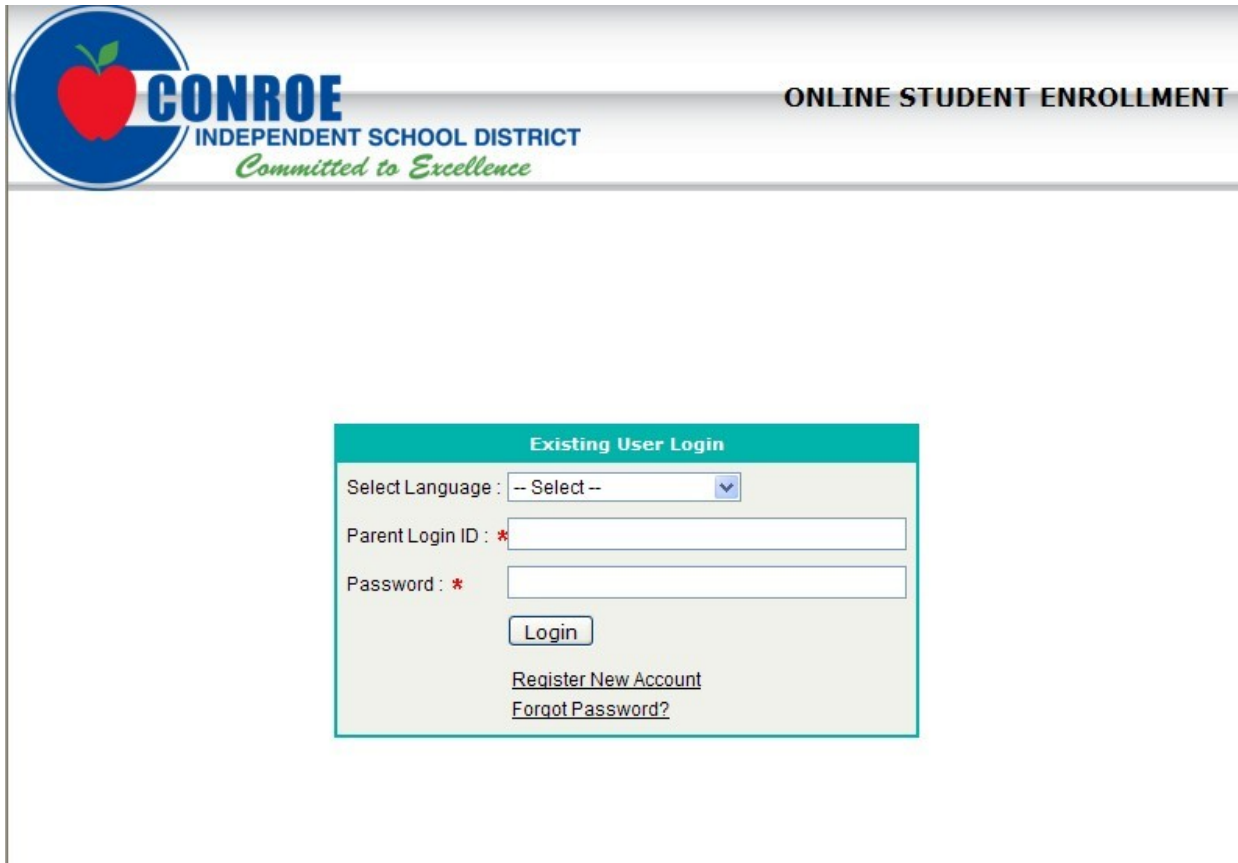


March 31, 2016

Welcome to Conroe Independent School District. We are here to help in any way that we can. If you have any difficulty using this system, please contact the campus your child will be attending for assistance. We hope that you will find this process easier than filling out paper forms.

To get started, open an internet browser and enter https://enrollment.conroeisd.net/EO_Parent in the address bar. Or go to www.conroeisd.net and select your school from the schools tab and then pick the Online Enrollment link on the left hand side. Here is the screen you will see:



The screenshot shows the top header of the website. On the left is the Conroe Independent School District logo, which features a red apple with a green leaf inside a blue circle, followed by the text "CONROE INDEPENDENT SCHOOL DISTRICT" and the tagline "Committed to Excellence" in green script. On the right side of the header, the text "ONLINE STUDENT ENROLLMENT" is displayed in bold, black, uppercase letters. Below the header is a large white area containing a login form titled "Existing User Login" in a teal box. The form includes a "Select Language" dropdown menu currently set to "-- Select --", a "Parent Login ID" field with a red asterisk, a "Password" field with a red asterisk, a "Login" button, and two links: "Register New Account" and "Forgot Password?".

March 31, 2016

To start the registration process, click Register New Account to create your Online Enrollment Account. You will now see the account registration screen.

CONROE
INDEPENDENT SCHOOL DISTRICT
Committed to Excellence

ONLINE STUDENT ENROLLMENT

Register New Account

User Information

Preferred Language: * -- Select --

First: *

Last: *

Phone: *

Login Information

Parent Login ID: *

Confirm Login ID: *

Parent Email Address: *

Password: *

Confirm Password: *

Address

Apartment

House Number:

Street: *

Street Type: -- Select --

City: *

State: * Texas

Zip Code: *

Submit Back to Login

Enter your first and last name, not your student's. Create your Login ID and Password. Enter Apartment Number, House Number and Street in the appropriate fields. Please select the Street Type and do not type it on the Street Name. After you enter the City, State and Zip Code, click the Submit Button. The system will display an error message if you missed a field that has a red asterisk for required fields, or if it interprets an error in the data. Please correct the data and click Submit again. Once the ID is created, you will be logged in and ready to create an application.

Click the New Application button to get started. If you have multiple children, you will have to complete an application for each child, however the basic information can be copied from student to student.

March 31, 2016

The first page of the enrollment screen is below:

Select which school year your child will begin attending class? * 2011-12 2012-13

Which day will your child begin attending class? *

What grade will your child be in the selected school year? * -- Select --

First Name *

Middle Name

Last Name *

Generation -- Select --

Nickname

Gender * Male Female

Birth Date *

Social Security Number

Hispanic/Latino Ethnicity * Yes No

Click on 2016-2017 or the applicable school year. The system will default to the first day of school for next year - you do not need to enter a date. Enter the grade for next year, your child's name, gender and birth date. Enter the birth date in mm/dd/yyyy format. It is not advisable to use the calendar for the date.

If you have your child's social security number, please enter it here. The State of Texas uses the child's social security number for all state based testing and reporting.

By federal law, you are required to enter both Ethnicity and Race information. These designations are from the Department of Education, not Conroe ISD. For entering Race information, you can select multiple races. Hold down the CTRL key on your keyboard while clicking the desired races with the mouse.

Student address information will default from the address information entered on the account creation, but can be changed if necessary.

In the Additional Information section, you will find many questions; Conroe ISD is attempting to eliminate paper forms. Many of our forms have been replaced with the questions in this section. The length of the field name you see to the right is limited by our software vendor. To see a complete description of the data requested, you can hover your mouse over the data entry field and a help tip will pop up that will give more complete information. Here is an example of the help tip for the first field.

Name of School for sibling 4

Permission Slips

Please Enter the following permissions.

Permission To - Permission to Photograph *

Field Trip Permission *

Hover your mouse over the answer and additional information, when available, will appear.

Do you give permission for your child to be photographed for potential use on the district website, newspaper, yearbook, directory, or other school-related activities?

-- Select --

-- Select --

Online Enrollment - Parent Documentation

Some of the question you will be asked “.....how long...” please answer these questions in whole years. If you have live at an address between 6 and 12 months please answer 1; if less than 6 months please answer 0.

Conroe Independent School District Student Residency Questionare

The information on this form is required to meet the law known as the McKinney-Vento Act 42 U.S.C. 11434a(2), which is also known as Title X, Part C, of the No Child Left Behind Act. The answers you give will help the school determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

Student presently living in own home or apartment? *

If Other was selected, please describe.

Please enter only numbers to represent years.

Length of Time at Present Address *

Length of Time at Previous Address *

Please use whole number (1 through 100) to represent years, round up or round down when necessary.

Required fields are marked with a red asterisk. The system will not let you save your application without entering these fields.

The medical section of Additional Information does require an additional 'online signature'. Please read the help tip and type your name and the date where requested.

When your application is complete, click the save button. Review the statement at the bottom of your application. Click I Agree and then Submit. At this time your application is complete.

If you would like to enroll another student, click New Application. You will now have the option of copying the application you submitted previously. This will copy address type information but will require you to enter data that will be unique to the second student.

After you submit your application, the registrar at your school will receive your application. Please call the school to make an appointment with the campus registrar. Please take your child's birth certificate, proof of residency, child social security card and immunization records to your meeting with the registrar.