

# Big Spring ISD

## Instructions for Completing the Registration Packet

Registration forms may be filled out electronically then printed or you may choose to print the forms, and then fill them out manually before going to the Records & Registration Office. The Registration Forms Packet is also available in Spanish.

### Registration Form Page 1

**This page is to be completed for each student who is being enrolled in BSISD.** (If you are enrolling more than 1 student, complete the packet for the first student and print the forms. Open the packet again and complete page 1 of the Registration Forms **and** the Home Language Survey for each of the siblings being enrolled.)

- If the student has ever been enrolled in BSISD before, indicate the school years of that enrollment.
- Enter the name, complete address, and telephone number for the last school the student was enrolled in.
- Enter current grade level.
- Enter student's complete LEGAL name as it appears on the child's Birth Certificate (a copy of which will be required when you visit the Records & Registration Office).
- Enter student's Social Security Number (Records & Registration staff will request a copy of the Social Security Card).
- Enter the sex, DOB, and birthplace of the student.
- Indicate if the student is Hispanic & check all the applicable ethnicity categories.
- Check all of the Special Programs that the student was receiving services for at his/her previous school.
- Answer the Yes/No questions.
- Parent/Guardian will print their name, sign the form, list your legal relationship to the child, and enter your date of birth.

### Registration Form Page 2

**This page is to be completed only ONCE for the family.** (Unless one or more students in the family have a different home address or if the contacts are different)

- Enter the **Primary** phone number to be used when trying to reach a parent/guardian for any reason regarding this student. An optional phone number may also be entered.
- Enter the complete **Mailing** address for the family.
- Enter the **Physical** address for the family *if it is different from the Mailing address*.
- List **ALL** students in this family who are enrolled in BSISD.
- You may list up to four contacts.

- Indicate whether each contact is a **Legal Parent/Guardian, Emergency** contact only, and/or should **Receive Mailouts**.
- Enter **First** and **Last Names** and whether or not the student **Lives With** this individual.
- Enter the **Legal Relationship** of this contact to the student.
- Enter the telephone numbers (**including area code**) where this person may be reached.
- Enter a complete telephone number in the Other Phone field to be used by our communication software to send text messages (only one person per household may receive text messages).
- Indicate if this contact will be allowed to pick up your child in the **Right to Transport** checkbox and provide the individual's **Drivers' License** number if you have it. In the event that you do not have the DL number, the first time that individual picks up your child, campus personnel will record his/her DL number.
- Answer all applicable questions.
- Parent/Guardian must sign this form and enter the current date.

#### Home Language Survey

This form must be completed for each student unless there is already a Home Language Survey on file.

- Enter the name of the student.
- Enter the language spoken in your home **MOST OF THE TIME**.
- Enter the language spoken in your home **MOST OF THE TIME BY THIS STUDENT**.
- If you answered 'English' to both questions above, print the form so you may sign and date it.
- If you answered something other than 'English' to either question 1 or 2, then complete questions 3-8.
- Print the form, then sign and date.

Take all forms to the Records & Registration Office with the required documents:

Birth Certificate  
 Social Security Card  
 Immunization Records  
 Proof of Residence (utility bill or copy of lease/rental agreement)  
 Legal Documents regarding the student(s)  
 Proof of Guardianship (if adult is not one of the parents listed on the birth certificate)  
 Drivers License for the parent/guardian enrolling the student(s)