



Registration Instructions for New Students

The El Paso Independent School District online registration system will be available to any parent with online accessibility. The online registration is available on your mobile phone. If you do not have access to a computer or mobile phone, you may schedule an appointment by contacting the registrar. Assistance shall not be provided unless an appointment is made and following all Public Health Guidelines regarding COVID-19. A mask shall be mandatory for every person entering the building. Only individuals who do not have computers at home shall be allowed to enter during registration dates and times. **Students may not use the online registration system unless they are designated as an adult student or unaccompanied youth.** Transfer Applications must be completely processed prior to registering online. Once you have completed online registration, after July 18, 2020, create a parent portal account at <https://www.episd.org/Page/760>. Once the counselor builds your schedule, it will appear in the student tools section of the portal. If your immunizations are not up to date, your schedule will not appear. Please be sure to read the following information prior to completing online registration.

The following information will assist you in making the registration process smoother:

Category	Process
Out-of-district transfer student new to EPISD/New EPISD student living within the campus' attendance zone but requesting a transfer to another campus	Make sure you have an approved transfer on file. Be sure to upload the following documents in the online registration system: your current utility bill (gas, water, or electric), social security card, birth certificate, last report card, immunization record, copy of your last report card / transcripts, and your identification issued by the government. Schedule your appointment with the registrar through the campus website/quick links/registration. If you have difficulties locating the link, please contact the campus through the Let's Talk Application so the link can be sent to you. No in person appointments or campus visits will be allowed at this time.
New EPISD student living within the campus' attendance zone	Be sure to upload the following documents in the online registration system: your current utility bill (gas, water, or electric), social security card, birth certificate, last report card, immunization record, copy of your last report card / transcripts, and your identification issued by the government. Schedule your appointment with the registrar through the campus website/quick links/registration. If you have difficulties locating the link, please contact the campus through the Let's Talk Application so the link can be sent to you. No in person appointments or campus visits will be allowed at this time.
Guardian or a Responsible Party	Please Note: If you are responsible for a student and you are not listed on the birth certificate, please complete the Responsible Person Affidavit and submit to the campus. Information may be found online at https://www.episd.org/Page/594 .