



Registration Instructions for Returning 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, your schedule will appear (after the new year roll) in the student tools section of the parent portal if your student was enrolled in EPISD during the 2018-2019 school year or if the campus has enrolled your child for the 2018-2019 school year. 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
Returning student to the same home campus with no address change or fines owed to campus	Register online; upload your proof of residence (gas, water or electric bill), bring in person, mail or fax your proof to the campus no later than July 19, 2019.
Returning student to the same home campus with an address change, missing one or more immunizations or owing fines to the campus	Register online; indicate your new address; upload a copy of your immunization record; upload your proof of residence online (gas, water or electric bill), bring in person, mail, or fax to the campus no later than July 19, 2019 and immunization record. All fines, delinquent textbooks, etc. must be taken care of prior to the designated registration days.
Current EPISD student who wants to transfer to a new campus	Submit your transfer electronically through parent portal; notify the campus that you were enrolled at during the 2018-2019 school year that you are not returning; upload your proof of residence online (gas, water or electric bill) and immunizations; once the transfer is approved; visit the campus to develop the schedule and to complete the registration process.
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 .