



HOUSTON R-1 SCHOOL DISTRICT STUDENT ENROLLMENT AND ONLINE REGISTRATION 2024-2025

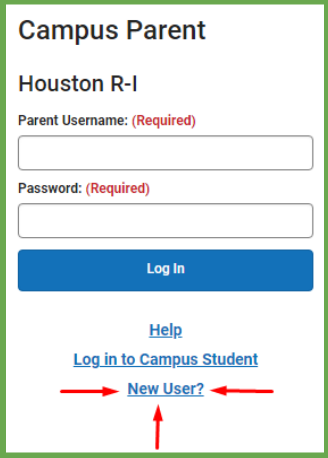
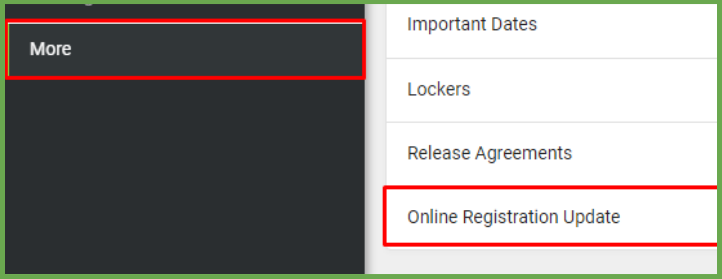
Welcome to our new Student Information System, Infinite Campus. We are excited to offer you a new system with many upgraded benefits to our parents, students and staff. We are still new in the process of adding and implementing new features to you so be sure to stay tuned for announcements with each new release! This will be an exciting new year as we learn together our new system. If at any time you have questions, please feel free to contact your school office at 417-967-3024.

To begin with student's enrollment please carefully review the information below:

- **Household Information – Address and phone numbers.**
- **Parent information – Work and cell phone numbers, email addresses.**
 - ★ List all Primary Household parents.
 - ★ After entering your phone numbers please be sure to check any notification boxes that you would like to receive at that phone number. In order to receive text messages you will also need to select the notification boxes.
- **Other Household Members** – Please list all members that currently live in your household, **except for the students that you are currently enrolling.**
- **Student information – Demographic and Health/Medication information.**
 - ★ If you are enrolling your student in preschool, **please select grade level (PF) / Elementary**
- **Emergency contact – phone numbers.**
 - ★ This will be an emergency contact if we are unable to reach the parent/guardian first in case of an emergency, Please do not list yourself as a contact as you will already be contacted first.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

Please review the steps below and select the correct path for your student's enrollment.

NEW FAMILIES TO THE DISTRICT PLEASE BEGIN HERE ↓↓↓↓	RETURNING FAMILIES TO THE DISTRICT PLEASE BEGIN HERE ↓↓↓↓
This is for any new family with new student(s) that has <u>never</u> attended the Houston R-1 School District to include the Houston Cooperative	This is for any student who has <u>ever</u> attended the Houston R-1 school district. For students who participated in Pre-K screenings. Or any students that received services from the Houston Cooperative
STEP 1. PLEASE COLLECT THE FOLLOWING DOCUMENTS THAT ARE REQUIRED FOR NEW STUDENT ENROLLMENT.	STEP 1. IN YOUR EMAIL, YOU SHOULD HAVE RECEIVED INSTRUCTIONS ON HOW TO LOG INTO YOUR NEW PARENT PORTAL ACCOUNT WITH A LINK TO THE NEW PARENT PORTAL AND YOUR PERSONAL ACTIVATION KEY.
DOCUMENTATION FOR NEW ENROLLMENT If you are not able to upload the following documents during your online registration, you will need to provide the following documents listed below to the school office for your student(s) in order to complete the enrollment process. • Provide Proof of Residency by one of the following: ○ Utility Bill ○ Real Estate Property tax receipt (Personal Property tax receipt is not accepted) ○ Lease/Rental agreement ○ Landline phone bill (cell phone bill is not accepted). • Student Immunization record • Student official (stamped with seal) birth certificate.	PLEASE REVIEW YOUR EMAIL TO ACTIVATE YOUR PARENT PORTAL ACCOUNT ★ If you did not receive your Portal activation email, please contact your school office to verify your email address and to receive your personal activation key. STEP 2. FROM YOUR EMAIL SELECT THE PARENT PORTAL LINK AND COMPLETE THE FOLLOWING STEPS: ○ Select "New User" ○ Enter your Activation Key ○ Create your new username and password 
STEP 2. COMPLETE ONLINE REGISTRATION BY SELECTING THE FOLLOWING LINK: New Student Online Registration	STEP 3. ONCE IN YOUR PORTAL, FIND YOUR STUDENTS ANNUAL ONLINE REGISTRATION FORMS BY SELECTING MORE > ONLINE REGISTRATION UPDATE 

STEP 3. COMPLETE YOUR STUDENT(S) ENROLLMENT FORMS BY FOLLOWING ALL PROMPTS AND ENTERING INFORMATION CORRECTLY.

Infinite Campus
English

What are you registering for? *

☐ Online Registration 24-25

Next

STEP 4. COMPLETE EACH PROMPT - ONCE COMPLETED SELECT "SUBMIT APPLICATION"

STEP 4. ONCE YOUR ONLINE APPLICATION HAS BEEN SUBMITTED AND APPROVED YOU WILL RECEIVE AN EMAIL WITH YOUR PERSONAL ACTIVATION CODE TO CREATE YOUR NEW PARENT PORTAL ACCOUNT.

THANK YOU FOR COMPLETING YOUR STUDENT'S ONLINE REGISTRATION 2024-2025.