

# FABENS ISD NEW STUDENT ONLINE REGISTRATION GUIDELINES



<b>STEP 1 - Click the link for Student Online Registration</b>
<ul style="list-style-type: none"><li>▪ Click on "Register New User"</li><li>▪ Enter Information and Create Login.</li><li>▪ Log-in with new User ID and password.</li></ul>
<b>STEP 2 - My Students</b>
<ul style="list-style-type: none"><li>▪ Create a New Student.</li></ul>
<b>STEP 3 - Student Information</b>
<ul style="list-style-type: none"><li>▪ Enter Student Information</li><li>▪ Verify the campus in which you are enrolling your child.</li><li>▪ All transfers must be approved prior to registration.</li></ul>
<b>STEP 4 - Parent/Guardian Contacts</b>
<ul style="list-style-type: none"><li>▪ Enter Parent/Guardian Information.</li></ul>
<b>STEP 5 - Emergency Contacts</b>
<ul style="list-style-type: none"><li>▪ Enter Emergency Contact Information.</li></ul>
<b>STEP 6 - Medical Contacts (Not required to proceed to Step 7)</b>
<ul style="list-style-type: none"><li>▪ Enter Medical Contact Information.</li></ul>
<b>STEP 7 - Verify Campus</b>
<ul style="list-style-type: none"><li>▪ Verify the campus in which you are enrolling your child.</li><li>▪ Transfers must be approved prior to registering students.</li></ul>
<b>STEP 8 - Student Forms (Required in order to proceed to Step 9)</b>
<ul style="list-style-type: none"><li>▪ Complete required forms associated with the Student Forms.</li></ul>
<b>STEP 9 - Parent/Guardian Forms (Required in order to proceed to Step 10)</b>
<ul style="list-style-type: none"><li>▪ Complete required forms associated with the Parent/Guardians .</li></ul>
<b>STEP 10 - Documents</b>
<ul style="list-style-type: none"><li>▪ Read &amp; acknowledge forms associated with the campus/school district.</li></ul>
<b>STEP 11 - Attachments</b>
<ul style="list-style-type: none"><li>▪ You may upload it at this time or submit the required forms to the campus administrative office.</li><li>▪ Click the Submit button when complete.</li></ul>
<b>STEP 12 - Confirm Enrollment</b>
<ul style="list-style-type: none"><li>▪ Confirm enrollment if registration is complete for each student.</li><li>▪ Print confirmation page. If unable to print, record confirmation number for your records.</li></ul>