

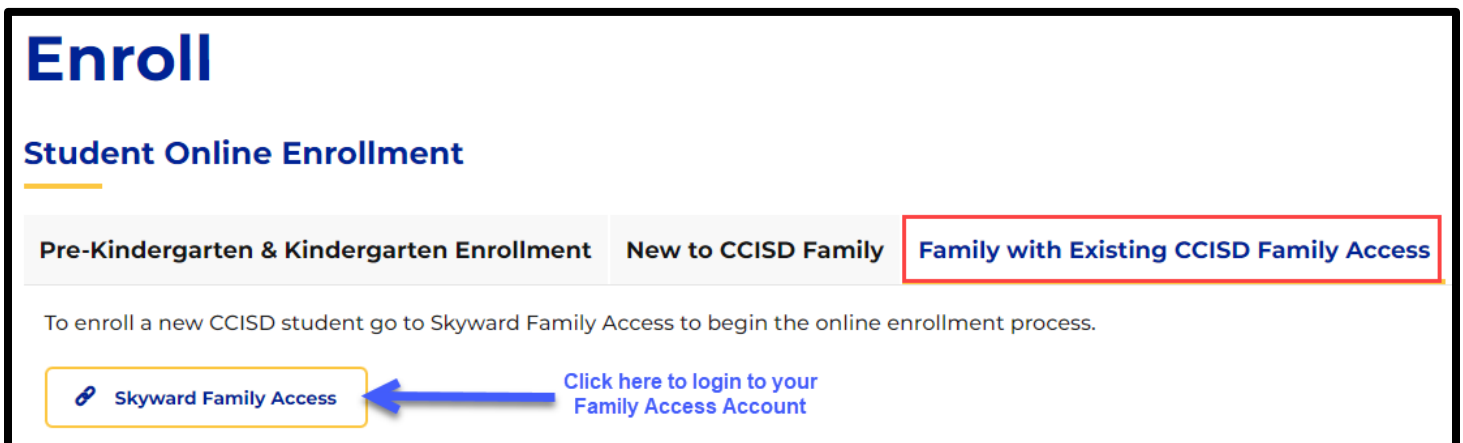
# New Student Online Enrollment Family with Existing CCISD Family Access

PARENTS/GUARDIANS: TO ENROLL A NEW CCISD STUDENT

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



Click on Family with Existing CCISD Family Access. Navigate to Skyward Family Access



Enter your Family Access Login ID and Password,  
then click: Sign In

Click: New Student Online Enrollment on the left



Click: "Click to Enroll Additional Students" on the right

# 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.ccsid.net](http://www.ccsid.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:

Check if your student lives 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 (2021 - 2022)  Next School Year (2022 - 2023)

\* Expected Enrollment Date   First Day of School (08/16/2022)

(The first day of school is 08/17/2021)

\* 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

The family information attached to the parent/guardian that created the application can be updated at My Account in your Family Access account.

**Step 2: Family/Guardian Information**

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?**

## 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: Additional District Forms"

**Step 3: Emergency Contact Information**

**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**

\* 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?**

## 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](http://ccisd.net)>>Schools>>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](http://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 the form, fill out the 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