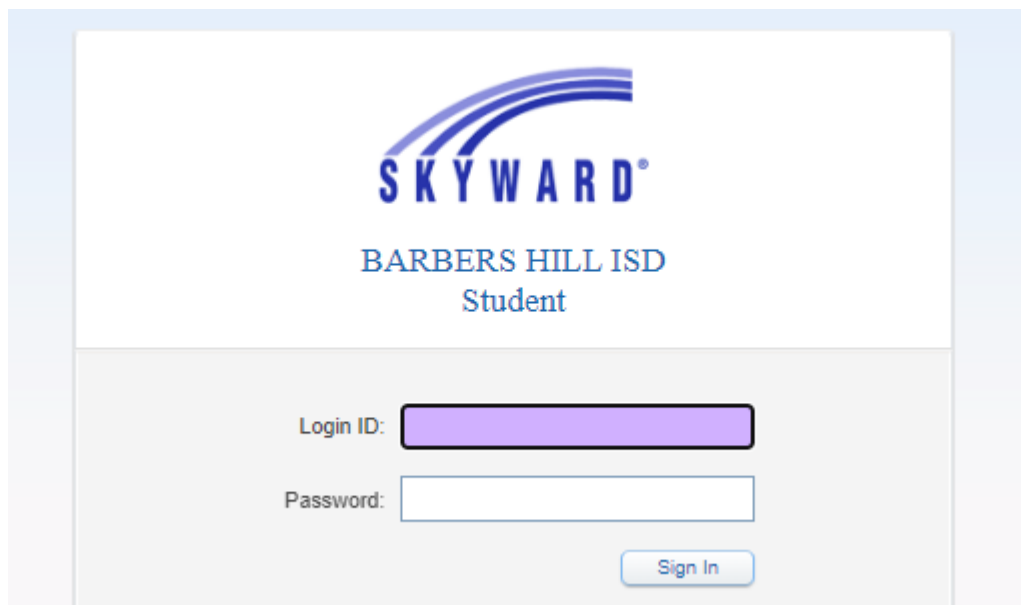
◆ Please note that registration cannot be completed on the Skyward mobile app at this time.



Option 2: Guardian that is new to the district with a new student: You and your student are new to the district and you completed the [New Guardian Enrollment Account request](#).

→ Go to [New Student Registration login page](#)

- ◆ This is the same link found in the New Guardian Enrollment Account request email.
- ◆ Enter Username and password given in New Guardian Enrollment Account request email.

A screenshot of the Skyward Student login page. At the top, the Skyward logo is centered, followed by the text 'BARBERS HILL ISD' and 'Student'. Below this is a login form with two input fields: 'Login ID:' and 'Password:'. The 'Login ID:' field is highlighted with a purple border. A 'Sign In' button is located at the bottom right of the form.

New Student Registration Overview:

1. **Step 1:** Student Information
2. **Step 2:** Family guardian information
 - a. Multiple guardians at different addresses can be entered at this time.
3. **Step 3:** Emergency Contact Information
4. **Step 4:** Requested Documents - District Attachments submitted by PDF (document format)
 - a. **Proof of Residency** – Utility bill, including cable bills (Showing street address). Applications for utility service, a 'disconnect' bill, or a cell phone bill will not be accepted. If the utility bill is not in the name of the parent or legal guardian, an affidavit from the appropriate campus must be completed, notarized prior to registration, and approved through the superintendent's office prior to registration. A recent rent receipt (if all bills paid by landlord) will be accepted.
 - b. **Tax Statement or Lease Agreement** – Proof of home ownership (Chambers County Appraisal District Website) or lease/rental agreement listing all tenants in the rented property.
 - c. **Driver's license or photo ID** (Guardian)
 - d. **Immunizations** – Requirements (PDF)
 - e. **Social Security Card** (Student)
 - f. **Birth certificate** (Student)
 - g. **Residency Approval Form**
 - h. Refer to website for Pre-Kindergarten Program Enrollment
5. **Step 5:** Additional District Forms
 - a. Required District Forms

Tips

1. You can only work in one step at a time.
2. By the end of the application, there will be **5 Date Completed stamps**, prior to Submitting the application.

✔ **Date Completed:** MM/DD/YYYY

3. Steps 1-4 must be complete before completing moving to Additional District Forms, Step 5.
4. How to make a PDF on your phone
 - a. [Print Instructions on How to Save Documents as a PDF for iPhone \(PDF\)](#)
 - b. [Print Instructions on How to Save Documents as a PDF for iPhone - Spanish \(PDF\)](#)
 - c. [Print Instructions on How to Save Documents as a PDF for Android \(PDF\)](#)
5. At the top of each step, there are options

Edit

View Only

Save

Save and Collapse Step

6. [Additional Registration information found here](#)

Starting New Student Registration

1. After logging in, read all the Instructions for completing the student application.
2. Start entering information for **Step 1: Student Information**
 - a. Select the correct school year and expected date
 - b. To the best of your knowledge, select the Expected Grade level and School

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only Save Save and Collapse Step

* Last Name: * First Name: Middle Name:
Name Suffix: Name Prefix: * Gender:

* Date of Birth: Age:

Second Phone:

Social Security Number:

* Is Student Hispanic/Latino?:

* Federal Race: (select all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

* Language Spoken Most: * Language Spoken at Home:

* Language District should use:

Has student attended this district previously?
Previous School District: School in the District Previously Attended:

Choose Early Childhood Center for Pre-K and Kindergarten for 2022-23 school year, starting April 19th.

* What School Year are you enrolling your student into? Current School Year (2021 - 2022) Next School Year (2022 - 2023)
* Expected Enrollment Date: First Day of School (08/17/2022)
(The first day of school is 08/18/2021) * Expected Enrollment Date:

* Expected Grade Level: * Expected School to Enroll into:

Do you have internet access? Do you have a device to access eLearning material?

Additional Information: (on the Student for the District)
Maximum characters: 5000, Remaining characters: 5000

Complete Step 1 and move to Step 2: Family/Guardian Information **Complete Step 1 Only**

3. Once you have entered all information for the Step 1 fields
 - a. Click on '**Complete Step 1 and move to Step 2**' and this step will be saved, a **Date Completed stamp** and opens Step 2.
 - i. By the end of the application, there will be **5 Date Completed stamps**, prior to submitting the application.
 - b. Click '**Complete Step 1 Only**' to step is saved, collapses and is stamped completed with a date. At this time you can exit the application to return at a different time.

✔ **Date Completed:** MM/DD/YYYY

Complete Step 1 and move to Step 2: Family/Guardian Information

Complete Step 1 Only

4. Start entering information for **Step 2: Family/Guardian Information**. The first Family entry is the guardian completing online registration, who is considered the primary guardian.
 - a. Select 'Parent' in Relationship to Child for 'Mother' or 'Father'. Guardian is also a selection, amongst others.

Step 2: Family/Guardian Information Edit View Only Collapse Step

Instructions for completing Family/Guardian Information
 This information will be used for school and district communication. Provide a contact phone number and email address that is monitored.

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

* Primary Phone:

* Family Home Language:

* Home Address: House #: Direction: Street Name: SUD: #:
 P.O. Box: Address 2: City: State: Zip Code:

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #:
 P.O. Box: Address 2: City: State: Zip Code:

Enter information for the Primary Guardian of the Family this Student lives with

* Last Name: * First Name: Middle Name:
 Name Suffix: Name Prefix: * Date of Birth: Gender:

* Relationship to Child:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address:

Are there other Legal Guardians who live at this address?

5. After entering the first parent/guardian, click one of two buttons:
 - a. Yes, I want to Add another Legal Guardian who lives at this address
 - b. No other Legal Guardians live at this Address
 - i. If this button is clicked, it will allow you to enter another guardian at a different address by clicking an additional button **'Yes, I want to Add a Legal Guardian whole lives at a Different Address'**.
 - ii. Another option is available if the child only has one parent/guardian to list.
 1. Click **'No, Complete Step 2 and move to Step 3 Emergency Contacts'**.

Are there other Legal Guardians who live at this address?

Are there other Legal Guardians who live at a different address?

6. After adding all guardians, click one of the buttons
 - a. **'No, Completes Step 2 Only'** or

- i. The step is saved, collapses and is stamped completed with a date. At this time you can view or edit a completed another step or exit the application to return at a different time.
 - b. **'No, Complete Step 2 and move to Step 3 Emergency Contacts'**.
 - i. The step is saved, collapses, is stamped completed with a date, and moves to Step 3.
7. Start entering information for **Step 3**: This step allows a guardian to enter up to 5 emergency contacts. Emergency Contacts will be contacted in the order you list the contacts. These are contacts that will be called in case of an emergency, and allowed to pick up your student from the school.
- a. Click **'Yes, I want to Add another Emergency Contact Record'** to add an additional emergency contact
 - b. Click **'No, Complete Step 3 and move to Step 4: Requested Documents'** to move to Step 4.
 - c. Click **'No, Complete Step 3 Only'** to save Step 3. The step is saved, collapses and is stamped completed with a date. At this time you can view or edit a completed another step or exit the application to return at a different time.

Step 3: Emergency Contact Information Edit View Only Save Save and Collapse Step

Instructions for completing Emergency Contact Information

Emergency Contacts will be contacted in the order you list the contacts. These are contacts that will be called in case of an emergency, and allowed to pick up your student from the school.

Do you have other Emergency Contacts to add for this student?

Yes, I want to Add another Emergency Contact Record
No, Complete Step 3 and move to Step 4: Requested Documents
No, Complete Step 3 Only

8. If you add an Emergency Contact (7a), complete the Emergency Contact Information fields.
- a. Repeat 7a until up to 5 Emergency contacts have been added.
 - b. Then complete the Step 3:
 - i. Click **'No, Complete Step 3 and move to Step 4: Requested Documents'** to move to Step 4.
 - ii. Click **'No, Complete Step 3 Only'** to save Step 3. The step is saved, collapses and is stamped completed with a date. At this time you can view or edit a completed another step or exit the application to return at a different time.

Step 3: Emergency Contact Information Edit View Only Save Save and Collapse Step

Instructions for completing Emergency Contact Information

Emergency Contacts will be contacted in the order you list the contacts. These are contacts that will be called in case of an emergency, and allowed to pick up your student from the school.

Enter the Information for Emergency Contact #1 Remove this Emergency Contact

* Last Name: * First Name: Middle Name:

Name Suffix: Name Prefix:

Gender: Date of Birth:

* Primary Phone: Cell Phone: Work Phone:

* Relationship to Child:

Do you have other Emergency Contacts to add for this student?

Yes, I want to Add another Emergency Contact Record
No, Complete Step 3 and move to Step 4: Requested Documents
No, Complete Step 3 Only

9. Start entering information for **Step 4: Requested Documents**
 - a. Click **Choose File** next to the Requested Document name
 - b. Select the File to upload
 - i. File Tips
 1. Save as PDF
 2. Name all files with students First and Last name and file name
 - a. JohnSmithBirthC, FirstLastGuardianLic, FirstLastImmunizations

Birth Certificate:	<input type="button" value="Choose File"/>	No file chosen
Guardian Driver Lic:	<input type="button" value="Choose File"/>	No file chosen
Immunizations:	<input type="button" value="Choose File"/>	No file chosen
PK Eligibility Doc:	<input type="button" value="Choose File"/>	No file chosen
PK Student Picture :	<input type="button" value="Choose File"/>	No file chosen
Residency Appr Form:	<input type="button" value="Choose File"/>	No file chosen
Social Security Card:	<input type="button" value="Choose File"/>	No file chosen
TAX ST OR LEASE :	<input type="button" value="Choose File"/>	No file chosen
TPK Direct Debit:	<input type="button" value="Choose File"/>	No file chosen
TPK Emp Pay Deduct :	<input type="button" value="Choose File"/>	No file chosen
TPK Pay Agreement:	<input type="button" value="Choose File"/>	No file chosen
Utility Bill:	<input type="button" value="Choose File"/>	No file chosen

- c. To remove or replace the file, click remove next to the file uploaded

Birth Certificate:	Student Name Birth Cert.pdf	<input type="button" value="Remove File"/>
Guardian Driver Lic:	<input type="button" value="Choose File"/>	No file chosen
Immunizations:	<input type="button" value="Choose File"/>	No file chosen

- d. **If you submit your child's application without the Required Requested Documents, the application will be delayed or possibly denied.**
 - i. **Do not submit the application without Requested Documents**
- e. [Additional Registration information found here](#)

10. After all documents have been selected
 - a. Click **'Complete Step 4 and move to Step 5: Additional District Forms'** or
 - b. Click **'Complete Step 4 Only'**. The step is saved, collapses and is stamped completed with a date. At this time you can view or edit a completed another step or exit the application to return at a different time.

11. Click on each form button, to complete each form. There are required fields and signature lines for each form. Read the forms carefully.

Step 5: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing the Additional District Forms

Complete forms below.

Asterisk (*) denotes a required form

* Required Form: [2021-22 Handbook and Code of Conduct Acknowledgement](#) This form has not been completed

This form is required by Texas Law, but will only be used for students whom are entering or re-entering a Texas Public school.

* Required Form: [2021-22 Home Language Survey](#) This form has not been completed

* Required Form: [2021-22 Family Survey](#) This form has not been completed

12. Once every form has a check, you may submit the application.

[Complete Step 5](#)

[Submit Application to the District](#)

** All steps must be Completed before an Application can be Submitted **

13. If these options below are clicked, the application is not complete. The Submit Application to the District must be clicked.

[Save and Continue to Fill Out Application](#) [Save and go to Summary Page](#) [Print Application](#) [Leave WITHOUT Saving](#)