

# KLEIN ISD

## PROMISE<sup>2</sup>PURPOSE

### Instrucciones para el Registro en Internet para el año escolar 18-19

Si usted actualmente tiene una cuenta en el Portal Skyward de Acceso para la Familia y va a registrar a un estudiante, ingrese a su cuenta del Portal Skyward de Acceso para la Familia. Presione el enlace **Registro de Nuevo Estudiante (New Student Online Enrollment)** y vaya a la página 5 para registrar a su estudiante.

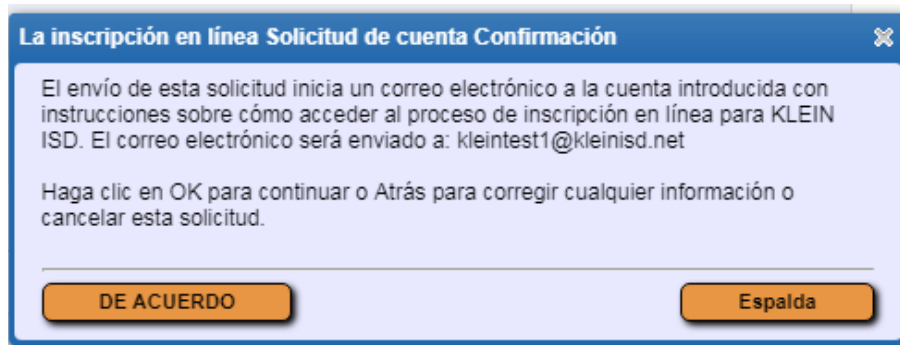
Si usted no tiene una cuenta en el Portal Skyward de Acceso para la familia, presione [aquí](#) para pedir una cuenta. Por favor sepa que se **requiere** una cuenta de correo electrónico para completar éste proceso. Usted puede crear una cuenta gratis en Gmail, Yahoo, o Mail.com presionando [aquí](#). Vaya a la página 2 para instrucciones detalladas.

Complete todas las Casillas requeridas (\*).

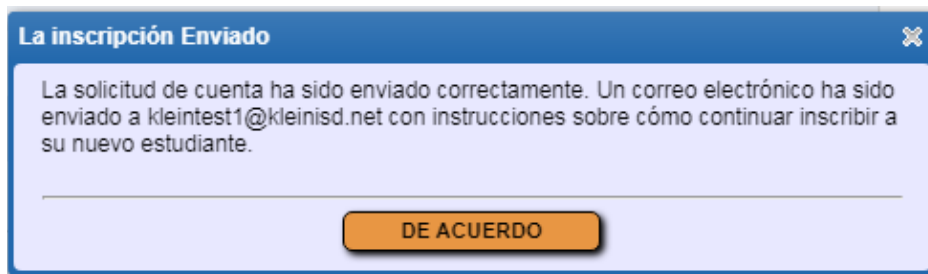
El \*Nombre de la calle abrirá un menú desplegable para elegir y que todas las direcciones sean escritas de igual forma. Comience escribiendo el nombre de su calle y luego elija la dirección correcta del menú desplegable.

Una vez completada, presione el botón naranja para enviar la solicitud de registro en Internet.

Presione OK

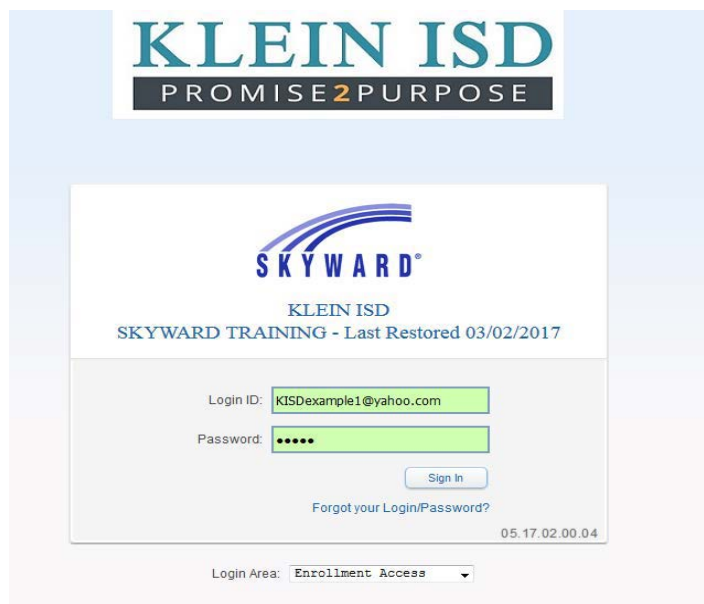


Presione OK



## Nombre de Usuario/Contraseña

Una vez usted reciba su Nombre de Usuario (Username) y Contraseña (Password) a través de un correo electrónico, asegúrese de escribirlos y guardarlos para futura referencia. Estos no se mostrarán nuevamente.



Asegurese de escoger el **próximo año escolar (2018-2019)** al registrar a su estudiante en

**Step 1: Student Information** Edit View Only Save Save and Collapse Step

**Instructions for completing Student Information**  
Please use Legal names when entering data for student enrollment.

\* Legal Last Name: Klein \* Legal First Name: Joe Legal Middle Name:   
 Name Suffix:  Nickname:  \* Gender: Male   
 \* Date of Birth: 03/28/2013 Age: 5 \* Birth City: Houston \* Birth State: TX - TEXAS  
 \* Birth Country: USA  
 Does student live within this school district?  
 \* Is Student Hispanic/Latino?: No   
 \* Federal Race: (select all that apply)  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 \* Language Spoken By Student Most of the Time: ENGLISH Language District should use for Correspondence: ENGLISH  
 Has student attended this district previously?  
 Previous School District:  School in the District Student Previously Attended:

\* What School Year are you enrolling your student into?  Current School Year (2017 - 2018)  Next School Year (2018 - 2019)  
 \* Expected Enrollment Date   First Day of School (08/20/2018)  
 (The first day of school is 08/21/2017) \* Expected Enrollment Date 08/20/2018

\* Expected Grade Level KG  Expected School to Enroll into SCHULTZ ELEMENTARY  [Follow this link to verify school of enrollment](#)

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

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

Asegurese de elgir el proximo ano escolar (2018-2019) cuando register

Complete todas las Casillas requeridas (\*)  
 Nota: Una vez que usted escriba la fecha de nacimiento del estudiante, el sistema calculara automáticamente el grado que le corresponde.

Complete todas las Casillas requeridas (\*)

Nota: Una vez que escriba la fecha de nacimiento de su estudiante, el sistema calculará automáticamente el grado.

**Expected Grade Level has been updated**

**Attention! The Expected Grade Level has been updated to 04.**  
 This is based on your student's date of birth (02/12/2008) and the School Year selected to enroll into (Next Year).

If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into.

OK

## Paso: Información de la Familia/ Guardián

Para añadir más de un guardián, presione  
**“Sí, quiero añadir...”**

**Step 2: Family/Guardian Information**

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

**Enter Information for the Family this Student lives with**

\* Primary Phone: (832) 249-5100  Should the District keep this number confidential?

Family Home Language:

House #:  Street Name:  Apartment:

\* Home Address: P.O. Box:  Address 2:  City: Spring State: TX Zip Code: 77388

Should the District keep this address confidential? Subdivision:

Mailing Address: (if different than home address) House #:  Street Name:  Apartment:

P.O. Box:  Address 2:  City:  State:  Zip Code:

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

\* Legal Last Name: Klein \* Legal First Name: Joan Middle Name:

Name Suffix:  Name Prefix:

\* Relationship to Child: Mother

Does this guardian have custody of the child?  Is this guardian allowed to pick up the student from school?

Cell Phone: (281) 658-0000 Work Phone: (832) 249-6000 \* Contact Email Address: KISDexample1@yahoo.com

**Are there other Legal Guardians who live at this address?**

Después de escribir todos los nombres de los guardianes, presione **“No, Completar paso 2 y seguir al paso 3”**

\* Relationship to Child: Mother

Does this guardian have custody of the child?  Is this guardian allowed to pick up the student from school?

Cell Phone: (281) 658-0000 Work Phone: (832) 249-6000 \* Contact Email Address: KISDexample1@yahoo.com

**Are there other Legal Guardians who live at this address?**

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

### Paso 3: Añada los contactos de emergencia para su estudiante

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

**Instructions for completing Emergency Contact Information**  
You may enter up to three (3) emergency contacts other than the primary guardians.

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

\* Last Name:  \* First Name:  Middle Name:

Name Suffix:   Is this contact allowed to pick up the student from school?

Language:

\* Best daytime phone number:

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](#)

Paso 4: Suba electrónicamente la copia del Certificado de Nacimiento original presionando **explorar** (browse) y eligiendo el archivo electrónico correspondiente.  
**Q** vaya al paso 5.

**Step 4: Requested Documents** [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

**Instructions for completing the Requested Documents**  
Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.

Birth Certificate:  No file selected.

[Complete Step 4 and move to Step 5: Additional District Forms](#) [Complete Step 4 Only](#)

\*De todas maneras, usted **debe traer** el Certificado de Nacimiento original a la escuela para que sea verificado por la persona encargada de los registros. \*

## Paso 5: Formas Adicionales del Distrito

Complete todas las Casillas requeridas (\*). Después de salvar cada forma, la casilla aparecerá como **Completa**

Step 5: Additional District Forms

### Instructions for completing the Additional District Forms

The buttons below each link to an additional form that must be completed to be able to submit the student application.

- 1) Open the Federal Ethnicity Form. All data is filled in for you. All you need to do is hit save.
- 2) Open the Student Enrollment Questionnaire. Answer Yes or No to each of the required questions. If you answer Yes, please provide the necessary information in the corresponding box. The last question is optional, but if you have any other information to assist in placement, you can enter your statement there.
- 3) Open the KPDIADMIN Form. Klein ISD takes the safety of its students seriously. Please complete the following form to allow authorized family members and emergency contacts consent to pick up the student.
- 4) Open the Health Services Inventory. Please provide the school with information regarding any medical problems, allergies, or medications that the clinic may need to know about.
- 5) Open the Request for Special Dietary Accommodations and Health History Form. Please indicate if your child has a food allergy. If you answer yes, provide the necessary information to initiate plans necessary for your child's safety.
- 6) Open the Food Service Lunch Application Form. If you would like to apply for free or reduced meals, please check the box marked "Yes" and follow the corresponding instructions.

Once you have saved each of the six forms, you may then complete step 5 and proceed to submitting the application to the district.

Asterisk (\*) denotes a required form

- \* Required Form:   This form has been completed
- \* Required Form:   This form has not been completed
- \* Required Form:   This form has not been completed
- \* Required Form:   This form has not been completed
- \* Required Form:   This form has not been completed
- \* Required Form:   This form has not been completed

Después de salvar cada forma, la casilla aparecerá como "completada"

Una vez que usted complete todos los pasos, usted debe presionar el **botón de envío (Submit)**

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New Student Enrollment: Application Form

Instructions for completing the student application  
Answer the questions to progress through the application form.  
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.  
Click 'Save and go to Summary Page' to save your progress and return to the summary page.  
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (\*) denotes a required field. Please Note: Only one step may be edited at a time.

Step 1: Student Information    Date Completed: 03/08/2017

Step 2: Family/Guardian Information    Date Completed: 03/08/2017

Step 3: Emergency Contact Information    Date Completed: 03/08/2017

Step 4: Requested Documents    Date Completed: 03/08/2017

Step 5: Additional District Forms    Date Completed: 03/08/2017

\* All steps must be completed before an Application can be Submitted \*

Presione **Enviar la Aplicación**

**Confirm**

Submitting will allow KLEIN 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 KLEIN ISD?

Confirmación de envío de la aplicación. Presione OK

**Application Submitted**

The application has been successfully submitted.

Action is still required for your student to be enrolled.  
You must still visit the campus of enrollment in order to complete additional forms and to provide original copies of the following:

- A) Proof of residency in Klein ISD (current gas, light, or water bill with parent/guardian name and address)
- B) Proof of child's identity (original birth certificate preferred)
- C) Transcript/report cards from previous school
- D) Complete immunization health records

Additional requested documents: Student's Social Security Card, Parent/Guardian's Identification

[OK](#)

Si usted tiene más estudiantes para registrar, presione

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**New Student Enrollment Applications: Summary Page**

Your Un-submitted Enrollment Applications  
There are no un-submitted enrollment applications to list.

[Click to Enroll Additional Students](#)

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Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
Jason Klein	The district is currently reviewing the application, please select one of the following options: <a href="#">View the Submitted Application</a>