

Judson ISD Registration Guide Returning Families

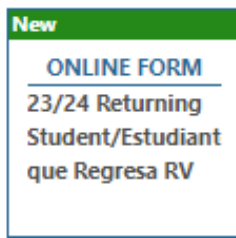
Registering a Returning Student Step by Step

1. From the main registration page, click **RETURNING STUDENTS** at the bottom of the screen. If you have new siblings that you want to enroll, you will be able to enroll them at the same time. (See page 3)

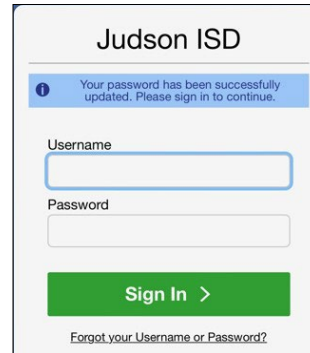


You can also access the Returning Student/Estudiante que Regresa registration icon directly from the Family Portal.

3. Click on the 23/24 Returning Student Estudiante que Regresa icon to begin registration.



2. Enter your username and password in the screen below.



4. You will be prompted to the Instructions screen. Click on START to complete the registration process.

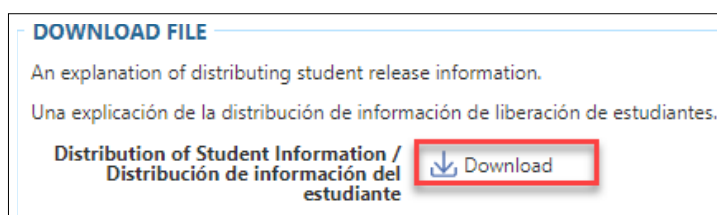


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5. You will be asked to complete several steps throughout the registration process. At the end of each step there will be **Previous** and a **Complete & Next** tab.

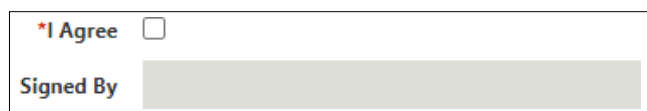


6. In the Steps, there will be places where you will be asked to download a document. These are documents that provide you with important information.



DOWNLOAD FILE
An explanation of distributing student release information.
Una explicación de la distribución de información de liberación de estudiantes.
Distribution of Student Information / Distribución de información del estudiante [Download]

8. In the Steps, there will be places where you will be asked to provide your signature. Check the "I Agree" box to electronically provide your signature.



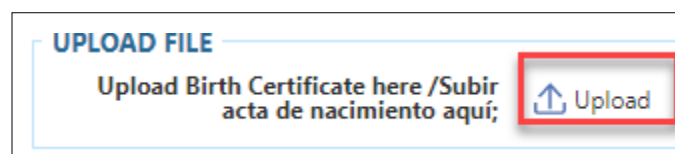
***I Agree** ☐
Signed By [Text Field]

10. Once you have completed all the steps, you will be asked to review your information prior to submitting your registration.



Review
Electronic Signature
☐ I confirm that all of the above information is correct to the best of my ability.
[Previous] [Submit Form]

7. In the Steps, there will be places where you will be asked to upload documents such as a birth certificate, proof of residency, driver's license/ID and other items.



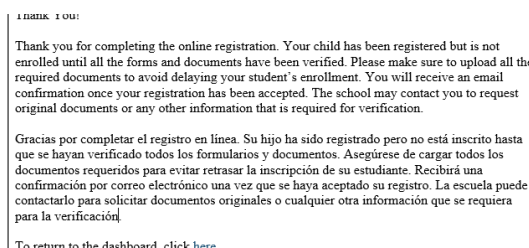
UPLOAD FILE
Upload Birth Certificate here / Subir acta de nacimiento aquí; [Upload]

9. Judson ISD offers Pre-K 3 and Pre-K 4 to eligible students. Please make sure you upload the proper documentation requested to determine eligibility.



Step 15
Pre-Kindergarten

11. Your registration packet will be submitted to the school registrar to verify the information you provided. You will receive an email once your application has been reviewed and approved.

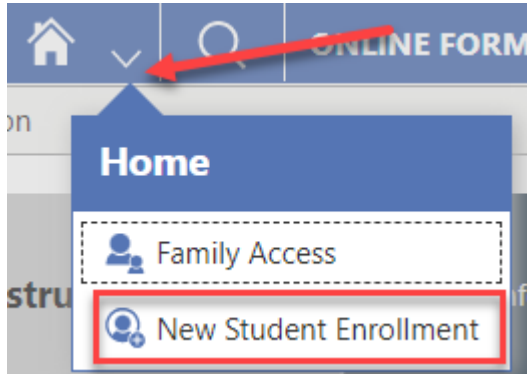


THANK YOU!
Thank you for completing the online registration. Your child has been registered but is not enrolled until all the forms and documents have been verified. Please make sure to upload all the required documents to avoid delaying your student's enrollment. You will receive an email confirmation once your registration has been accepted. The school may contact you to request original documents or any other information that is required for verification.
Gracias por completar el registro en línea. Su hijo ha sido registrado pero no está inscrito hasta que se hayan verificado todos los formularios y documentos. Asegúrese de cargar todos los documentos requeridos para evitar retrasar la inscripción de su estudiante. Recibirá una confirmación por correo electrónico una vez que se haya aceptado su registro. La escuela puede contactarlo para solicitar documentos originales o cualquier otra información que se requiera para la verificación.
To return to the dashboard, click [here](#)

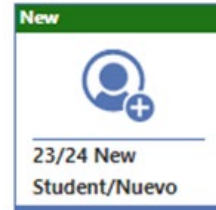
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Registering a New Sibling of a Currently Enrolled Student begins May 15, 2023

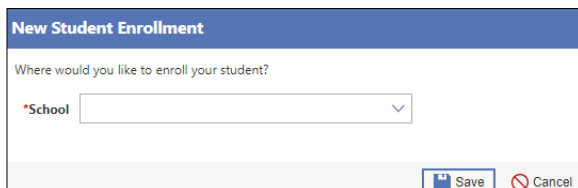
1. Go to the Home button at the top of the Family Access page. Click on the down arrow and choose **NEW Student Enrollment**.



2. Click on the 23/24 New Student/Nuevo icon to begin registration. New registration opens on May 15, 2023.

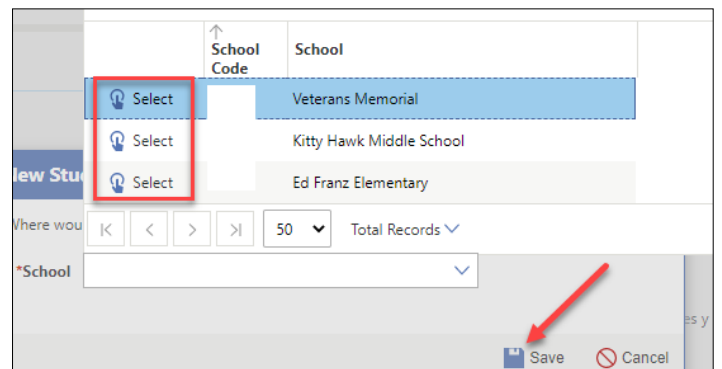


3. You will be prompted to choose what campus you want your student to attend.



A screenshot of the 'New Student Enrollment' form. The title is 'New Student Enrollment'. Below it, the text says 'Where would you like to enroll your student?'. There is a dropdown menu labeled '*School' with a downward arrow. At the bottom right, there are 'Save' and 'Cancel' buttons.

4. Click on the **Select** button to choose one of the campuses from the drop-down menu. Then, click on SAVE.



A screenshot of the school selection dropdown menu. The dropdown is open, showing a list of schools: 'Veterans Memorial', 'Kitty Hawk Middle School', and 'Ed Franz Elementary'. The first 'Select' button in the list is highlighted with a red box. At the bottom right, there is a 'Save' button highlighted with a red arrow.

5. You will be prompted to the Instructions screen. Click on **START** to complete the registration process. Follow Steps 4-11 of the Returning Students steps shown on pages 1 and 2.