

ONLINE ENROLLMENT FOR NEW STUDENTS FREQUENTLY ASKED QUESTIONS

- 1. My children have never attended a Brownsboro ISD school at any time. How may I enroll my children in a Brownsboro ISD school?**

Your children are considered “New Students” and will need to enroll under the “New Student” tab on the Enrollment Page. You will be able to choose your own user name and password. Please remember to keep these secure. There are written instructions for each section of the enrollment process. After completing the required information and printing out your checklist of items to bring, you will need to contact our child’s campus registrar to schedule an appointment. When you come to the appointment, bring all required documents and school personnel will guide you through the rest of the process. If you have children on different campuses, you will need to schedule an appointment on each campus. After your appointment with the registrar, you will be able to meet with any of the following staff as needed: counselor, nurse, assistance principal, special programs staff, or other staff members.

- 2. My children are former Brownsboro ISD students but did not attend a Brownsboro school last year. This coming school year they will be returning school to Brownsboro. What do I need to do to register them?**

Please contact your child’s campus to complete this process.

- 3. My children were enrolled in Brownsboro ISD last year, but withdrew before the end of the year. What do I need to do to register them?**

Please contact your child’s campus to complete this process.

- 4. When will the online system be available for me to use?**

The online system is available throughout the calendar year, 24 hours a day, 7 days a week, for new student enrollment. Any parent/guardian of new students may complete the online forms at any time at their convenience. A notification of your enrollment request will be sent to the registrar as soon as you complete the online registration process.

- 5. How much time do need to complete online forms?**

It will take approximately 25 minutes to enter the parent/guardian information and then 20 minutes per child for new students. You will be able to save your work at any time and return later at your convenience to finish the application.

- 6. I do not have a computer and/or internet access at home. Can I still enroll my child?**

Yes, you may use any computer with internet access at any location. The best thing to do is to come to the campus and complete your information on a school computer. We will have staff that can assist you. Alternatively, you may use any available computer with internet access to complete an application (such as a friend or family member). See question 7 below for information on open computer labs.

Yes. The information is uploaded through a secure, encrypted website. However, you must click on the log out button at the end of your session. You must also remember to keep your user name and password secure.

7. Once I complete the enrollment forms online, am I finished with the enrollment process?

No. Once you have updated the information, you are required to schedule an appointment with the campus registrar to complete your enrollment process. You must bring all of the required documents to this meeting. A checklist of these required documents may be printed out during the online process. It is especially important that you present proof of residence and current immunization records at your initial appointment. School personnel will need to scan or copy some documents.

8. What if I do not want to submit anything online? Will there be on-site paper enrollment in August?

No. The enrollment forms must be entered online and verified by campus personnel before the student may be officially enrolled. You may complete the online forms at any location with a computer with internet access. If you need assistance, we will have computers and staff available on each campus.