


Humble Independent School District NEW STUDENT Registration

Review the Parent/Student Handbook at <http://www.humbleisd.net/studenthandbook> for details about enrollment requirements and school policies.



Submit registration request using the Humble ISD Online Enrollment System at <http://www.humbleisd.net/enrollment>. Click  button to begin online process.

Enrolling a NEW student

I. Create Enrollment Online Profile Account

- Establish a profile account to enroll one or more students in Humble ISD.
- To create a profile account, click **Register New Account** link.
- Fill in the appropriate information with parent/legal guardian information.
- Please use a valid email address so you will receive an email confirmation of enrollment applications.
- House Number is the postal mailing address NOT a phone number.
- Click the **Submit** button to create the account.
- After the application is submitted, you will automatically be sent to the New Application screen and you will receive an email message confirming the account is created.

II. New Student Registration

1. If you just created a profile account you will automatically be sent to the New Application screen. Otherwise log into Online Student Enrollment.
2. To enroll a new student, click on the **New Application** button.
3. Select “**New Student Enrollment**” from the pull down list and click **Go** button.
4. Fill in the appropriate information for the new student.
 - Red asterisks indicate required information.
 - Open/Close sections of the form by clicking the  and  buttons.
 - Select the correct school year.
 - Enter information as it appears on student’s birth certificate.
 - Set checkbox ON to enable the student to use Home Access Center where they may view their grades and attendance online.
5. Fill in address information for the student.
 - The parent /legal guardian profile account address is pre-filled in application; adjust as needed to reflect student address.
 - House number is NOT a phone number.
6. Enter Contact information for yourself, other legal guardian(s) and at least 1 emergency contact.
 - Parents/Legal guardians are considered the PRIMARY emergency contact.
 - Enter contact information for at least 1 emergency contact that is NOT a parent/guardian.
 - Click on the **Add Contact** button to enter a contact.
 - Fill in the appropriate information for a contact.
 - Select a Relationship.

- If you wish to view Home Access Center (HAC) screens in Spanish, set the Language of Correspondence to “Spanish”.
 - Include a phone number for Guardian and Emergency contacts.
 - Choose only one contact type for each contact (Guardian OR Emergency).
 - Click the **Save** button after entry of each contact.
- Once contacts have been added, you are able to edit their information and adjust their priority.
 - Click on the black arrows to adjust the priority of the contacts.
 - Click on the Edit/View icon to review and update contact information.
 - Click on the red “X” in the Delete column to remove a contact.
 - Save the application after editing contacts.
7. Enter Building Information
- Based on the student address, a suggested building should appear.
 - Select the preferred building or campus that represents the correct attendance zone for the student.
8. Fill in Additional Information section containing *Student Health Inventory, Military Connection, Foster Care, Permissions, and Consents*.
- Each Select box requires a yes/no response.
 - N indicates NO.
 - Y indicates YES.
 - When Y is selected, please provide additional information in the corresponding explanation.
 - Please type your name at the end of each section acknowledging all information is correct.
 - Use the TAB key to navigate between fields and type N or Y instead of using a mouse to select value from SELECT drop down.
9. Fill in the Additional Questions section.
- Please type your name next to each statement to acknowledge you have read the statement.
10. Click **Save** button.
11. Click **I Agree** checkbox to acknowledge that you are the parent or legal guardian of the student.
12. Click the **Submit** button to send the enrollment application to the campus.

III. Visit School Registrar to Complete Enrollment

- Please bring required documents for:
 - Proof of age
 - Proof of identify (both student’s and parent’s/legal guardian’s document)
 - Current immunization record
 - Proof of residency (current electric, gas, water bill or a lease agreement)
 - Military dependent document (if applicable)
 - DFPS document (if applicable)
- Registrar will review the application and documents then accept student.
- You will receive a confirmation email when student is accepted.

IV. Create Home Access Center Account

- Create a HAC account to access student attendance, grades and to complete Annual Update EACH year. <http://www.humbleisd.net/parents>.
- Parents/legal guardians are also encouraged to visit the Humble ISD Child Nutrition website, <http://www.humbleisd.net/childnutritionregistration>. Set up a “mySchoolBucks” account to pay for meals, report student food allergies, and register for free or reduced price meals.