



## KINDERGARTEN ROUNDUP ONLINE ENROLLMENT PROCESS

### Items needed for student online enrollment:



A Valid Email Address ~ If no email, please create one at <https://accounts.google.com/signup>



A txConnect Account

### TO CREATE A txCONNECT ACCOUNT

1. Click on “New User” on the MISD txConnect homepage.
2. Create a User Name and Password
3. Select a Question, Answer is Case Sensitive
4. If you are new to the district, please skip this step. Your Portal ID will be given to you by your student’s campus. Click Complete.

### NEW STUDENT ENROLLMENT

Once you are logged into your txConnect Account: Go to My Account and Under “My New Students”

1. *Enrollment Overview:* Enter Student Name
2. *Registration key:* Click “Request Registration Key” Copy and paste letters in the box
3. *Address & Contacts:* Enter Family Addresses & Family Contact (s)
4. *Student Information:* Click “Enter Student Info” Select Address, Contacts, Click Submit to “District”
5. *Final Steps:* Complete Additional New Student Forms, Print & Sign Forms (if any)

**A How to Enroll a New Student guide is located on the MISD txConnect Website.**

### Registration Document Requirements

- Birth Certificate  
Must be 5 years old on or before September 1, 2016.
- Immunization Record
- Social Security Card
- Proof of Residency  
(Utility bill, Mortgage, or Rental Agreement)
- Photo ID of parent/  
Guardian

**Parents can visit the  
MISD**

**Elementary School**

**Attendance Zone School  
Finder**

**located on the MISD**

**Website to determine  
their attendance zone.**