

Allen ISD New Student Online Enrollment Application – Parent Tutorial



New Student Online Enrollment (NSOE) allows you to initiate your student's enrollment for AISD. After the application is submitted online, [you must bring ALL required documents to your enrollment appointment](#). Please visit your school's website for campus specific enrollment details and upcoming dates to complete the enrollment process.

Already have a Family Access Account? Go to <http://enroll.allenisd.org> and log in using your current Family Access username and password. Skip to **Step 6** below.

New to Allen ISD? Start with **Step 1**.


1. Go to <http://allenisd.org/Enrollment> for enrollment details.
2. Choose **CLICK HERE** under the **New to AISD** description.

GETTING STARTED

STEP 1: Enroll Your Student. To help expedite the enrollment process, please complete the online enrollment application **prior** to making an appointment at your child's campus. Please review the **New Student Online Enrollment Parent Tutorial** for step by step instructions.

- **New to AISD:** Parents/guardians that are new to AISD **CLICK HERE** to create an enrollment account.
- **Sibling Enrollment:** Parents/Guardians enrolling a new student with a sibling currently attending Allen ISD, **CLICK HERE** and use your existing Family Access user name and password.
- **Returning to AISD Student:** Parents/Guardians that are re-enrolling a student that has previously attended and **withdrawn** from an Allen ISD school, please **CLICK HERE** to create an enrollment account. The online system will recognize pre-existing email addresses and will prompt with directions on how to proceed. STEP 2 items below will need to be brought to your re-enrollment appointment. Please communicate that you are re-enrolling your student when you call to make your appointment.

3. New Student Enrollment: Account Request page –Request an account to begin the enrollment process. Use the “Select Language” drop down to translate to a different language if needed.

**ALLEN**
Independent School District

New Student Online Enrollment
2017-2018 School Year
2018-2019 School Year

Online Enrollment Access

Select Language | ▼

**** For new students enrolling in AISD of Allen, Texas ****

New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.

**** This Account Request process is for families NEW to Allen ISD and for re-enrolling/returning students previously withdrawn from the district. ****
A valid and active email address is required to use this portal. Once you have completed and submitted your information below, you will receive an email (please check your SPAM/Junk Mail folder) that will contain your login and password and a link to the New Student Online Enrollment Portal.
Welcome to Allen ISD!

Enter the name of the legal parent/guardian of the student you want to enroll

* Guardian Legal First Name:

* Guardian Legal Last Name:

Guardian Legal Middle Name:

Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

* Guardian Email Address:

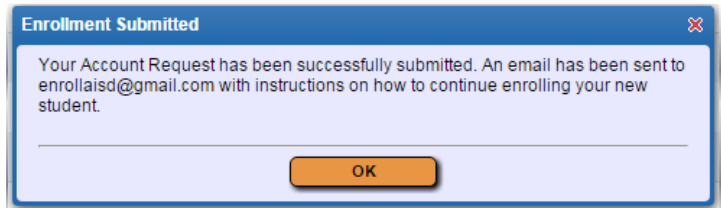
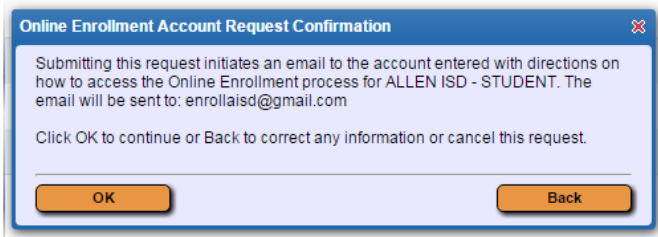
* Re-type Email Address:

* Guardian Primary Phone Number:

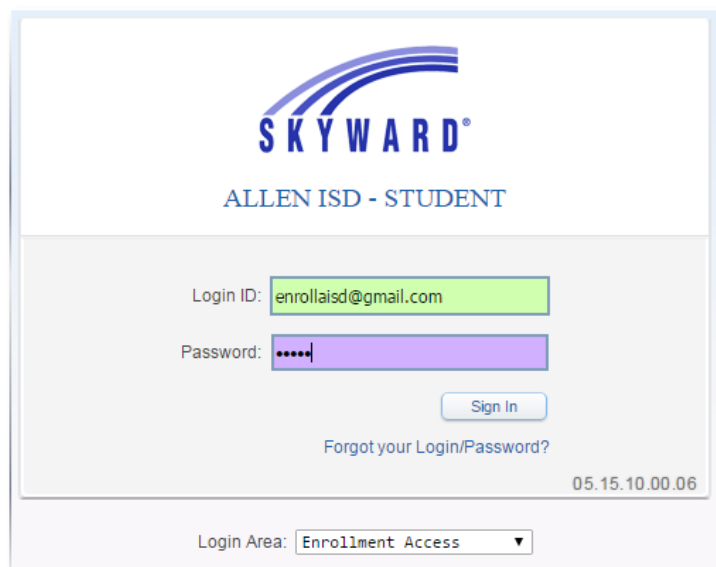
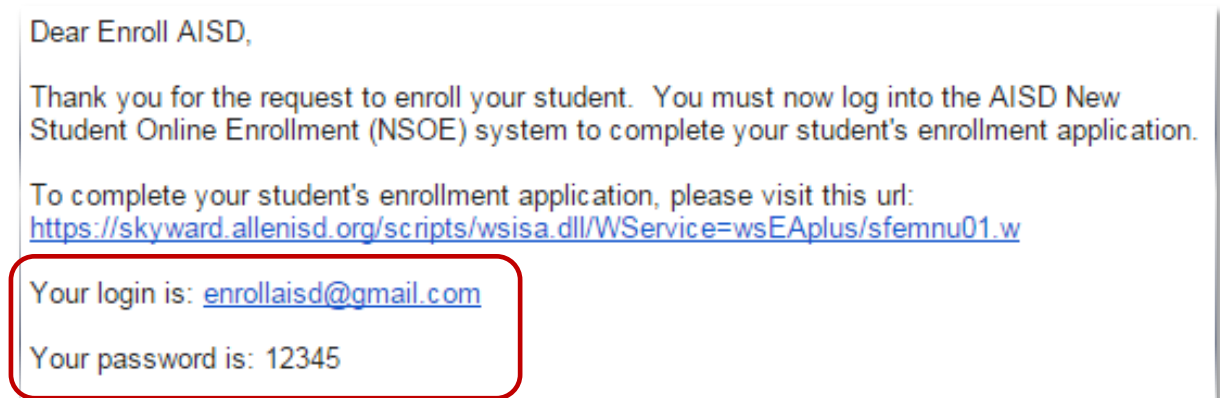
Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

4. After you have entered the basic account request information and “Click here to submit Online Enrollment Account Request,” click OK to confirm. This request generates a *temporary* account only linked to NSOE.



5. An email with your NSOE account password will be sent to you. Open the email and click on the link to go to the Enrollment Access login page. Enter the login and password to begin. See example below.



6. Fill in the Student Information. Fields denoted with an * require input or application will not submit.

SKYWARD Online Enrollment Access

Enroll AISD Exit

Select Language

New Student Enrollment: Application Form

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

Instructions for completing the student application

Answer the questions to progress through the application form.
 Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
 Click 'Save and go to Summary Page' to save your progress and return to the summary page.
 Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only Save Save and Collapse Step

Instructions for completing Student Information

Use legal name as it appears on the student's birth certificate.

* Last Name: * First Name: Middle Name:
 Name Suffix: * Gender:
 * Date of Birth: Age: Birth City: Birth State:
 * Birth Country: Birth County:
 Check here if student lives within the Allen Independent School District boundaries.
 Social Security Number:
 * Is Student Hispanic/Latino?:
 * Federal Race: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 * Primary Student Language: Additional language spoken by family or student.:
 Allen ISD school student previously attended: List previous schools attended in Texas:

Expected Grade Level has been updated

Attention! The Expected Grade Level has been updated to 04. This is based on your student's date of birth (01/11/2007) 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

Please choose the school year that your child is going to attend. If it is for the current 2017-2018 school year, type the date you expect your child to start attending. If it is for the school year 2018-2019, the start date is automatically provided when you click on the "First Day of School" check box. The first day of school for 2018-2019 is 08/15/2018.

- Elementary Schools: Kindergarten - 6th Grade
- Middle Schools: 7th and 8th Grade
- Freshman Campus: 9th Grade
- High School: 10th - 12th Grade

* What School Year are you enrolling your student into? Current School Year (2017 - 2018) Next School Year (2018 - 2019)
 * Enrollment Date First Day of School (08/15/2018)
 (The first day of school is 08/21/2017) * Enrollment Date
 * Expected Grade Level * Expected School to Enroll into [CLICK HERE to "Locate A School."](#)

Additional Information:
 Maximum characters: 5000, Remaining characters: 5000

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

This pop-up window confirms the grade level based on date of birth and the school year enrolling

Click on "Locate A School" and type in your address to confirm expected school

Select to save and minimize Step 1 and open Step 2

Select to save and minimize Step 1

7. Fill in Family/Guardian Information. **NOTE:** If you are enrolling a sibling, Guardian information will be filled in automatically. If you need to change the address or phone number of a guardian, please inform the campus registrar during your enrollment appointment.

Step 2: Family/Guardian Information

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

Primary Phone:

* Home Address (No PO Box):
 House #: Direction: Street Name: Apartment:
 P.O. Box: Address 2: City: State: Zip Code:

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: * First Name: Middle Name:
 * Date of Birth:
 * Relationship to Child:
 Cell Phone: Work Phone: * Contact Email Address:

Are there other Legal Guardians who live at this address?

↑

Select to add another legal guardian's information if living at the same address

Are there other Legal Guardians who live at a different address?

↑

Select to add another legal guardian's information living at a different address

↑

Select to save and minimize Step 2 and open Step 3

↑

Select to save and minimize Step 2

8. Add Emergency Contacts.

Step 3: Emergency Contact Information

Instructions for completing Emergency Contact Information
 Persons authorized for Student Release/Emergency Notification. Please select "Add another emergency contact record" to input a contact.

Enter the Information for Emergency Contact #1

* Last Name: * First Name:
 Primary Phone: Cell Phone:
 * Relationship to Child:

Do you have other Emergency Contacts to add for this student?

↑

Select to add another emergency contact

↑

Select to save and minimize Step 3 and open Step 4

↑

Select to save and minimize Step 3

9. These steps may be reviewed and edited if needed. **Steps 1 through 3 must be “completed” before proceeding to Additional District Forms.**

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information [Edit](#) [View Only](#) ✔ Date Completed: 03/06/2018

Step 2: Family/Guardian Information [Edit](#) [View Only](#) ✔ Date Completed: 03/06/2018

Step 3: Emergency Contact Information [Edit](#) [View Only](#) ✔ Date Completed: 03/06/2018

Step 4: Additional District Forms [Edit](#) [View Only](#)

10. Complete the required District Forms below in Step 4. Click on each form, read, and fill out the form completely. You can print (optional) and save (required).

Step 4: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing the Additional District Forms

The buttons below link to additional forms that must be completed to be able to submit the student application. Please read and complete each one and click on the "SAVE" button in the top right of the form. There is also a "PRINT" button in the top right of the form. Required forms must show a "completed" status before submitting the application to the district.

Asterisk (*) denotes a required form

- * Required Form: [Health & Medical](#) This form has not been completed
- * Required Form: [Prior Education History](#) This form has not been completed
- * Required Form: [Guardian Relationship to Student](#) This form has not been completed
- * Required Form: [Student Residency](#) This form has not been completed
- * Required Form: [McKinney Vento Act](#) This form has not been completed
- * Required Form: [Date Student Entered U.S. Public School](#) This form has not been completed

[Complete Step 4](#)

Once the Additional District Forms are completed, a completion checkmark will appear beside each form. Click on “Complete Step 4” button.

Step 4: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

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- * Required Form: [McKinney Vento Act](#) This form *has been completed*
- * Required Form: [Date Student Entered U.S. Public School](#) This form *has been completed*

[Complete Step 4](#)

11. All steps should show a “Date Completed” to the right. Steps may be reviewed and edited at this point and the application can also be printed. ****Final step – Click the “Submit Application to the District” button.** Once submitted the application can be viewed, but not edited.

12. Click the “Submit Application” button. A confirmation screen will display with the required documents that are needed at the enrollment appointment.

- **Your request to enroll has been submitted. To finalize your student’s enrollment, please schedule an enrollment appointment. A parent/guardian must bring the supporting documents (listed above) to the enrollment appointment.**
- **Please visit your school’s website for campus specific enrollment details and upcoming enrollment/registration dates.**