ONLINE STUDENT REGISTRATION

for 2020-2021 school year

Go to www.cfbisd.edu/registration and follow the directions for Returning Families at the bottom of the page.

Use your existing Parent Self-Serve (PSS) User ID and Password to get started.

Language
English ▼

Parent Self Serve User ID *
Your username

Parent Self Serve Password *

| Login | Forgot User ID | Forgot Password |

If you have forgotten your PSS User ID or Password, click the button and a hint will show. If the hint is not enough to remind you, contact the campus records clerk or the helpdesk (972.968.4357).
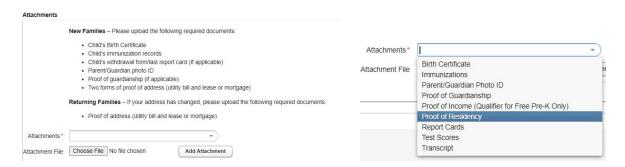
Across the top of the Student Online Registration application, you will see the 11 steps needed to complete the registration for each student. Information you entered last year will be auto-populated for you to review and update as needed. You can track your progress in the process; however, you are unable to click to a future section. You must click "Next" on each section to advance.

1. My Students   2. Student Information   3. Parent/Guardian Contacts   4. Emergency Contacts   5. Medical History   6. Verify Campus   7. Restrictions   8. Student Forms   9. Documents   10. Attachments   11. Confirm Enrollment

Step by Step Process to Complete Online Student Registration:

Step 1 ➡ To register a returning student, select a student from the dropdown menu. To add a new student not currently enrolled in CFBISD, choose (Create New Student). **CLICK NEXT**.

Step 2 ➡ Verify or update the Student Information. **CLICK NEXT**.

Step 3 ➡ Verify or update the Parent/Guardian Information. Phone numbers are critical so please pay close attention to ensure accuracy. **CLICK NEXT.**

Step 4 ➡ Add or update Emergency Contacts (other than parent/guardian) paying close attention to phone numbers. **CLICK NEXT.**

Step 5 ➡ Verify or update the Medical History. **CLICK NEXT.**

Step 6 ➡ Review the school selected to Verify Campus for enrollment. **CLICK NEXT.**

Step 7 ➡ Select all Directory Information Restrictions that apply to your student. Descriptions of these restrictions can be viewed by following the link to "Explanation of Directory Information Restrictions". **CLICK NEXT.**

Step 8 ➡ Open, read and sign all required Student Forms. You cannot continue the registration process without opening each of the required forms. Other forms are included for your convenience but are not required to be completed.

Step 9 ➡ Download and acknowledge all CFBISD notification Documents. **CLICK NEXT.**

Step 10 ➡ Upload any necessary attachments for the student. Returning families do not need to upload attachments unless they have a change of address. Select the type of attachment from the dropdown menu. Choose the file you wish to upload and click Add Attachment. Continue to add attachments until complete. **CLICK SUBMIT.**

Attachments

New Families – Please upload the following required documents:

- Child's Birth Certificate
- Child's immunization records
- Child's withdrawal form/last report card (if applicable)
- Parent/Guardian photo ID
- Proof of guardianship (if applicable)
- Two forms of proof of address (utility bill and lease or mortgage)

Returning Families – If your address has changed, please upload the following required documents:

- Proof of address (utility bill and lease or mortgage)

Attachments * [_____ ▼]
Attachment File [Choose File] No file chosen   [Add Attachment]

Attachments * [_____ ▼]
Attachment File
- Birth Certificate
- Immunizations
- Parent/Guardian Photo ID
- Proof of Guardianship
- Proof of Income (Qualifier for Free Pre-K Only)
- Proof of Residency
- Report Cards
- Test Scores
- Transcript

Step 11 ➡ When all steps are completed, Confirm Enrollment for this student. **CLICK CONFIRM ENROLLMENT.** A web confirmation page will appear.   You may print this for your records but it is not necessary to bring it to the campus. If you have more students to register, **CLICK NEXT.** The application will take you back to the My Students section.

THANK YOU FOR COMPLETING THE ONLINE STUDENT REGISTRATION. YOUR STUDENT'S CAMPUS WILL BE IN CONTACT IF NEEDED.