

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](#) and/or Kindergarten Round Up. 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**.

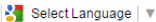
1. Go to <http://allenisd.org/Enrollment> for enrollment details.
2. Choose **CLICK HERE** under the **New to AISD** description.

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** 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- **Returning to AISD Student:** If you are re-enrolling your student that has previously attended and *withdrawn* from an Allen ISD school, please contact the campus the student will be enrolling in.

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.

Select Language |  Online Enrollment Access

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 that would like to enroll their student(s) for the very first time.****

This form is the first step to enrolling your new student online at Allen ISD. Complete the form below to request an account that you will use to log in to a secured Online Enrollment system.

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

* Enter Legal First Name:

* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix: Enter Legal Name Suffix:

Enter contact information

* Enter Email Address:

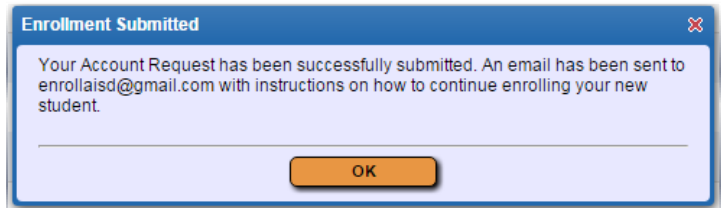
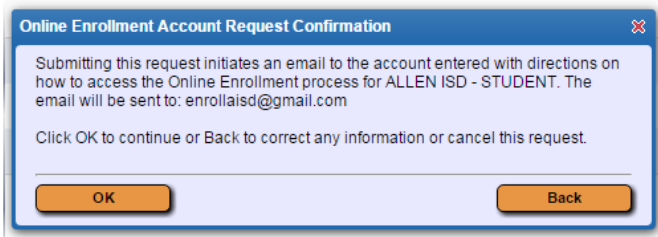
* Re-type Email Address:

* Enter Primary Phone Number:

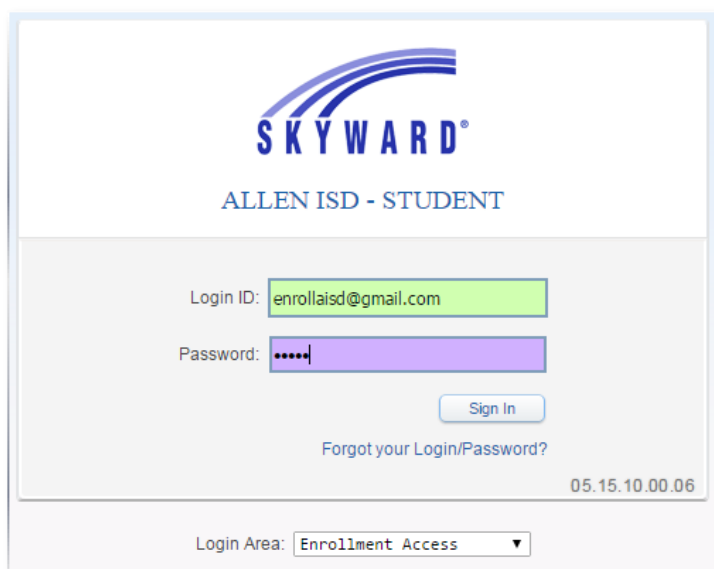
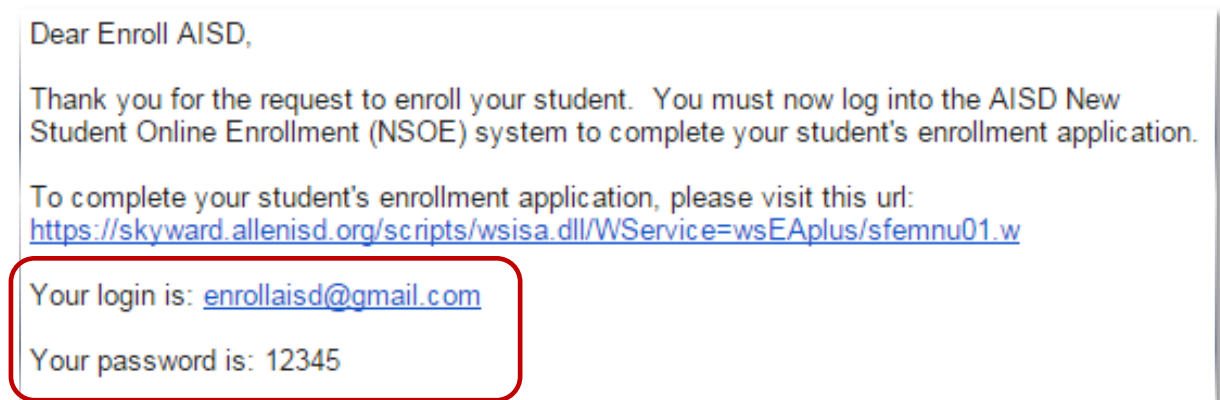
Asterisk (*) denotes a required field

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

- 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.



- 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.



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

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 to 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:

House #: Direction: Street Name: Apartment:

* Home Address (No PO Box): 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:

* 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

Select if no other guardians live at the same address

Once "No other Legal Guardians live at this Address" has been selected, the following options appear:

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: 02/15/2016
Step 2: Family/Guardian Information Edit View Only Date Completed: 02/15/2016
Step 3: Emergency Contact Information Edit View Only Date Completed: 02/15/2016
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](#) This form has not been completed

* Required Form: [Military Connected Status](#) 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](#)

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](#) This form *has been completed*

* Required Form: [Military Connected Status](#) 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, you must bring supporting documents (listed above) AND the 3 required enrollment forms to your enrollment appointment and/or Kindergarten Round Up. Required enrollment forms:**
 - [Student Enrollment & Residency Verification Form](#)
 - [Home Language Survey](#)
 - [Information on Medical Conditions Form](#)
- **Please visit your school’s website for campus specific enrollment details and upcoming registration dates.**