

New Student Enrollment Instructions

Parents,

Please complete the following steps **ONLY** if your child has never been enrolled in Alvord ISD and are a completely **NEW** student. You will need the following documents handy and already scanned onto your computer to be able to upload:

- Student's original birth certificate
- Student's Social Security Card
- Student's up to date Immunization record
- Parent's driver's license (the one who is enrolling)

-Proof of residency: a current utility bill such as electric or water, lease agreement, tax appraisal records, or affidavit letter from the district. POR must have one of the parents' names listed as well as the current address which must be within AISD.

Step 1:

Visit the Parent Portal website, link is located on the main page of the Alvord ISD website; www.alvordisd.net Then click on the "Create Account" tab. (*Important note, the email address used here MUST match the email address the school will have on file for the student.) Once you have created your account you will then click the "My Account" tab at the top right corner and click on "enroll a new student". Here you will complete the first part of registration and upload all your documents.

Step 2:

The District Registrar will verify all your uploaded information and email your student's Portal ID. You will then log back into the Parent Portal site and link your student using the Portal ID that the Registrar emailed. You will then click on Maintain Student Data located on the left side of the page. Click on New Student Registration Part 2; read, electronically sign, and submit both forms located under this tab.

*If you have ANY questions during the online enrollment process please call our District Registrar Danielle Stovall at 940-427-5975 ext.4004 or send email to dstovall@alvordisd.net