

New Student Online Enrollment

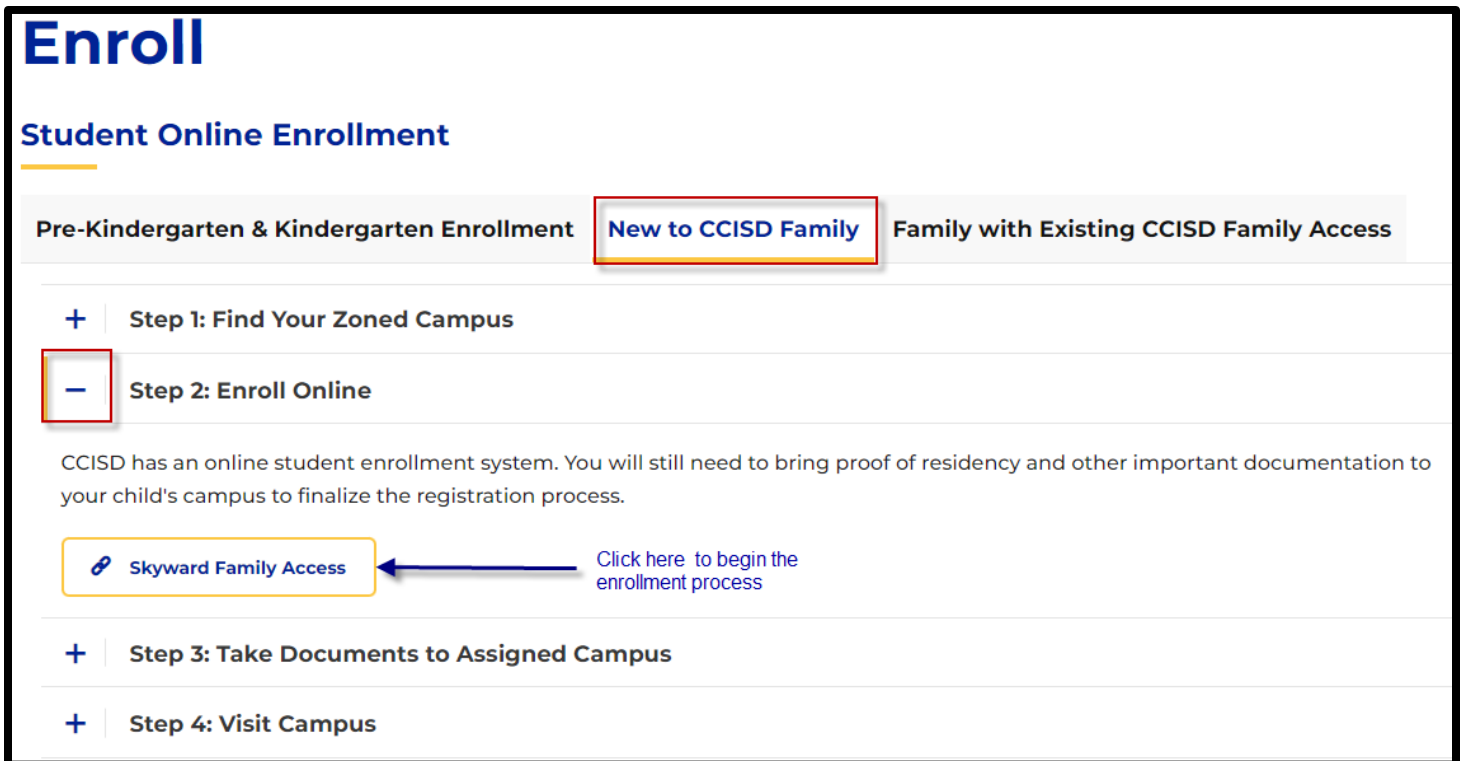
New to CCISD Family

PARENTS/GUARDIANS: TO ENROLL A NEW CCISD STUDENT

Parent will access the CCISD website to begin the Process. Navigate to Enroll.



Parent will be directed to the Student Online Enrollment page. Click on “NEW to CCISD Family” and follow the directions. Step 2 has the link to the online enrollment forms. Navigate to Skyward Family Access



New Student Enrollment: Account Request

ACCOUNT REQUEST

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system. Enter your Legal Name and an email address.

Check the box "I don't have an email" if you don't have an email. You then must create a username to use to log in at the next step. Once the pop-up comes up, write down the information. Failure to do so could result in you having to begin the process over.

Once completed, check your email for username and password (email may take several minutes) or a pop-up will appear with your created username and password.

Enter the name of the legal parent/guardian of the student you want to enroll	
* Guardian Legal First Name:	<input type="text" value="Guardian First Name"/>
* Guardian Legal Last Name:	<input type="text" value="Guardian Last Name"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name Prefix:	<input type="text"/> Guardian Legal Name Suffix: <input type="text"/>
Guardian contact information	
	<input type="checkbox"/> I don't have an email
* Guardian Email Address:	<input type="text" value="guardian@email.com"/>
* Re-type Email Address:	<input type="text" value="guardian@email.com"/>
* Guardian Primary Phone Number:	<input type="text" value="(281) 111-1111"/>
Complete the security dialog	

Enter the name of the legal parent/guardian of the student you want to enroll	
* Guardian Legal First Name:	<input type="text" value="Guardian First Name"/>
* Guardian Legal Last Name:	<input type="text" value="Guardian Last Name"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name Prefix:	<input type="text"/> Guardian Legal Name Suffix: <input type="text"/>
Guardian contact information	
	<input checked="" type="checkbox"/> I don't have an email
* Guardian Login:	<input type="text" value="Sky"/>
* Re-type Login:	<input type="text" value="Sky"/>
* Guardian Primary Phone Number:	<input type="text" value="(281) 111-1111"/>
Complete the security dialog	

Instructions from the email and the pop-up will direct you to the Enrollment Access log in window. Log in with the username and password given in the email or the pop-up.

	
CLEAR CREEK ISD CLEAR CREEK ISD Production	
Login ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Sign In"/>	
Login Area:	<input type="text" value="Enrollment Access"/>

Welcome to the Clear Creek ISD New Student Online Enrollment



New Student Enrollment: Application Form

Save and Continue to Fill Out Application

Save and go to Summary Page

Print Application

Leave WITHOUT Saving

Instructions for completing the student application

Welcome to the Clear Creek Independent School District New Student Online Enrollment System.

Before you start this form, please be sure you have read the important information on our website for student registration at www.ccid.net. Such information includes how to register your student, and the required documents needed to complete the enrollment application or provide to the campus to complete enrollment before your child's start date.

STEP 1: STUDENT INFORMATION

Enter information into each field. Be sure to enter the student's full legal name as it is printed on the birth certificate. Fields marked with an asterisk (*) are required fields and the step cannot be completed without entering the information in these fields. For address not zoned to Clear Creek ISD, the Expected School to Enroll into will display Clear Creek ISD. The district will determine student's enrolling school per Student Transfer Request.

Step 1: Student Information

Edit

View Only

Save

Save and Collapse Step

Instructions for completing Student Information

Enter information into each blank field.

A checked box indicates a Yes answer and an unchecked box indicates a No answer.

Be sure to enter the student's full legal name as it is printed on the birth certificate.

* Last Name: * First Name: Middle Name:

Name Suffix: * Gender:

* Date of Birth: Age: Birth City: Birth State:

Does student live within this school district?

Social Security Number:

* Check if student is 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

* What language does your child speak most of the time?: * What language is spoken in your home most of the time?:

* Military Connected:

* Name of Previous School District (n/a if none): * Name of school previously attended (n/a if none):

* What School Year are you enrolling your student into? Current School Year (2020 - 2021) Next School Year (2021 - 2022)

* Expected Enrollment Date: First Day of School (08/16/2021)

(The first day of school is 08/18/2020)

* Expected Enrollment Date:

* Expected Grade Level. Note... Grade level is added based on student's age and may need to be modified. * Expected School to Enroll into:

* I authorize this student's information to be distributed for the purposes of Military usage: ?

* I authorize this student's information to be distributed for the purposes of Higher Ed usage: ?

* I authorize this student's information to be distributed for the purposes of Public usage: ?

* I authorize this student's information to be distributed for the purposes of District usage: ?

* I authorize this student's information to be distributed for the purposes of Local usage: ?

* I authorize this student's information to be distributed for the purposes of school yearbook usage: ?

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

STEP 2: FAMILY/GUARDIAN INFORMATION

Add additional Legal Guardian at the same address – Click: [Are there other Legal Guardians who live at a different address?](#)

Add Legal Guardian who lives at a different address – Click: [Yes, I want to Add a Legal Guardian who lives at a Different Address](#)

Step 2: Family/Guardian Information [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Your Family information has been imported onto the application.

All the fields not specific to the student have been pre-populated. Any changes needed, will be conducted by the Registrar.

* Primary Phone:

* Family Home Language:

House #: Direction: Street Name: Apartment:

* Physical Street Address Required: P.O. Box: Address 2: City: State: Zip Code:

* County:

For the guardian listed, complete any remaining fields related to the student.

* Last Name: * First Name: Name Suffix:

Name Prefix: * Date of Birth: Gender:

* Relationship to Child:

* Does this guardian have custody of the child?: * Check here if this guardian is allowed to pick up student from school.:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address:

Employer: Driver License Number:

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

[Yes, I want to Add a Legal Guardian who lives at a Different Address](#) [No, Complete Step 2 and move to Step 3: Emergency Contact Information](#) [No, Complete Step 2 Only](#)

STEP 3: EMERGENCY CONTACT INFORMATION

Additional emergency contacts can be added by clicking: “Yes, I want to Add another Emergency Contact Record”. Otherwise click: “No, Complete Step 3 and move to Sept 4: Requested Documents”.

Step 3: Emergency Contact Information [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing Emergency Contact Information

The information you enter in this form is used for two reasons. At the school level, a staff member will call these contacts in the event the parents or guardians cannot be reached and there is a concern with the student. At the school district level, these contacts will be included in CCISD's mass emergency call outs for issues such as weather delays, power outages, etc. that disrupt the school day or may cause for an early release or closure of the school.

Enter the Information for Emergency Contact #1 [Remove this Emergency Contact](#)

* Last Name: * First Name: Name Suffix:

Name Prefix: * This contact is allowed to pick up the student from school.:

Gender:

* 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](#)

STEP 4: REQUESTED DOCUMENTS

Click on each category button to upload document(s). If you have custody orders, please email the campus principal by navigating to ccisd.net>> School>>Contact Us to obtain the email addresses. To complete the registration process, parents/guardians will need to visit the campus the student will be attending to provide the original required documentation, outlined below.

Step 4: Requested Documents

Instructions for completing the Requested Documents

Click on each category button to upload document(s). If you have custody orders, please email the campus principal by navigating to ccisd.net>>Select the School>>Contact Us to obtain the email addresses. To complete the registration process, parents or guardians may upload the required documents needed to complete the enrollment application or provide to the campus to complete enrollment before your child's start date.

****Acceptable utility bills are: natural gas, water, and electric only.**

Birth Certificate:	<input type="button" value="Choose File"/>	No file chosen
Immunizations Record:	<input type="button" value="Choose File"/>	No file chosen
Last Report Card:	<input type="button" value="Choose File"/>	No file chosen
Mortgage/Lease :	<input type="button" value="Choose File"/>	No file chosen
Parent/Guardian ID:	<input type="button" value="Choose File"/>	No file chosen
Social Security Card:	<input type="button" value="Choose File"/>	No file chosen
Utility Bill:	<input type="button" value="Choose File"/>	No file chosen

STEP 5: ADDITIONAL DISTRICT FORMS

District Forms are different at the elementary, intermediate, and high school levels. The pictures below are only examples of forms parents may see.

Click on each button to open form, fill out information as requested on each form, then click SAVE at the top right. Forms are complete when this message, **This form *has been completed*** , displays.

Step 5: Additional District Forms

Instructions for completing the Additional District Forms

Please complete the following forms which provide the school and school district important information about your student.

Asterisk (*) denotes a required form

* Required Form:	<input type="button" value="2022-23 FERPA"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Student Information"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Transportation Form"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Authorized Lunch Attendees"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Home Language Survey"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Student Medical Information"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Home Technology Access"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Face Covering Parent Request"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2022-23 Parent Signature Form"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>

Click: "Complete Step 5"

Once all 5 steps are marked, ✔ Date Completed: 03/07/2022 , Click: “Submit Application to the District”

Step 1: Student Information	Edit	View Only	✔ Date Completed: 03/07/2022
Step 2: Family/Guardian Information	Edit	View Only	✔ Date Completed: 03/07/2022
Step 3: Emergency Contact Information	Edit	View Only	✔ Date Completed: 03/07/2022
Step 4: Requested Documents	Edit	View Only	✔ Date Completed: 03/07/2022
Step 5: Additional District Forms	Edit	View Only	✔ Date Completed: 03/07/2022

Submit Application to the District

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

You will receive the following pop-up. Click “Submit Application to the District”.

Confirm ✕

Submitting will allow CLEAR CREEK ISD to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes.

Are you sure you want to submit this application to CLEAR CREEK ISD?

Submit Application **Cancel and Keep Screen Open**

You will receive a pop-up stating the application has been successfully submitted.

Application Submitted

The application has been successfully submitted.

Thank you for choosing the Clear Creek Independent School District.

If you have any questions, please contact your child's school of enrollment.

OK