

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 submitting the online application, the campus registrar will contact you directly to confirm and finalize your student's enrollment. **To expedite your student's enrollment, please upload the required documents (listed on page 7) within the online application.** Only a parent or legal guardian can enroll a student.

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 and upload the required documents listed below within the application. Please review the [New Student Online Enrollment Parent Tutorial](#) for step-by-step instructions.

- o **New to AISD:** Parents/guardians that are new to AISD [Click Here](#) to create an enrollment account.
- o **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.
- o **Returning to AISD Student:** Parents/Guardians that are re-enrolling a student that has previously attended and *withdrawn* from an Allen ISD school, please [Click Here](#) to create an enrollment account.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. Please communicate that you are re-enrolling your student when the campus registrar contacts you to confirm and finalize your student's enrollment.

3. New Student Enrollment: Account Request page –Request an account to begin the enrollment process.



Allen ISD

Where Eagles Soar

New Student Online Enrollment
2020-2021 School Year
2021-2022 School Year

Online Enrollment Access

**** For new students enrolling in Allen Independent School District 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:

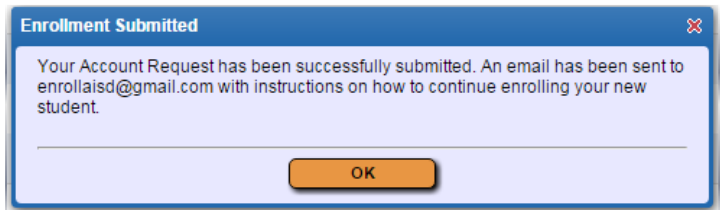
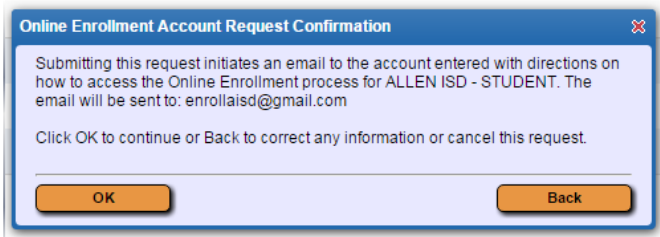
* Re-type Email Address:

* Guardian Primary Phone Number:

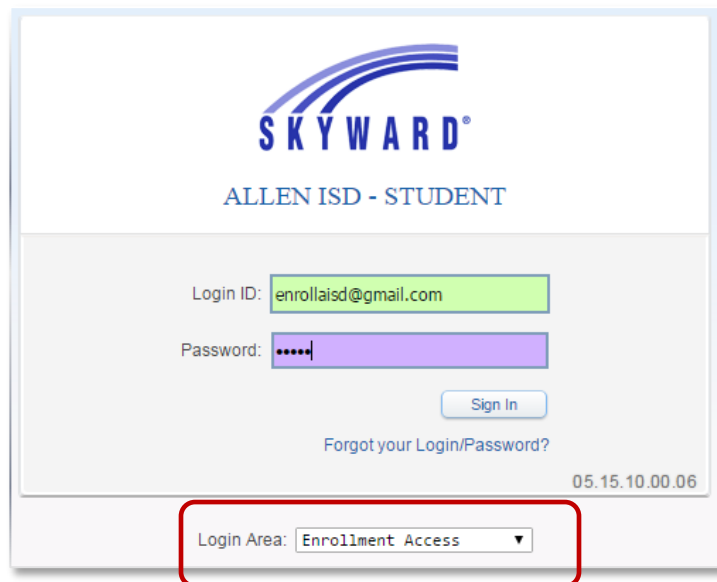
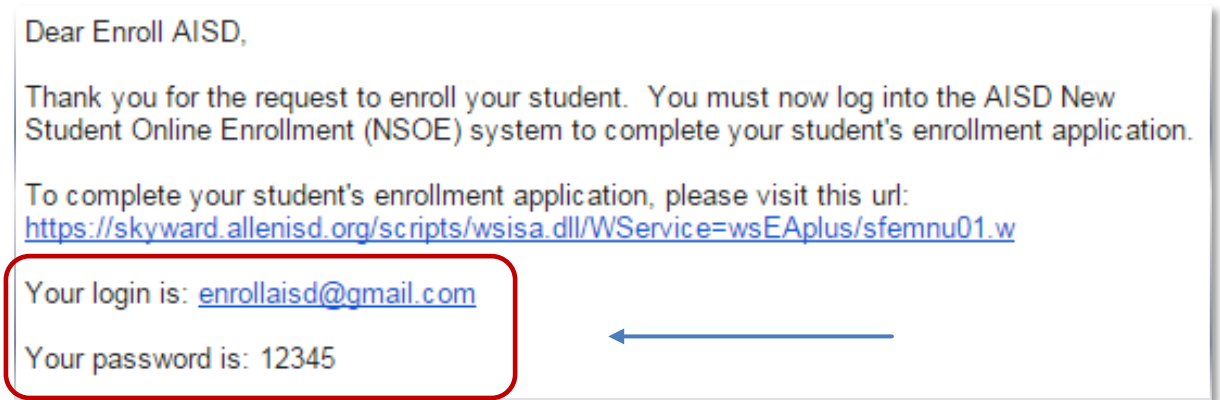
Asterisk (*) denotes a required field

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

- 4. After you have entered the basic account request information, choose the "Click here to submit Online Enrollment Account Request" button. 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.

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:
 Allen ISD school student previously attended: List previous schools attended in Texas:

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

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 2020-2021 school year, type the date you expect your child to start attending. If you are enrolling for next school year 2021-2022, the start date (08/11/2021) is automatically provided when you click on the "First Day of School" checkbox.

- 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 (2020 - 2021) Next School Year (2021 - 2022)
 * Enrollment Date First Day of School (08/11/2021)
 (The first day of school is 08/12/2020) * Enrollment Date

* Expected Grade Level * Expected School to Enroll into [CLICK HERE to "Locate A School."](#)

Additional Information: (on the Student for the District)
 Maximum characters: 5000, Remaining characters: 5000

[Complete Step 1 and move to Step 2: Family/Guardian Information](#)
[Complete Step 1 Only](#)

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.

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. **Uploading required documents within the online application will expedite your student's enrollment.**

Click on the Choose File button next to the document type you are uploading. Locate the files on your device and upload. Complete Step 4.

Step 4: Requested Documents [Edit] [View Only] [Save] [Save and Collapse Step]

Instructions for completing the Requested Documents
To EXPEDITE your student's enrollment, please upload the required supporting documents in PDF or JPEG form: Birth Certificate, Immunization records, Picture ID of guardians, Proof of Residency (HUD, closing disclosure, lease agreement, or contract of sale), One Utility Bill (gas, water, or electric), Previous school Report Cards/records, Withdrawal Report from previous ISD. Use the Choose File buttons to locate a file to upload that corresponds to the description on the same line.

Birth Certificate:	Choose File	No file chosen
Court/Legal Docs:	Choose File	No file chosen
GuardianID/DriverLcs:	Choose File	No file chosen
Immunizations Record:	Choose File	No file chosen
Passport:	Choose File	No file chosen
Previous ISD Records:	Choose File	No file chosen
Proof of Residency:	Choose File	No file chosen
Social Security Nbr:	Choose File	No file chosen
Utility Bill:	Choose File	No file chosen
Withdrawal Records:	Choose File	No file chosen

[Complete Step 4 and move to Step 5: Additional District Forms] [Complete Step 4 Only]

10. These steps may be reviewed and edited if needed. **Steps 1 through 4 must be "Completed" before proceeding to Step 5: 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: 01/21/2021

Step 2: Family/Guardian Information [Edit] [View Only] ✓ Date Completed: 01/21/2021

Step 3: Emergency Contact Information [Edit] [View Only] ✓ Date Completed: 01/21/2021

Step 4: Requested Documents [Edit] [View Only] ✓ Date Completed: 01/21/2021

Step 5: Additional District Forms [Edit] [View Only]

11. Complete the required District Forms below in Step 5. Click on each form, read, and fill out the form completely. You can print (optional) and save (required).

Step 5: 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	<input type="checkbox"/>	This form has not been completed
* Required Form:	Prior Education History	<input type="checkbox"/>	This form has not been completed
* Required Form:	Guardian Relationship to Student	<input type="checkbox"/>	This form has not been completed
* Required Form:	Student Residency	<input type="checkbox"/>	This form has not been completed
* Required Form:	McKinney Vento Act	<input type="checkbox"/>	This form has not been completed
* Required Form:	Date Student Entered U.S. Public School	<input type="checkbox"/>	This form has not been completed

[Complete Step 5]

Once the Additional District Forms are completed, a completion checkmark will appear beside each form. Click on “Complete Step 5” button.

Step 5: 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	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Prior Education History	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Guardian Relationship to Student	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Student Residency	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	McKinney Vento Act	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Date Student Entered U.S. Public School	<input checked="" type="checkbox"/> This form <i>has been completed</i>

Complete Step 5

12. 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.

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 ✔ Date Completed: 01/21/2021

Step 2: Family/Guardian Information Edit View Only ✔ Date Completed: 01/21/2021

Step 3: Emergency Contact Information Edit View Only ✔ Date Completed: 01/21/2021

Step 4: Requested Documents Edit View Only ✔ Date Completed: 01/21/2021

Step 5: Additional District Forms Edit View Only ✔ Date Completed: 01/21/2021

Submit Application to the District
 * All steps must be Completed before an Application can be Submitted *

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

13. Click the “Submit Application” button. A confirmation screen will list required documents for enrollment. If you were unable to upload these documents within the online application, the campus registrar will request these documents via email or a phone call.

Application Submitted

The application has been successfully submitted.

YOUR REQUEST TO ENROLL HAS BEEN SUBMITTED. The campus will contact you to confirm and finalize enrollment. ALL required documentation, listed below, must be made available to the registrar to enroll your student. If you were unable to upload the required documents within your online application, enrollment staff will request the documents via email or during an enrollment phone call. Parent or Guardian must be available to discuss enrollment over the phone with enrollment staff.

Required Supporting Documents:

- Birth Certificate or Passport. Students under age 11 must provide a birth certificate.
- Social Security Number
- Immunization Record
- Picture ID of Parent/Guardian Enrolling Student
- Court Documents regarding Parental Rights (if applicable)
- **(2) Proofs of Residency within schools attendance boundaries:**
 - * HUD Settlement Statement, or Closing Disclosure OR
 - * Lease Agreement, OR
 - * Contract of Sale/Lease Contract
- AND
- * Current Utility Bill (gas, water or electric) one only
- Withdrawal Form/Report Card from previous school

Confirm

Submitting will allow ALLEN ISD - STUDENT to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes.

Are you sure you want to submit this application to ALLEN ISD - STUDENT?

[CLICK HERE](#) to visit the district enrollment website. Please visit your school's website for campus specific details.