



EL PASO INDEPENDENT  
SCHOOL DISTRICT

*Student and Parent Services*

6531 Boeing  
El Paso, TX 79925  
Phone (915) 230-2080  
Fax (915) 230-0080  
[www.episd.org](http://www.episd.org)

March 25, 2020

Dear Parent, Guardian and Responsible Person,

During our time of physical closure, we are still providing services to our parents and students. The following information will assist you during this time period. Even though we cannot visit with you in person, we will take every opportunity to assist you during this time. Just a few reminders, students must still follow the Student Code of Conduct. If there is anything that prevents your student from participating in online learning, please let us know as soon possible through <https://www.episd.org/Page/7739>.

1. Any bullying, harassment or social media concerns may be reported through our Anonymous Alerts Application. It may be found under the parent and/or student tab at [www.episd.org](http://www.episd.org) or by clicking here ( <https://www.anonymousalerts.com/elpasoisd/>).
2. We are still processing enrollments. If you are a brand new student to the district, please complete online registration. The following documents must be uploaded in the system:
  - birth certificate
  - proof of residence (if you qualify under McKinney Vento, proof of residence is not required)
  - immunization card
  - parent's identification card
  - a copy of the last report card or transcript
  - a copy of the social security card if you entered the number.

Please notify the campus that you have completed registration at <https://www.episd.org/Page/7739>.

3. If you are changing campuses, please send the registrar/PEIMS Clerk Elementary your signed written request electronically or submit the request through the EPISD Let's Talk application. Be sure to indicate which EPISD campus you are changing to and include your new proof of residence. We will forward you a registration form for the new campus and enroll the student. **During this period of virtual learning, we highly recommend that the student remains enrolled at their current campus.**
4. If you need to withdraw your student completely from EPISD during this time period, please send the registrar or PEIMS Clerk Elementary your signed written request electronically or submit everything through the EPISD Let's Talk application.



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Please include the following:

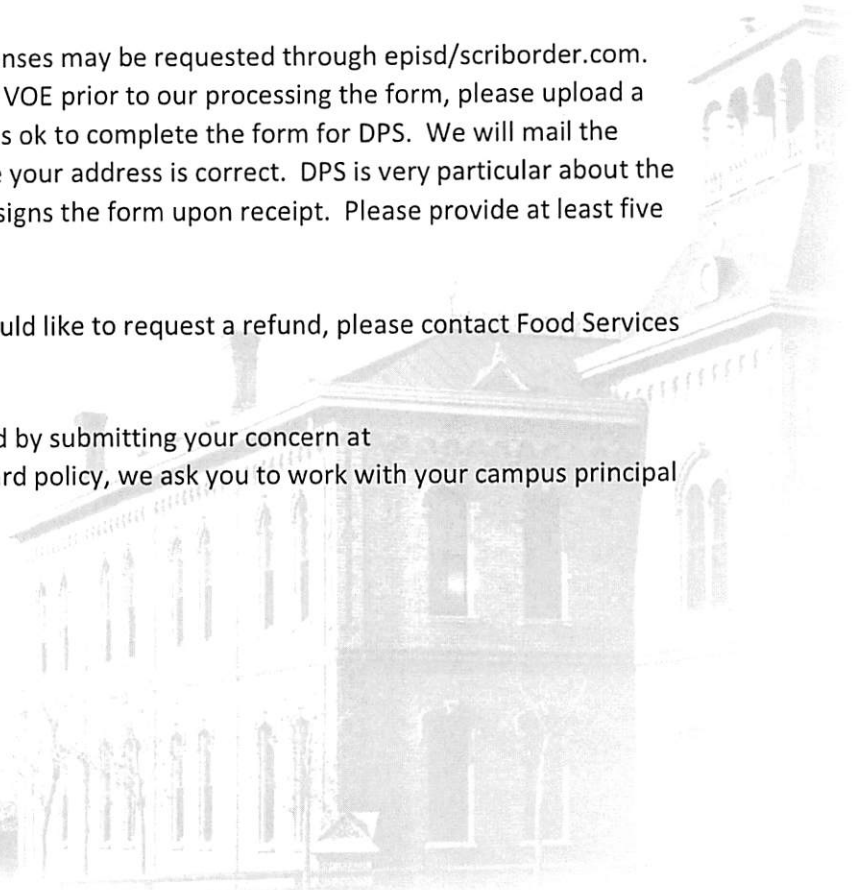
- the date of withdrawal
- the city and name of district where you intend to enroll your student
- a contact number and email address for yourself.
- Please make sure that the receiving district sends us a records request (if outside of Texas) or a TRES request (a Texas Public School or Charter).
- Please contact the campus principal to turn in the IPAD or laptop before you move.

If you are planning to **homeschool** you must indicate the date that you are starting home schooling. There is no need to send certified mail. If you have any questions, please contact Student and Parent Services at <https://www.episd.org/Page/7739>.

5. Senior transcripts may be ordered at [episd.scribborder.com](http://episd.scribborder.com). If the student is not 18, the registrar may ask you to upload a parent signature to release the transcript. All transcripts are free for current students. We will provide unofficial transcripts to students and/or parents. There is also a link to request transcript under the parent and student tab on our website.

Scholarship season for our seniors is very important to us. If you have a packet that requires a transcript, you can request the transcript and upload the packet. If it is a packet that requires your counselor to submit it, request the transcript online and then your counselor will provide the packet to the registrar to upload with the transcript. Please provide an email address of the person who is to receive the packet.

6. Verification of Enrollment for a Driver's Licenses may be requested through [episd/scribborder.com](http://episd/scribborder.com). Normally, we require the parent to sign the VOE prior to our processing the form, please upload a written statement from your parent that it is ok to complete the form for DPS. We will mail the completed form to you so please make sure your address is correct. DPS is very particular about the form so please make sure that your parent signs the form upon receipt. Please provide at least five days to process your form.
7. If you have prepaid a lunch account and would like to request a refund, please contact Food Services at (915 230-2160) .
8. Informal parent complaints may be initiated by submitting your concern at <https://www.episd.org/Page/7739>. Per Board policy, we ask you to work with your campus principal to solve your issues.





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9. Formal Complaints are outlined under the parent tab on our website. The Level 1 Complaint Form must be sent to the campus principal. The campus principal will schedule a zoom conference with you. If you do not have internet access, the principal will hold the conference by phone. The form must be received in order to start the formal complaint process.

If you have any questions, concerning the parent complaint process, please feel free to contact Student and Parent Services at <https://www.episd.org/Page/7739>.

**Please Note:** Additional questions concerning end of year withdrawals will be posted at the end of April or you can contact the campus at <https://www.episd.org/Page/7739> **on April 30 or afterwards.**

Student and Parent Services Team

