

Returning Student Enrollment Instructions

Parents:

Only complete these steps if your child is currently enrolled in Alvord ISD.

- Log into your Parent Portal account
- Click on the Registration tab (if you have more than one child you will need to do this for each child)
- Proceed through the registration process, upload proof of residency when prompted. (Acceptable forms of Proof of Residency are: current utility bill such as electric or water (must be within past 30 days), current 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.)
- The Registration status bar will change color from red to yellow to green depending on your progress. During the registration process you can stop and save if you need to resume registration at a later time. It will allow you to resume registration the next time you log in.
- Once all forms have been completed you will click the Finish and Submit to District button. You should receive a confirmation message stating that you have completed the online registration for your child.

The District Registrar will contact you if any further information is needed. Student's that are needing an affidavit form for proof of residency will need to pick that form up from the administration office to get notarized. If you have any questions during the registration process, please call or email or Registrar;

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