



# New Student Online Enrollment

New to CCISD Family

04/13/2023

# 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

The screenshot shows the 'Enroll' page for 'Student Online Enrollment'. It features three main tabs: 'Pre-Kindergarten & Kindergarten Enrollment', 'New to CCISD Family' (highlighted with a red and yellow border), and 'Family with Existing CCISD Family Access'. Below the tabs, there are four steps listed with expand/collapse icons: '+ Step 1: Find Your Zoned Campus', '- Step 2: Enroll Online' (the minus icon is highlighted with a red box), '+ Step 3: Take Documents to Assigned Campus', and '+ Step 4: Visit Campus'. Under Step 2, there is a paragraph of text: 'CCISD has an online student enrollment system. You will still need to bring proof of residency and other important documentation to your child's campus to finalize the registration process.' Below this text is a link 'Skyward Family Access' with a blue arrow pointing to it from the text 'Click here to begin the enrollment process'.

# New Student Enrollment: Account Request

## ACCOUNT REQUEST



Online Enrollment Access

### New Student Enrollment: 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.

If your pop-up blocker is turned on, click Retry.

Please fill out the form below to request an account to access the New Student Online Enrollment (NSOE) Portal. Once the information below has been submitted, you will receive an email with your account. Once you receive this email, you will then be given a link to access the Skyward login page.

If you do not have an email account, check "I don't have an email address" box. A message box will appear with your login information for the Skyward login page.

If you are enrolling for Tuition PK, please apply [HERE](#) to state you are interested in Tuition PK. Do NOT fill out NSOE until you have been given a tuition spot for the 2023-2024 school year. Tuition spots are given based on space availability and will start to be granted beginning August 7<sup>th</sup>.

### I have an email address.

- Enter your Legal First and Last Name, email address, primary phone number and address.
- Click on "Click here to submit Online Enrollment Account Request".
- Check your email for your username and password (email may take several minutes).

### I do NOT have an email address.

- Enter your Legal First and Last Name.
- Check the box "I don't have an email".
- Enter a Guardian login to use as your login username.
- Enter your primary phone number and address.
- Click on "Click here to submit Online Enrollment Account Request".
- Once the pop-up comes up, write down the password. Failure to do so could result in you having to begin the process over.

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:	(281) <input type="text" value="111-1111"/>
Complete the security dialog	

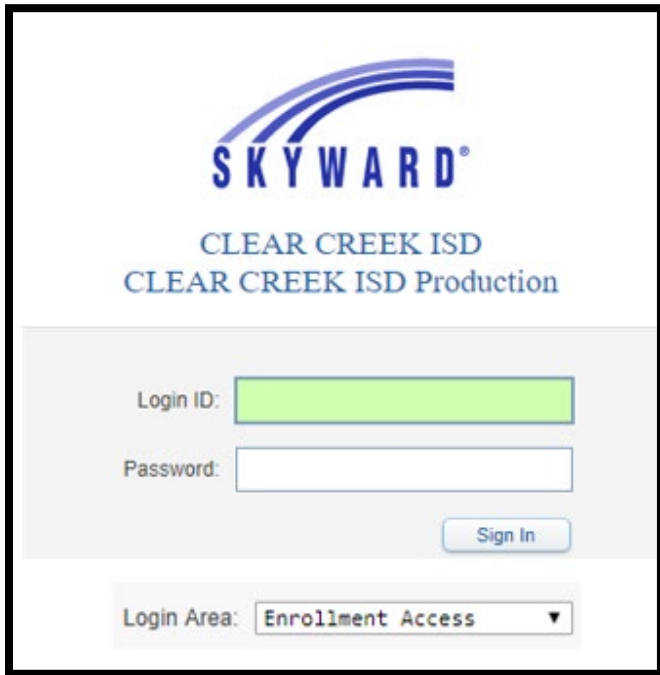
Enter the name of the legal parent/guardian of the student you want to enroll	
* Guardian Legal First Name:	<input type="text" value="Guardian First Name"/>
* Guardian Legal Last Name:	<input type="text" value="Guardian Last Name"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name 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:	(281) <input type="text" value="111-1111"/>
Complete the security dialog	

Address:	* House #: <input type="text" value="2318"/>	Direction: <input type="text" value="E"/>	* Street Name: <input type="text" value="Bayou Dr"/>	Apartment: <input type="text"/>
	P.O. Box: <input type="text"/>	Address 2: <input type="text"/>	City: <input type="text" value="League City"/>	State: <input type="text" value="TX"/>

Asterisk (\*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

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.



**SKYWARD®**  
CLEAR CREEK ISD  
CLEAR CREEK ISD Production

Login ID:

Password:

[Sign In](#)

Login Area:

# 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 (2022 - 2023)  Next School Year (2023 - 2024)

\* Expected Enrollment Date:   First Day of School (08/22/2023)

(The first day of school is 08/16/2022)

\* 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: [Yes, I want to Add another Legal Guardian who lives at this 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](#)

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**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:

House #:  Direction:  Street Name:  Apartment:

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

\* County:

**Enter Information for the Primary Guardian of the Family this Student lives with**

\* 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 this address?**

[Yes, I want to Add another Legal Guardian who lives at this address](#) [No other Legal Guardians live at this Address](#)

**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](#)

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**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="2023-24 FERPA"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2023-24 Student Information"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2023-24 Home Language Survey"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="2023-2024 Transportation Form"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="2023-24 Student Medical Information"/>	<input type="checkbox"/> This form has not been completed
Optional Form:	<input type="button" value="2023-24 Authorized Lunch Attendees"/>	<input type="checkbox"/> This form has not been completed
Optional Form:	<input type="button" value="2023-2024 Home Technology Access"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="2023-24 Internet and Technology Use - Elementary"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="2023-24 Parent Signature Form"/>	<input type="checkbox"/> This form has not been completed

Click: "Complete Step 5"

Once all 5 steps are marked, ✓ **Date Completed: 04/03/2023** , Click: "Submit Application to the District"

The screenshot shows a web interface with five horizontal panels, each representing a step in the application process. Each panel is color-coded and contains the step name, two buttons labeled 'Edit' and 'View Only', and a green checkmark followed by the text 'Date Completed: 03/07/2022'. The steps are: Step 1: Student Information (green border), Step 2: Family/Guardian Information (blue border), Step 3: Emergency Contact Information (orange border), Step 4: Requested Documents (purple border), and Step 5: Additional District Forms (pink border). Below the panels is a central orange button labeled 'Submit Application to the District'. At the bottom of the interface, there is a note: '\* All steps must be Completed before an Application can be Submitted \*'.

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

A blue-tinted pop-up dialog box titled 'Confirm' with a close button (X) in the top right corner. The text inside reads: '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.' Below this is the question: 'Are you sure you want to submit this application to CLEAR CREEK ISD?'. At the bottom, there are two orange buttons: 'Submit Application' on the left and 'Cancel and Keep Screen Open' on the right.

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

A blue-tinted pop-up dialog box titled 'Application Submitted'. The text inside reads: '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.' At the bottom center, there is a single orange button labeled 'OK'.



