



## Registration Instructions for New Students

The El Paso Independent School District online registration system will be available to any parent with online accessibility. If you do not have access to a computer, you may complete the forms at your student's campus or any public library. Computers will be available on **all campuses**. Please consult the 2019-2020 Registration Schedule for specific dates and locations. **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, please go to your selected campus to finish the registration process.** You may contact us at [onlineregistration@episd.org](mailto:onlineregistration@episd.org) if you have any questions.

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

Category	Process
Out-of-District transfer student new to EPISD	Ensure that you have an approved transfer on file; register online; you will need to go to the campus to complete registration. Be sure to take your current utility bill (gas, water or electric bill), social security card, birth certificate, last report card, immunization record, copy of your last report card/transcript and your government issued ID <b>if you have not uploaded the documents.</b> Our registration site is secure but if you feel uncomfortable uploading your documents, <b>please forward your documents to the campus directly or take in personally when you go in to develop the schedule.</b>
Student new to EPISD who live within the boundaries	Register online; upload your proof of residence (gas, water or electric bill), the student's social security card, birth certificate, immunization record, last report card and/or copy of transcript, and your government identification and any other pertinent information. Our registration site is secure but if you feel uncomfortable uploading your documents, <b>please forward your documents to the campus directly or take in personally when you go in to develop the schedule.</b>
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 <a href="https://www.episd.org/Page/594">https://www.episd.org/Page/594</a> .