Online Registration for New Students

Logging into Family Access

Follow the steps below if you currently have a student enrolled at MISD and need to enroll a new student.

1. Log into Family Access using your current login.

2. Click on New Student Online Enrollment
Online Registration for New Students

Online Enrollment Application

STEP 1: Student Information

1. Enter all required fields (*).
2. Select the School Year you are enrolling your child in.
3. Once you enter your student’s birth date, the system will automatically calculate the expected grade level. Read the message and click OK.
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.
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STEP 3: Medical/Dental Information

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

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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.

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

![Confirm dialog]

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

![Application Submitted]

4. If you have additional new students to enroll, select **Click to Enroll Additional Students** and repeat the instructions from page 1.
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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.)