New Student Online Enrollment
Family with Existing CCISD Family Access

PARENTS/GUARDIANS: TO ENROLL A NEW CCISD STUDENT

Parent will access the CCISD website to begin the Process. Navigate to @Home, then Skyward Family Access

Enter your Family Access Login ID and Password, then click: Sign In

Click: New Student Online Enrollment on the left

Click: “Click to Enroll Additional Students” on the right
Welcome to the Clear Creek ISD New Student Online Enrollment

STEP 1: STUDENT INFORMATION

Enter information into each field. Be sure to enter the student’s full legal name as it is printed on the birth certificate. Fields marked with an asterisk (*) are required fields and the step cannot be completed without entering the information in these fields.

Instructions for completing Student Information
Please enter your child’s name according to the birth certificate.

Last Name: *  Gender: *  First Name:  Middle Name:  
Name Suffix:  
Date of Birth:  Age:  Birth City:  Birth State:  
Social Security Number:  
*  Check if student lives within this school district.  
*  Check if student is Hispanic/Latino.  
*  Federal Race (select all that apply)  
  American Indian or Alaska Native  
  Asian  
  Black or African American  
  Native Hawaiian or Other Pacific Islander  
  White  
*  What language does your child speak most of the time?:  
*  What language is spoken in your home most of the time?:  
Name of Previous School District (if any):  
Name of school previously attended (if any):  

What School Year are you enrolling your student into?  
[ ] Current School Year (2019 - 2020)  [ ] Next School Year (2020 - 2021)  
*  Expected Enrollment Date:  
*  Expected Enrollment Date:  
(The first day of school is 08/19/2019)  
*  First Day of School (08/19/2020)  
*  Expected School to Enroll Into:  

*  Expected Grade Level. Note... Grade level is added based on student’s age and may need to be modified.  
*  I authorize this student’s information to be distributed for the purposes of Military usage.  
*  I authorize this student’s information to be distributed for the purposes of Higher Ed usage.  
*  I authorize this student’s information to be distributed for the purposes of Public usage.  
*  I authorize this student’s information to be distributed for the purposes of Local usage.  
*  I authorize this student’s information to be distributed for the purposes of school yearbook usage.  

Additional Information:  
(on the student for the district)  
Maximum characters: 5000, Remaining characters: 5000

Complete Step 1 and move to Step 2: Family/Guardian information  Complete Step 1 Only
STEP 2: FAMILY/GUARDIAN INFORMATION

The family information attached to the parent/guardian that created the application cannot be updated here. If there are changes to the Family Information, contact the campus.

☐ Add Legal Guardian with different address – Click: “Yes, I want to Add a Legal Guardian who lives at a Different Address”

STEP 3: EMERGENCY CONTACT INFORMATION

Additional emergency contacts can be added by clicking: “Yes, I want to Add another Emergency Contact Record”. Otherwise, click: “No, Complete Step 3 and move to Sept 4: Additional District Forms”
STEP 4: REQUESTED DOCUMENTS

Click on each category button to upload document(s). If you have custody orders, please email the campus principal by navigating to ccisd.net>>Select the School>>Contact Us to obtain the email addresses. To complete the registration process, parents/guardians will need to visit the campus the student will be attending to provide the original required documentation, outlined below.

![Image of Requested Documents](image)

STEP 5: ADDITIONAL DISTRICT FORMS

District Forms are different at the elementary, intermediate, and high school levels. The pictures below are only examples of forms parents may see.

Click on each button to open form, fill out information as requested on each form, then click SAVE at the top right. Forms are complete when “This form has been completed” message displays along with check marks. Click: “Complete Step 5, then click Submit Application to the District”

![Image of Additional District Forms](image)

You will receive a pop-up stating the application has been successfully submitted along with further instructions (list of items to bring to the school to complete the enrollment process).