

Judson ISD Registration Guide New Families

Registering a NEW Student Step by Step

1. From the main registration page, click **NEW STUDENTS** at the bottom of the screen. This is only for families that **do not** have any students in the district.



2. You will be directed to the **NEW Student Enrollment** site. Fill out all the information and click Submit.

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New Student Enrollment

Welcome! This form is the first step to enroll your new student online. Complete the required fields to request an account you will use to log in to a secure New Student Enrollment system. Please provide legal guardian information for the student you would like to enroll below.

If you already have an account, please [sign in](#) with your username and password and select New Student Enrollment.

*Guardian First Name

*Guardian Last Name

*Street Number

*Street Name

Unit

Unit Number

*City

*State

*ZIP Code

*Email Address

*Confirm Email Address

*Phone Number

Previously in District

* required fields

[Submit >](#)

3. You will receive an acknowledgement that your request has been submitted. An email will be sent to you with your username.

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THANK YOU! Your Account Request has been successfully submitted. An email has been sent to you with instructions on how to continue enrolling your new student.

[← Sign In](#)

4. Once you receive the email, click on **Reset Password**.

Subject: New Student Enrollment Account Information

You have been given permissions to use New Student Enrollment!

[Reset Password](#)

5. Enter a password of your choice and select **Reset Password**.

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Please reset your password for your account:

New Password Must:

Be 8-64 characters in length

New Password

Confirm Password

[Reset Password >](#)

6. Enter your username and password in the screen below.

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Your password has been successfully updated. Please sign in to continue.

Username

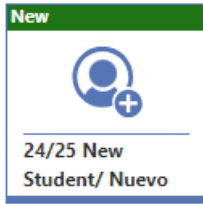
Password

[Sign In >](#)

Forgot your Username or Password?

Judson ISD Registration Guide New Families

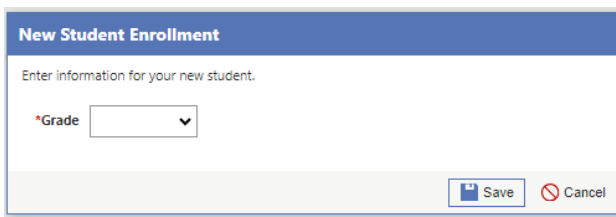
7. Click on the 24/25 New Student/Nuevo icon to begin registration.



8. You will be prompted to the Instructions screen. Click on START to complete the registration process.

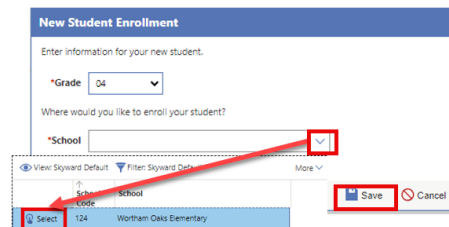


9. Next, you are asked to enter a grade level.



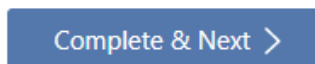
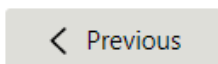
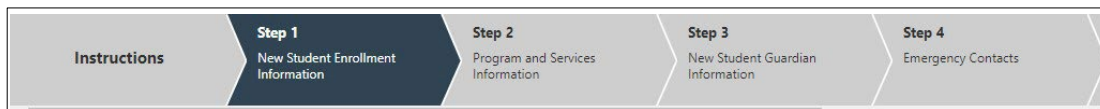
The form is titled "New Student Enrollment" and asks to "Enter information for your new student." It features a dropdown menu for "*Grade" and "Save" and "Cancel" buttons at the bottom right.

10. Once you select the grade level, a school will be visible in the drop-down menu based on the grade you selected and your address boundary. Click on the Select button to choose the campus and then click Save.



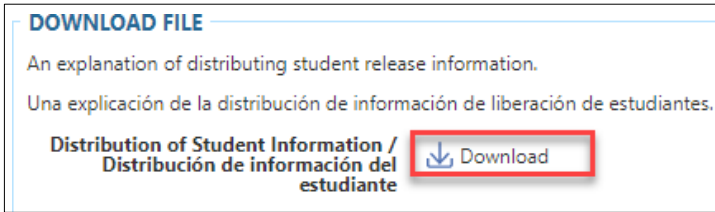
This view of the form shows the "*Grade" dropdown set to "04". Below it, a "Where would you like to enroll your student?" section has a "*School" dropdown menu. A red box highlights the "Select" button at the bottom left of the school dropdown, and another red box highlights the "Save" button at the bottom right of the form. A red arrow points from the "Select" button to the school dropdown.

11. You will be asked to complete several steps throughout the registration process. At the end of each step there will be **Previous** and a **Complete & Next** tab.

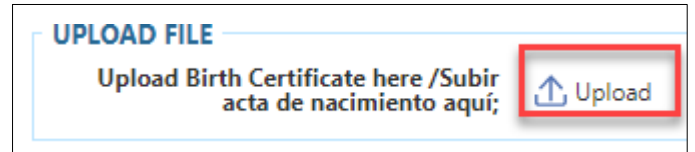


Judson ISD Registration Guide New Families

12. In the Steps, there will be places where you will be asked to download a document. These are documents that provide you with important information.



13. In the Steps, there will be places where you will be asked to upload documents such as a birth certificate, proof of residency, driver's license/ID and other items.



14. In the Steps, there will be places where you will be asked to provide your signature. Check the "I Agree" box to electronically provide your signature.

*I Agree

Signed By

15. Judson ISD offers Pre-K 3 and Pre-K 4 to eligible students. Please make sure you upload the proper documentation requested to determine eligibility.



16. Once you have completed all the steps, you will be asked to review your information prior to submitting your registration.



17. Your registration packet will be submitted to the school registrar to verify the information you provided. You will receive an email once your application has been reviewed and approved.

Thank You!

Thank you for completing the online registration. Your child has been registered but is not enrolled until all the forms and documents have been verified. Please make sure to upload all the required documents to avoid delaying your student's enrollment. You will receive an email confirmation once your registration has been accepted. The school may contact you to request original documents or any other information that is required for verification.

Gracias por completar el registro en línea. Su hijo ha sido registrado pero no está inscrito hasta que se hayan verificado todos los formularios y documentos. Asegúrese de cargar todos los documentos requeridos para evitar retrasar la inscripción de su estudiante. Recibirá una confirmación por correo electrónico una vez que se haya aceptado su registro. La escuela puede contactarlo para solicitar documentos originales o cualquier otra información que se requiera para la verificación.

To return to the dashboard, click [here](#)