

FABENS ISD

STUDENT ONLINE REGISTRATION GUIDELINES



STEP 1 - Click the link for the student's online enrollment
<ul style="list-style-type: none">• Sign in to the Parent Portal.• To reset your password, click I forgot my password.
STEP 2 - My Students
<ul style="list-style-type: none">• Use the drop-down list to select student.
STEP 3 - Student Information
<ul style="list-style-type: none">• Confirm information or make necessary changes.• Verify the campus in which you are enrolling a student.• All transfers must be approved prior to registration.
STEP 4 - Parent/Guardian Contacts
<ul style="list-style-type: none">• Enter Parent/Guardian Information.
STEP 5 - Emergency Contacts
<ul style="list-style-type: none">• Enter Emergency Contact Information.
STEP 6 - Medical Contacts (Not required to proceed to Step 7)
<ul style="list-style-type: none">• Enter Medical Contact Information.
STEP 7 - Verify Campus
<ul style="list-style-type: none">• Verify campus you are enrolling a student in.• Transfers must be approved prior to registering students.
STEP 8 - Student Forms (Required in order to proceed to Step 9)
<ul style="list-style-type: none">• Complete required forms associated with the Student Forms.
STEP 9 - Parent/Guardian Forms (Required in order to proceed to Step 10)
<ul style="list-style-type: none">• Complete required forms associated with the Parent/Guardians.
STEP 10 - Documents
<ul style="list-style-type: none">• Read & acknowledge forms associated with the campus/school district.
STEP 11 - Attachments
<ul style="list-style-type: none">• You may upload it at this time or submit the required forms to the campus administrative office.• Click the Submit button when complete.
STEP 12 - Confirm Enrollment
<ul style="list-style-type: none">• Confirm enrollment if registration is complete for each student .• Print confirmation page. If unable to print, record the confirmation number for your records.