New Student Online Enrollment

Request Enrollment Access
Complete the following items online before going to your enrollment location.

1. Before enrolling your student, you must request a Skyward Enrollment account by clicking the link provided under New Student Online Enrollment to request a Skyward Enrollment account.

   **IMPORTANT:** Please note, an email account is required when requesting a Skyward Enrollment account.

2. Complete all required fields (*) and then select Click here to submit Online Enrollment Account Request.

3. Read the message and click OK.
4. Read the message and click OK.

5. You will then receive an email message with the link to complete the enrollment process along with your login and password information.

**IMPORTANT:** Once you receive your Username and Password via email, make sure you write it down and save it for reference. It will not be shown again.
6. Enter the Username and Password you received via email and click **Sign In.**
Online Enrollment Application

STEP 1: Student Information

1. Enter all required fields (*).
2. Select the School Year you are enrolling your child in.

Instructions for completing Student Information:
By clicking submit at the end of this application, you are providing your digital signature that all information/responses are correct.

Social Security Number

* Is Student Hispanic/Latino?

* 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 Most

Language District should use

* Has student attended a Texas public school or charter?

* Has student attended any MISD school previously?

* Previous School District (Enter NA if there is no Previous School District)

* School Student Last Attended (Enter NA if no Previous School district)

You are enrolling your student into the Next Year School (2019-2020)

First Day of School (08/14/2019) Expected Enrollment Date

* Expected Grade Level (09) Expected School to Enroll into

MIDLAND ISD CAMPUSES

Additional Information (on the Student for the District)

Maximum characters: 6000, Remaining characters: 5000

Select the appropriate option:
- 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

Complete Step 1 and move to Step 2: Family/Guardian Information

Complete Step 1 Only

3. Once you enter your student’s birth date, the system will automatically calculate the expected grade level. Read the message and click OK.

Expected Grade Level has been updated

Attention! The Expected Grade Level has been updated to 01. This is based on your student’s date of birth (08/06/2013) 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
New Student Online Enrollment

STEP 2: Family/Guardian Information

1. Enter all required fields (*).
2. To add more than one guardian click Yes, I want to Add another Legal Guardian who lives at this address; otherwise, click No other Legal Guardians live at this address.

3. After all guardians are entered, click No, Complete Step 2 and move to Step 3: Medical/Dental Information.
New Student Online Enrollment

STEP 3: Medical/Dental Information

1. Enter all required fields (*).
2. Click Complete Step 3 and move to Step 4: Emergency Contact Information.

STEP 4: Emergency Contact Information

1. Enter all required fields (*).
2. To add more than one emergency contact, click Yes, I want to Add another Emergency Contact Record.
3. After all emergency contacts are entered, click No, Complete Step 4 and move to Step 5: Immunization Information.

STEP 5: Immunization Information

1. If your child has had chickenpox, check the box and fill in the date of the illness.
2. Click Complete Step 5 and move to Step 6: Requested Documents.
New Student Online Enrollment

STEP 6: Requested Documents

**IMPORTANT:** If you are unable to upload a copy of your student’s birth certificate, immunization records, proof of residency, social security care, or other documents as needed, you must bring the documents to the school for verification.

1. Upload documents as needed by clicking Choose File.
   - “Other” documents include legal documents, affidavits, custody papers, etc.
2. After all documents have been uploaded, click Complete Step 6 and move to Step 7: Additional District Forms.
New Student Online Enrollment

STEP 7: Additional District Forms

1. Complete all required forms (*).
2. Once finished, click Complete Step 7.

Submit Application

1. Once you have completed all Steps, click Submit Application to the District.
New Student Online Enrollment

2. Read the message and click **Submit Application**.

![Submit Application dialog box](image)

3. Read the message and click **OK**.

![Application Submitted message](image)

4. If you additional students to enroll, select **Click to Enroll Additional Students** and repeat the instructions from page 1.
New Student Online Enrollment

Required Documents

Below are the verification documents required to complete the enrollment process. If you were unable to upload them via Online Enrollment, bring them to the campus to complete enrollment.

1. Proof of residency in Midland ISD (current gas, light, or water bill with parent/guardian name and address.
2. Proof of child’s identity (original birth certificate preferred)
3. Transcript/report cards from previous school
4. Complete immunization health records
5. Student’s Social Security Card (preferred)
6. Parent/Guardian Identification (preferred)
7. Other documents (legal, custodial, affidavits, etc.)