



Registration Instructions for Returning Students

The El Paso Independent School District online registration system will be available to any parent with online accessibility. All students are required to complete online registration every year. Online registration is available on your mobile phone. You must provide a new proof of residence no later than **July 31** and an updated immunization record no later than **July 31**. These items must be uploaded into the online registration system. If you do not have access to a computer, 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 in regard to COVID-19. A mask shall be mandatory for every person entering the building. Only individuals who do not have computers at home or access to a mobile phone shall be allowed to enter during registration dates and time. **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, **July 18**) in the student tools section of the parent portal if your student was enrolled in EPISD during the 2020-2021 school year. 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. **Please schedule a conference with your counselor at if you wish to review your credits and discuss your schedule.**

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), mail, email or fax your proof to the campus no later than July 31, 2020. Check your schedule in the tools section after July 18, 2020.
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), mail, or fax to the campus no later than July 31, 2020. All fines, delinquent textbooks, etc. must be taken care of prior to the designated registration days. Contact your campus through Let's Talk to make arrangements. (www.episd.org/about us/contact)
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 2019-2020 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; request an appointment with the registrar to complete the registration. 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 .
---------------------------------	--