

Returning Student Registration

July 29, 2019 2:00 PM – 7:00 PM

To be classified as a returning student to the district, the student ***must have been enrolled in an HEB ISD school on the last day of the prior school year.*** In order to register your student for 2019-2020, please complete the following steps:

STEP 1: Confirm your email address the school has on file. Be sure to confirm this email prior to the last day of school for 2018-2019. Your 2019-2020 Snap Code will be delivered to this email address.

STEP 2: Gather Valid Proof of Residency. In order to complete registration for your student, you will need to upload current proof of residency (while completing Step 3, below). Valid proof of residency includes:

Option # 1 Current (July or August) utility bill (**water, gas or electric, only**) displaying parent/legal guardian name and current address. **Disconnect notices will not be accepted as a valid proof of residence.**

Option #2 A copy of current rental agreement/lease page showing parent/legal guardian name, address and signatures of tenant/property manager.

No other forms of residency proof are accepted.

STEP 3: Complete required online registration forms. On July 11, you will receive the email with your Snap Code and a link to the web page to complete the online forms. After submitting your returning student online registration forms, you will receive an APPROVED or HOLD email.

APPROVED Congratulations, you have completed registration for 2019-2020.

HOLD You must complete step 4

Possible reasons for HOLD include; you did not upload a ***valid*** proof of residency, you have moved and have a new address, you are required to submit an annual affidavit due to residence or guardianship situations.

Each school provides computer access and guidance for any parents needing use of a computer or help with the online forms process on July 29, 2019 between 2:00 PM and 7:00 PM.

All online forms **must be submitted electronically prior to completing registration.**

STEP 4: This step is required for any family that does not receive an APPROVED email. Your student's registration is not complete.

The parent/legal guardian must attend Returning Student Registration in person on July 29, 2019 with their valid photo ID and proof of residency.

If you need assistance in determining which school your child will attend, you may use the boundary locator tool.

www.hebisd.edu/map Please contact the Office of Educational Support Services at 817-399-2028 for assistance.