


## Spring Branch Middle School Remote Registration Information 2020-2021

Welcome! Spring Branch Middle School will move to an online registration process moving forward. If you would like to register your student at Spring Branch Middle School, please follow the steps below:

1. Please email the following documents to [sbms@springbranchisd.com](mailto:sbms@springbranchisd.com):
  - Birth Certificate
  - Current Lease (must include the first and last page of the lease agreement).
  - Withdrawal documents from your previous school.
  - Vaccination Records
  - Parent/Guardian's Photo Identification
  - Social Security Card and/or number
  - Any Additional Documentation- Home Language Survey, Guardianship Orders, etc.
2. Please go to the Enrollment Link on the SBISD website. The link is provided below. Please complete all of the steps for enrolling NEW students.

Link: <https://www.springbranchisd.com/studentsfamilies/back-to-school/registration>

### **New students**

- **Register**
  - **Registration requirements**
- 

3. Please be sure you have completed all forms in Skyward:
  - Learning Model Selection
  - Chromebook Forms (Insurance and Acceptable Use)
  - Transportation Form
  - Health and Safety Acknowledgement Form
  - Covid-19 Forms
4. Once you have completed the online enrollment forms, please send an email to [sbms@springbranchisd.com](mailto:sbms@springbranchisd.com).

Once the above is completed, your child's grade level counselor will reach out to you regarding course selection and scheduling.

### **Need Assistance with the Registration Process?**

SBMS will host in person appointments for families who are unable to scan and email their documents or have missing documents. Please contact SBMS at 713-251-4400 or email Danielle Custer at [Danielle.custer@springbranchisd.com](mailto:Danielle.custer@springbranchisd.com) or Yvette Olvera at [Yvette.Olvera@springbranchisd.com](mailto:Yvette.Olvera@springbranchisd.com) to schedule an appointment.