

ONLINE ENROLLMENT

IF THE STUDENT IS ALREADY ENROLLED IN A TISD CAMPUS, THE PARENT SHOULD NOT COMPLETE ONLINE ENROLLMENT. If a parent wishes to transfer their student to another campus, please complete a transfer application. Please contact the Welcome Center with any questions - (903) 794-TISD.

Current TISD students can apply for a transfer [here](#).

Students not currently enrolled in TISD can apply for a transfer [here](#).

PARENT INSTRUCTIONS – NEW ENROLLMENT

- Go to <http://teams.txkisd.net/registration/#!login>
- Registration is linked to the login for Parent Access Center
 1. **Parent new to TISD:** Click Register New User to create a user ID and password. You will be redirected to the login page once an account has been setup.
 2. **Parent of current student(s) with a PAC account:** Use your PAC login to start a new enrollment.
 3. **Parent of current student(s) with a PAC account but forgot login:** If you need to reset your password, please go to <http://www.txkisd.net/forparents/pac.asp> and click Forgot User ID/Password. Or you can call (903) 794-TISD.
 4. **Parent of current student(s) and I don't know if I have a PAC account:** Call (903) 794-TISD to confirm whether an account is created or if they parent will need to have an account created for them.
- In the Select a Student dropdown, select Create New Student.
- Complete the Student Information tab. Be sure to select the correct elementary campus you are intending to enroll.
- Complete the Parent/Guardian Contact tab and the Emergency Contacts tab.
- Verify the intended campus is selected as the Enrollment Request Campus.
- Please select all Restrictions that are appropriate for your student.
- Complete all Student Forms by clicking Open Form, answering the required questions, and clicking Submit.
- Upload the following documents required for enrollment. Select the appropriate document under Attachments, Choose File, and then click Add Attachment.
 - New to TISD students: student's birth certificate, student's social security card, student's immunization record, and
 - ALL Students: current proof of residency.
- Click Submit to finalize the enrollment. You will receive an email that the Online Registration has been received.
- The campus will receive a notification that the parent has completed enrollment online.
- Please allow 1-2 business days for processing. The campus will contact you, either via phone or email, to let you know if anything is missing.