Enrollment Family Support Manual

In this manual, you can click on the section where you need support with the enrollment process, or you may read it in full.

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Welcome to Enroll Austin

This manual will help you complete enrollment/registration.

If at any point you need help, you can ask the registrar at your school or file an AISD Help ticket.

The basic steps to enroll/register:

- Access the Enroll Austin application by logging in or creating a new account
- Confirm family information
- Confirm registration to zoned or continuing school (ITE) OR create a program or general transfer application.
- Submit Intent to Enroll (ITE) or program or general transfer application.
- Check for next steps.
- Complete and submit annual forms. *(Annual forms must be completed and submitted successfully to generate an Austin ISD student ID number for newly enrolling students.)*

For newly enrolling families, your parent portal account will be generated once at least one student has an Austin ISD student ID generated.

Annual re-registration and completion of annual forms is required of all students, every year!

What documents should I have ready to complete my annual forms?

All families returning to Austin ISD will need to submit the following documents:

- Child's immunization records (each year as updated)
- Parent/Guardian photo ID (if updated)
- Proof of guardianship (if applicable/updated)
- Proof of residency (each year. This can only be a current, within 45 days, electric bill, gas bill, lease or mortgage statement, property should be homestead)

Additionally, families enrolling for the first time will need to provide the following documents:

- Child's birth certificate (This can also be substituted with other documents that establish the child's identity, such as a statement of the child's date of birth issued for school admission purposes by Texas Vital Statistics, a passport, a school ID card, records or report card, a military ID, a hospital birth record, an adoption record, a church baptismal record, or any other legal document.)
- Child's immunization records
- Child's social security card (optional)
- Child's withdrawal form/last report card (if applicable)
- Parent/Guardian photo ID
- Proof of guardianship (if applicable)
- Proof of residency (This can only be a current, within 45 days, electric bill, gas bill, lease or mortgage statement, property should be homestead)

What documents will I need to apply for Pre-K?

PreK registration begins April 1 as the Texas Education Agency does not allow school districts to begin processing Pre-K documentation until April 1 of each year.

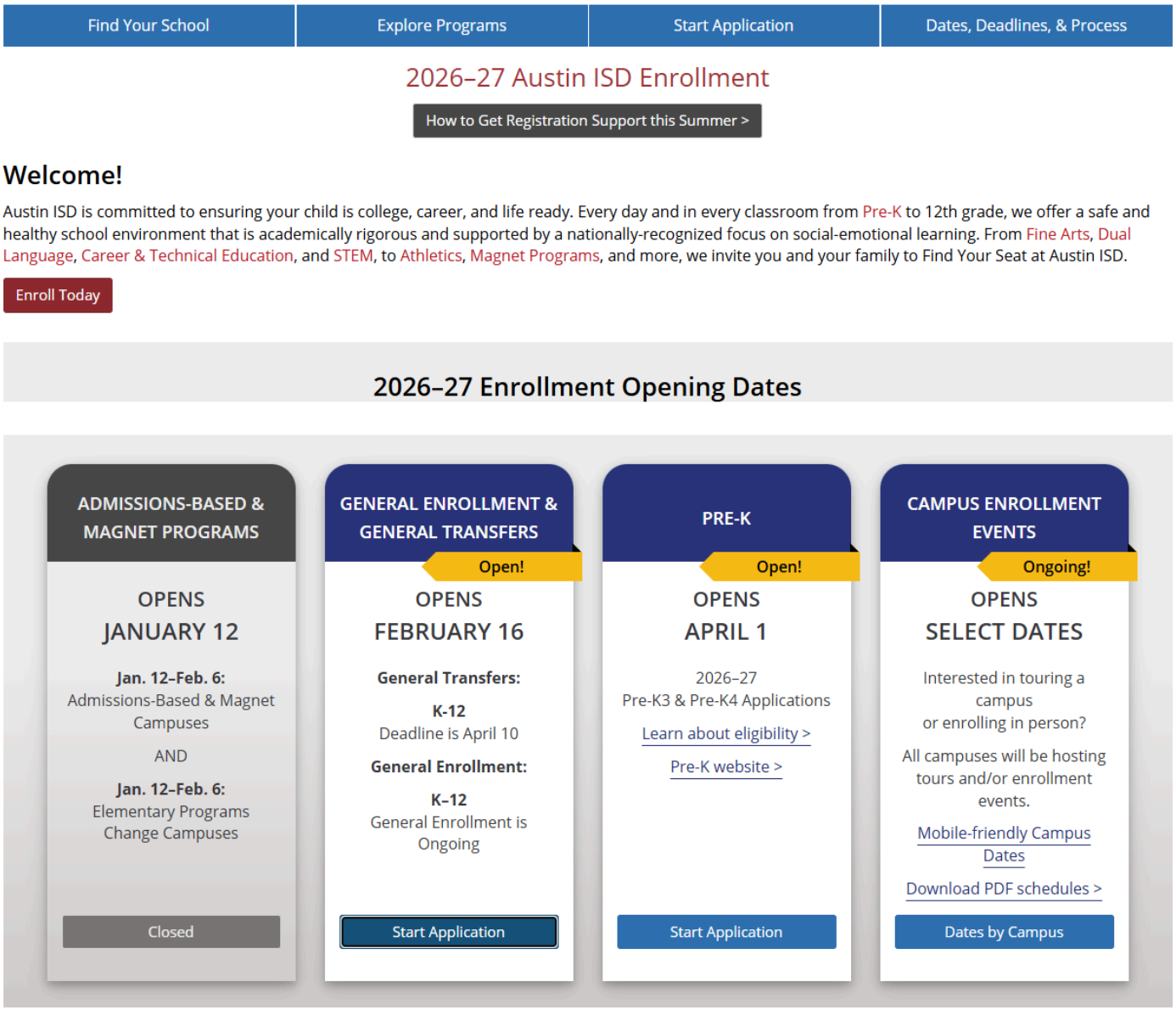
All families applying for Pre-K will be asked to provide the following documentation, in addition to the documents above:

- All applications for Pre-K:
    - Proof of Income: Most recent pay stub or unemployment statement, worker's compensation, disability payment, or no income statement
- If applicable to your family:
    - SNAP or TANF: Most recent proof of benefits to include effective dates, eligibility number, and child's name
    - Military Service: Statement of Service, Letter from Veterans Affairs stating eligibility for disability or Letter from Commanding Officer. Do NOT upload copies of Department of Defense identification
    - Foster Care: DFPS Verification Letter of PreK Eligibility or other documentation of foster care.
    - Star of Texas Award: Certificate or Letter from Governor or state representative

Returning Families: Logging in for annual registration (two options)

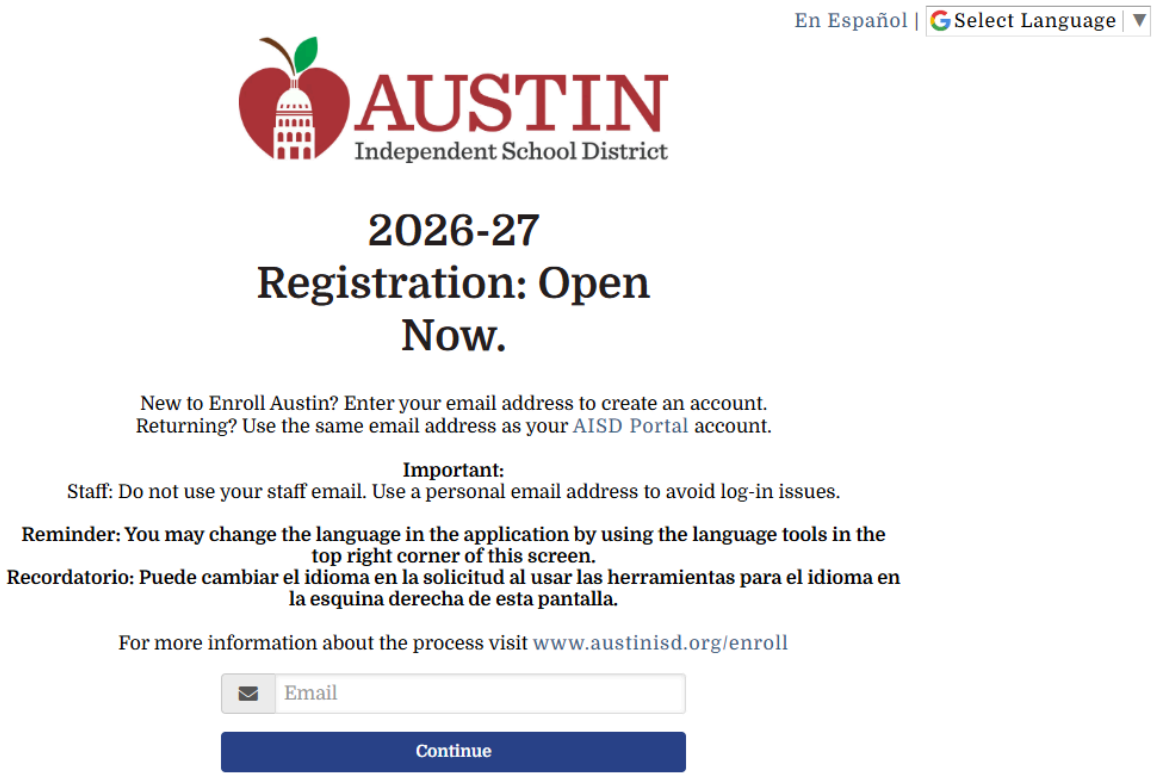
Option 1: Navigate to Austin ISD's enrollment website and click Enroll Today

★Go to: http://www.austinisd.org/enroll and click Start Application.



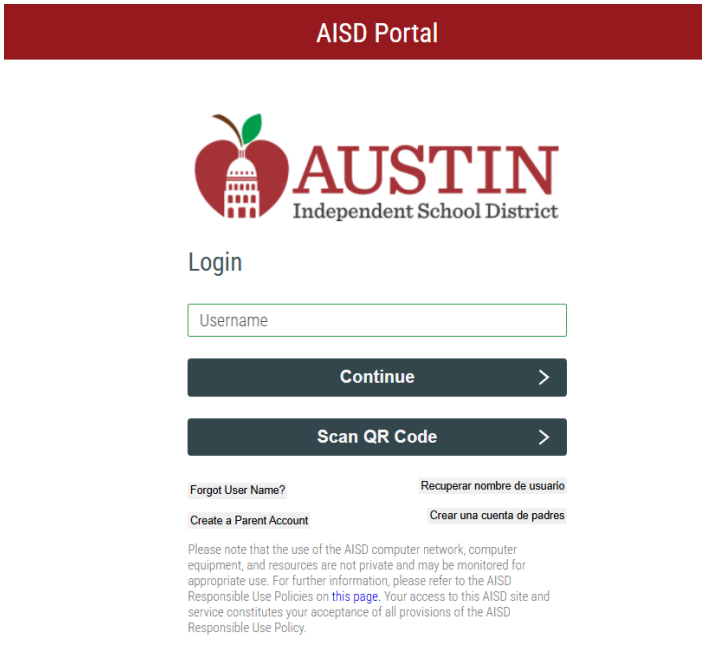
★Enter the email connected to your Parent Portal.

- ➢ *If you don't know what email is connected to your parent portal, please reach out to your school office.*
- ➢ *You may choose to use the application in Spanish by clicking En Español at the top. If you would like to use Arabic, Chinese (simplified), Myanmar (Burmese), Pashto, Persian, or Vietnamese, use the Google Select Language tool.*

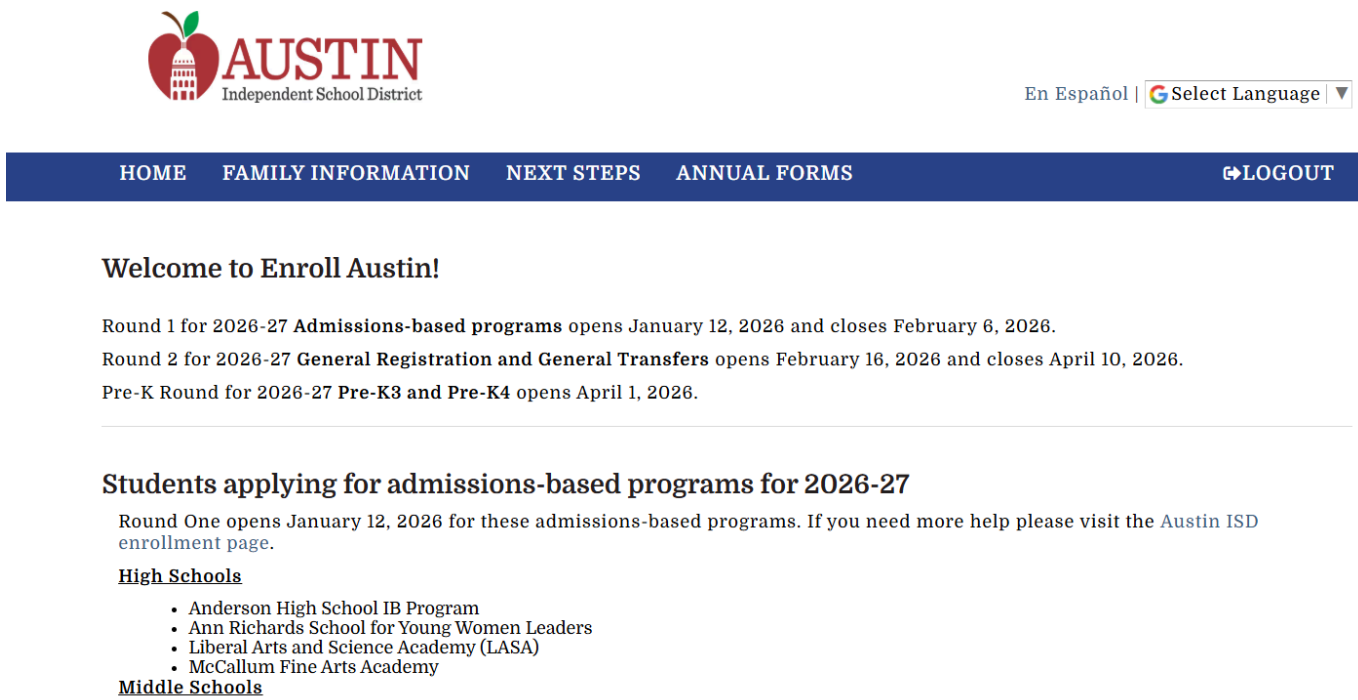


★After entering your email, you will be redirected to the Parent Portal. Complete the process by logging in with your Parent Portal email and password.

- ➢ *You may log in with either your email or username.*
- ➢ *If you have forgotten your password, click "forgot password" on the second screen to be sent a password recovery email.*
- ➢ *If you have any issues with logging in, contact your school office for assistance. They can look up your email, username, and help reset your password.*



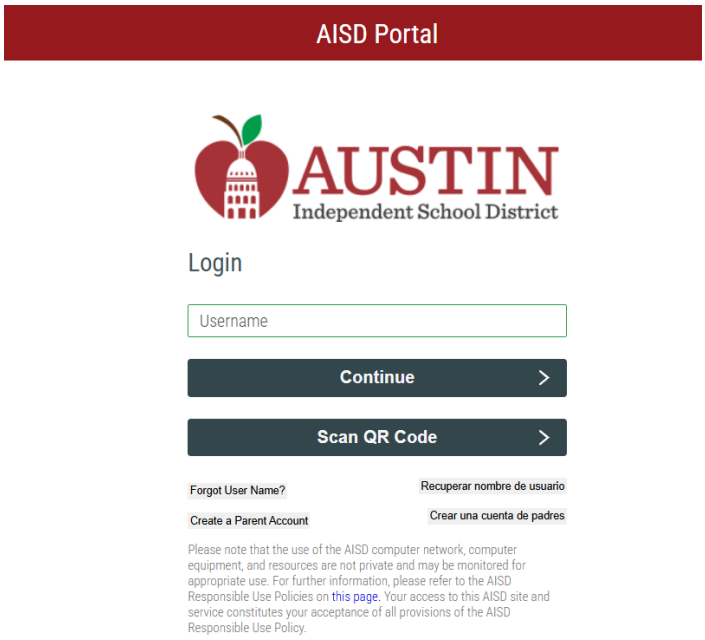
★Success looks like this. Skip to next section.



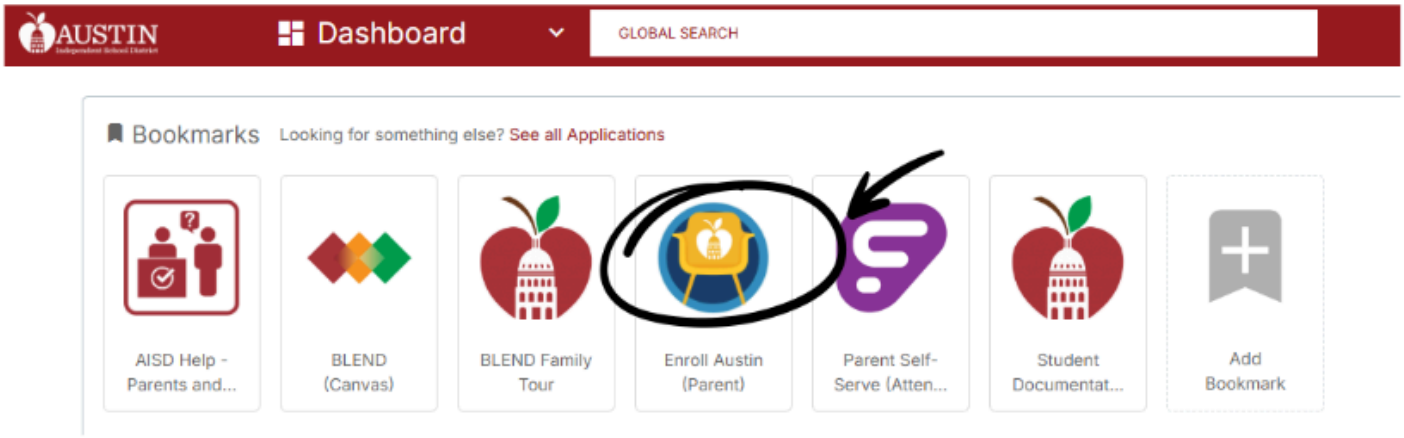
Option 2: Log into Parent Portal first.

★Go to http://portal.austinisd.org. Log in with your Parent Portal email and password.

- ➢ *You may log in with either your email or username.*
- ➢ *If you have forgotten your password, click "forgot password" on the second screen to be sent a password recovery email.*
- ➢ *If you have any issues with logging in, contact your school office for assistance. They can look up your email, username, and help reset your password.*



★Click on the Enroll Austin tile.



★Success looks like this. Go to next section.

- ➢ *You may choose to use the application in Spanish by clicking En Español at the top. If you would like to use Arabic, Chinese (simplified), Myanmar (Burmese), Pashto, Persian, or Vietnamese, use the Google Select Language tool.*

Welcome to Enroll Austin!

Round 1 for 2026-27 **Admissions-based programs** opens January 12, 2026 and closes February 6, 2026.

Round 2 for 2026-27 **General Registration and General Transfers** opens February 16, 2026 and closes April 10, 2026.

Pre-K Round for 2026-27 **Pre-K3 and Pre-K4** opens April 1, 2026.

Students applying for admissions-based programs for 2026-27

Round One opens January 12, 2026 for these admissions-based programs. If you need more help please visit the Austin ISD enrollment page.

High Schools

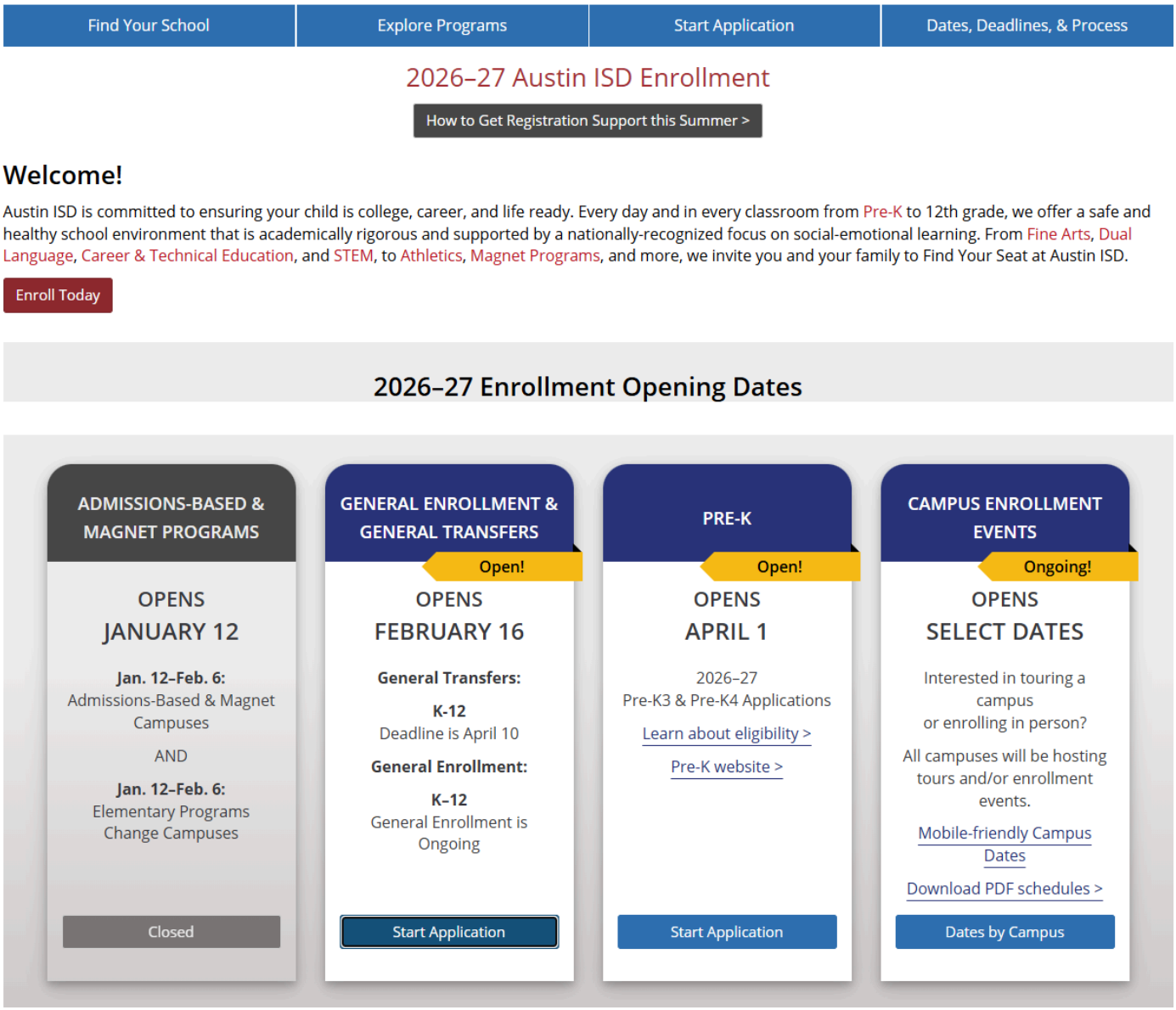
- Anderson High School IB Program
- Ann Richards School for Young Women Leaders
- Liberal Arts and Science Academy (LASA)
- McCallum Fine Arts Academy

Middle Schools

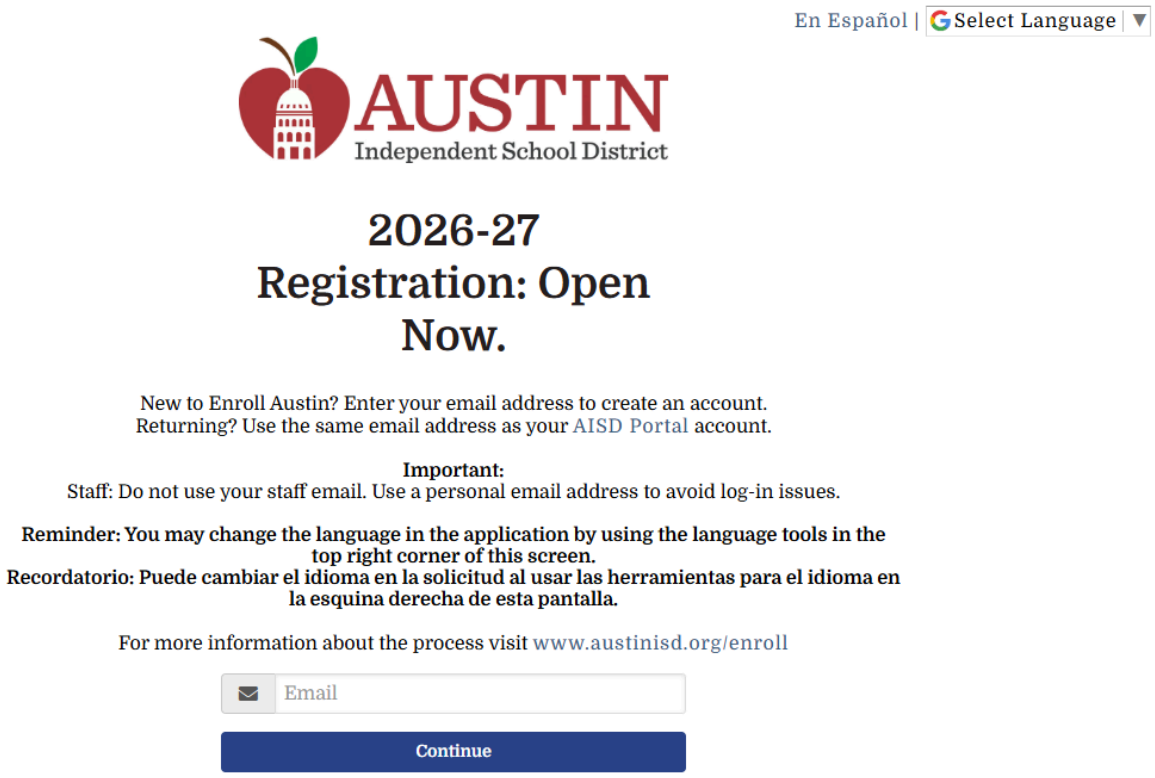
New Families: Establishing a new account

★Navigate to Austin ISD's enrollment website and click Start Application.

Go to: https://www.austinisd.org/enroll.



★You will see the Enroll Austin log in screen



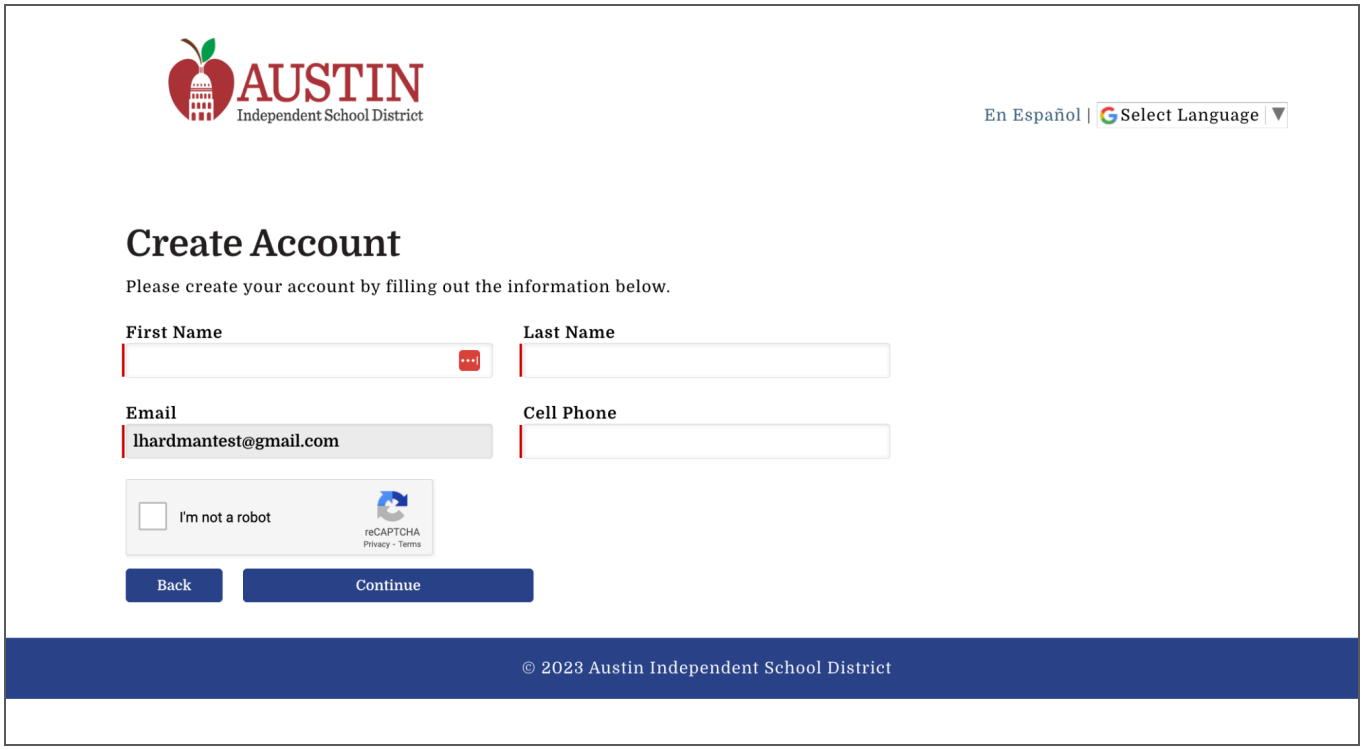
★Enter the email address you would like to use to register your student(s) and click Continue.

- ➢ *The email address you use is important as it will be used for your Parent Portal and will be connected to your student(s) file(s) for their time in Austin ISD.*

★You will receive an email to validate your email address. This will contain a link that takes you to the next screen below.

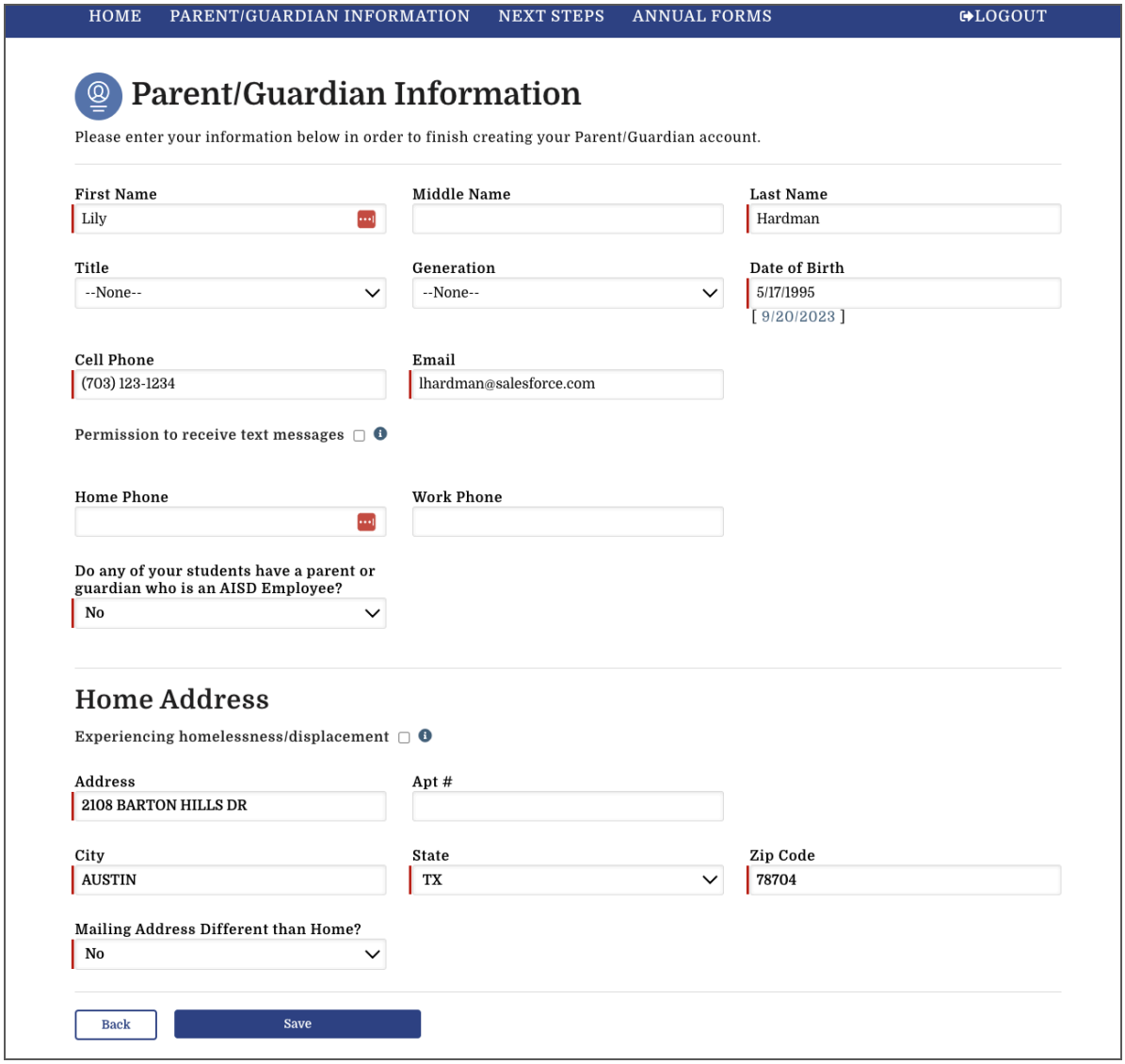
- ➢ *If you do not receive this email, check your email spam folder.*
- ➢ *At the end of the process, you will receive an email to set up your Austin ISD Parent Portal account.*

★Complete all fields and click Continue.



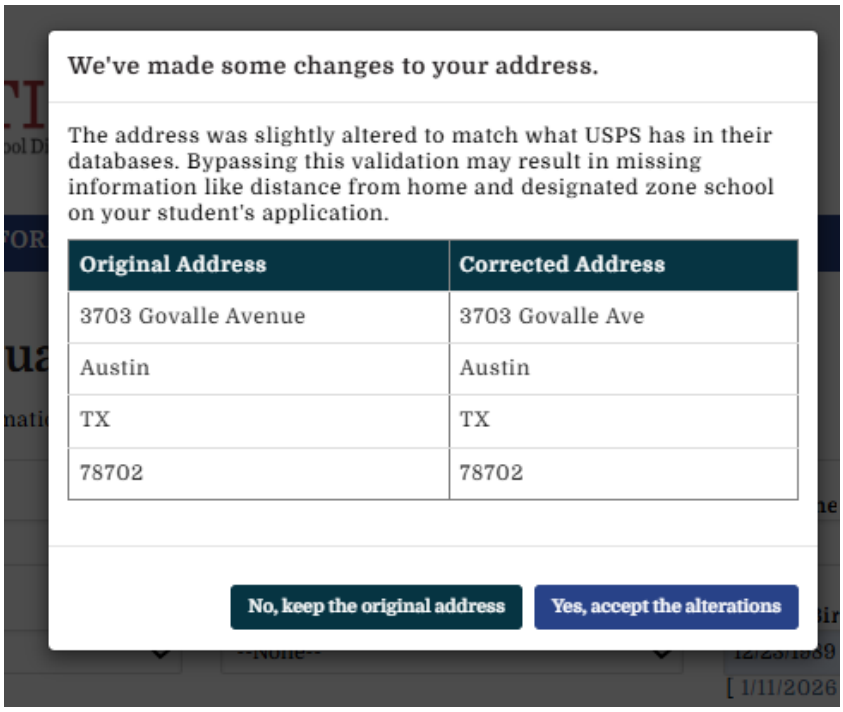
★Complete the Parent/Guardian Information form and click Save.

- ➢ *The home address entered on this form will be the home address for the students you add.*
- ➢ *You may return and update information on this page at any time.*

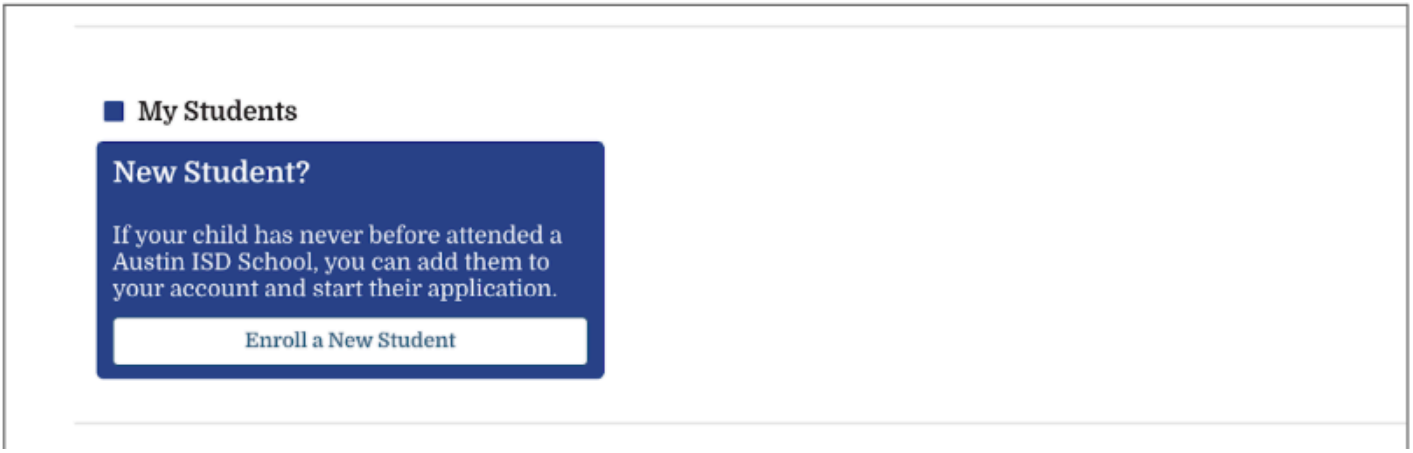


★Click “Yes, accept the alterations” if a pop-up appears when validating your address.

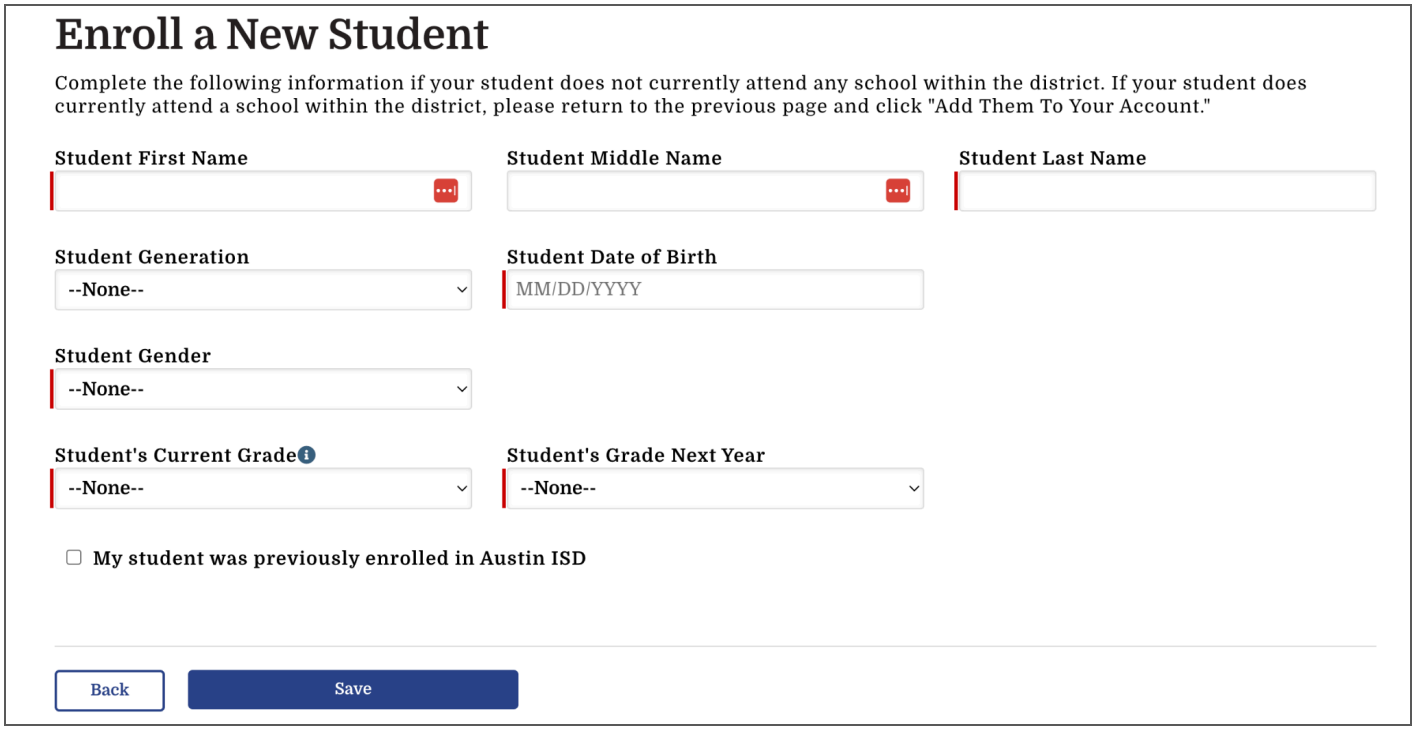
➢ *This is very important to help identify your zoned schools.*



★On the home page, scroll down to My Students. Click Enroll a New Student.



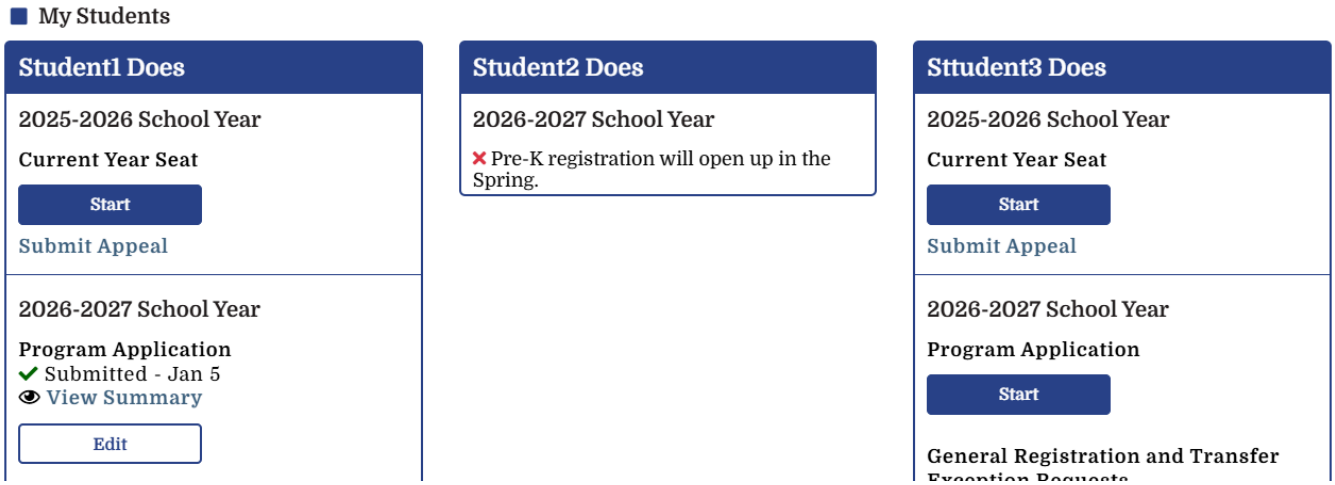
★Complete all boxes and select Next.



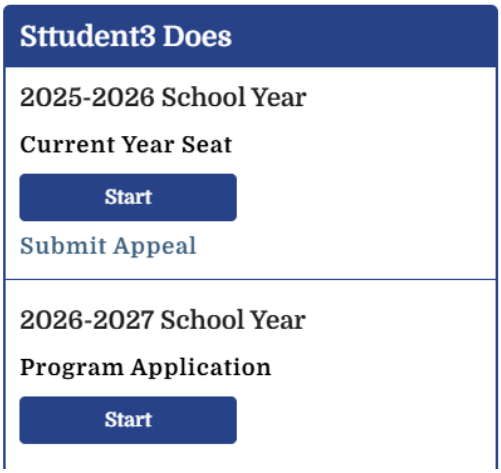
★Congratulations! Your new student will now have a box in the My Students section of the page. Repeat for as many students are in the family.

Round 1: Creating an application to a special program.

★Scroll down to the bottom of the home screen and find My Students section.

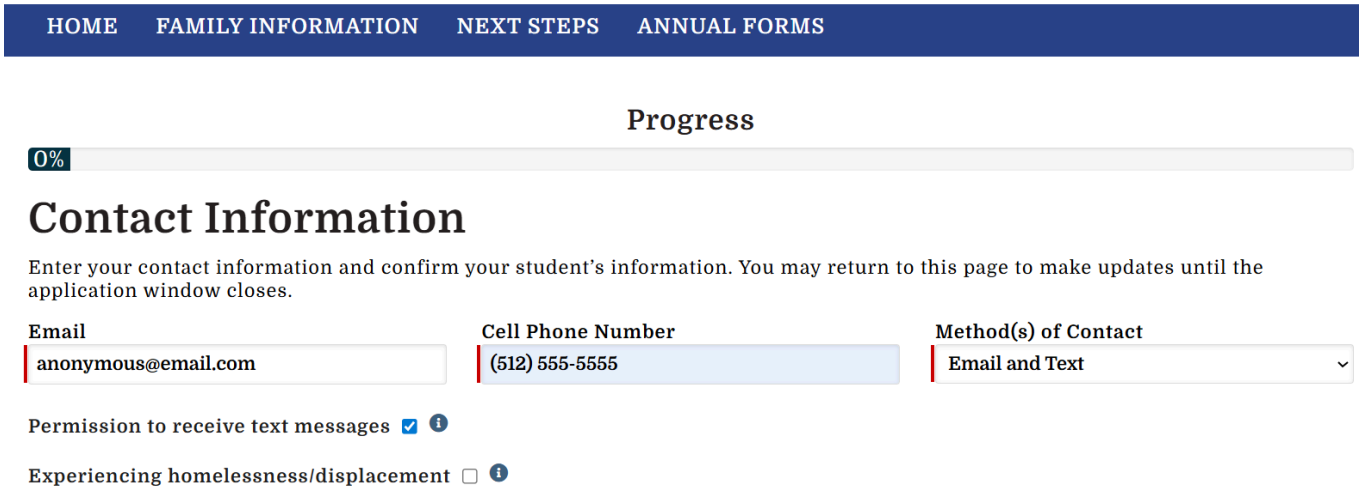


★Locate the student you will be completing an application for and click the Start button under the 2026-2027 School Year Program Application.



★Review the Contact Information screen and make any updates needed. Then click Continue.

➢ *If you need to change your address, navigate to the Family Information section in the top blue ribbon. This will change the address associated with all of your students.*

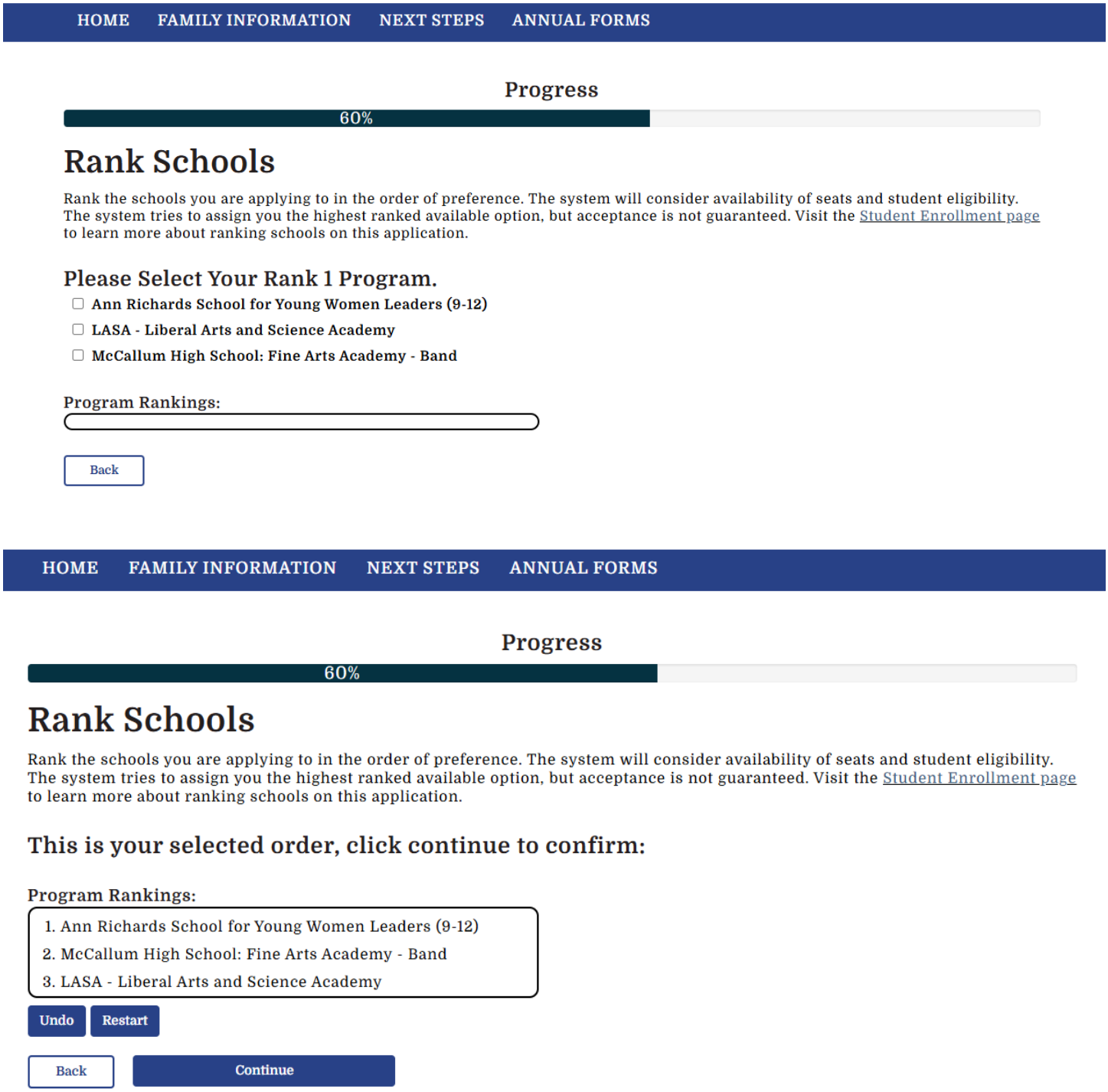


★On the next screen, you will see the special programs that are available in Round 1: Program Applications for your child's grade level. Select up to seven programs. Then click Continue.

➢ *You can click Back on most screens to go back to change information.*



★On the next screen, click the programs in order to rank them. Then click Continue.



★On the next screen, indicate if either parent is a military service member or peace officer. Then click Continue.

HOME FAMILY INFORMATION NEXT STEPS ANNUAL FORMS

Progress

90%

Military or Peace Officer

HB 2892 allows students who are children of military service members or peace officers to receive priority when transferring. Applicants must provide proof to receive this priority.

Acceptable forms of documentation you may provide a copy of:

- Your Military ID Card
- DD Form 256

Austin ISD is not required to provide transportation if you are eligible for this priority.

Are you an Active Military or Peace officer?

Are you an active Military or Peace Officer?

No

Back Continue

★The next screen provides a summary of your application for this student.

HOME FAMILY INFORMATION NEXT STEPS ANNUAL FORMS

Progress

100%

Application Summary For Sttudent3

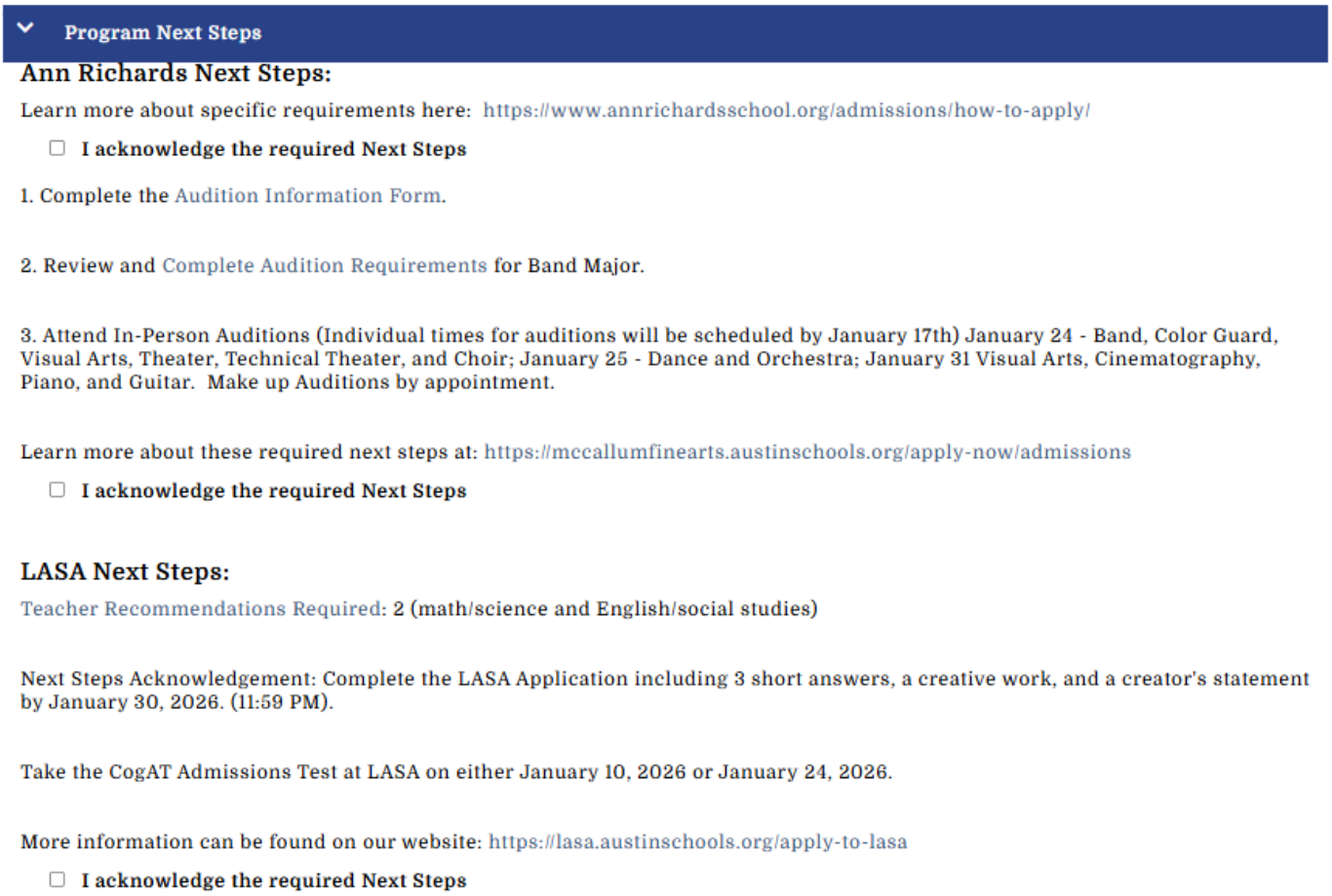
Print

Student & Parent/Guardian Information

Student Name	Sttudent3 Does
Email	janetdoes@email.com
Cell Phone Number	(512) 555-1111
Method(s) of Contact	Email and Text
Permission to receive text messages	Yes
Experiencing homelessness/displacement	No
Street#/ Street Name	6421 Kedington St
Apartment #	
City	Austin
State	TX
Zip Code	78747

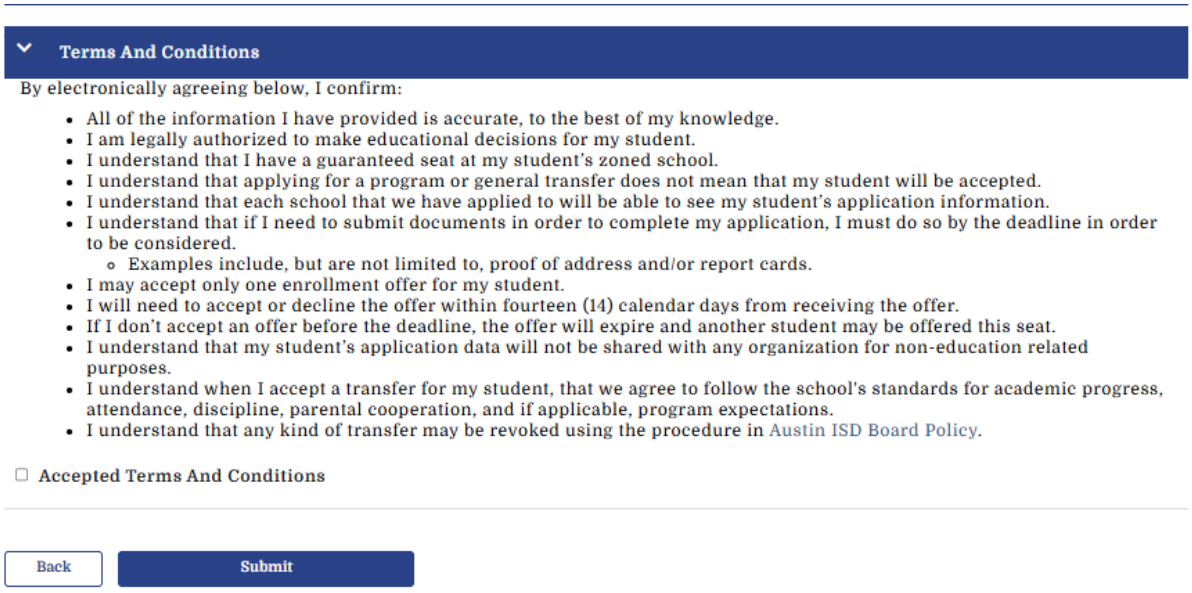
★Scroll down on this screen and acknowledge Next Steps (if necessary).

➢ *If Next Steps are present, you must click to acknowledge before you can submit the application.*

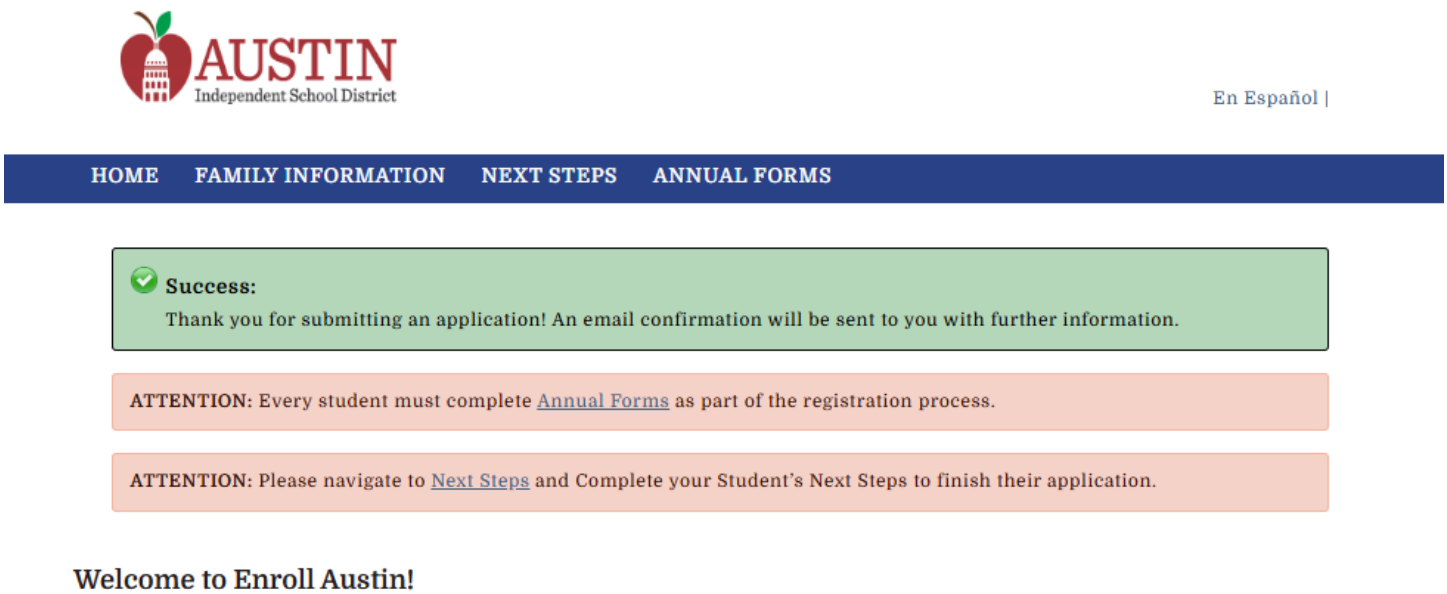


★Continue to scroll down and read the Terms and Conditions. Click Accepted Terms and Conditions. Click Submit.

➢ *You must click Accepted Terms and Conditions before you can submit the application.*

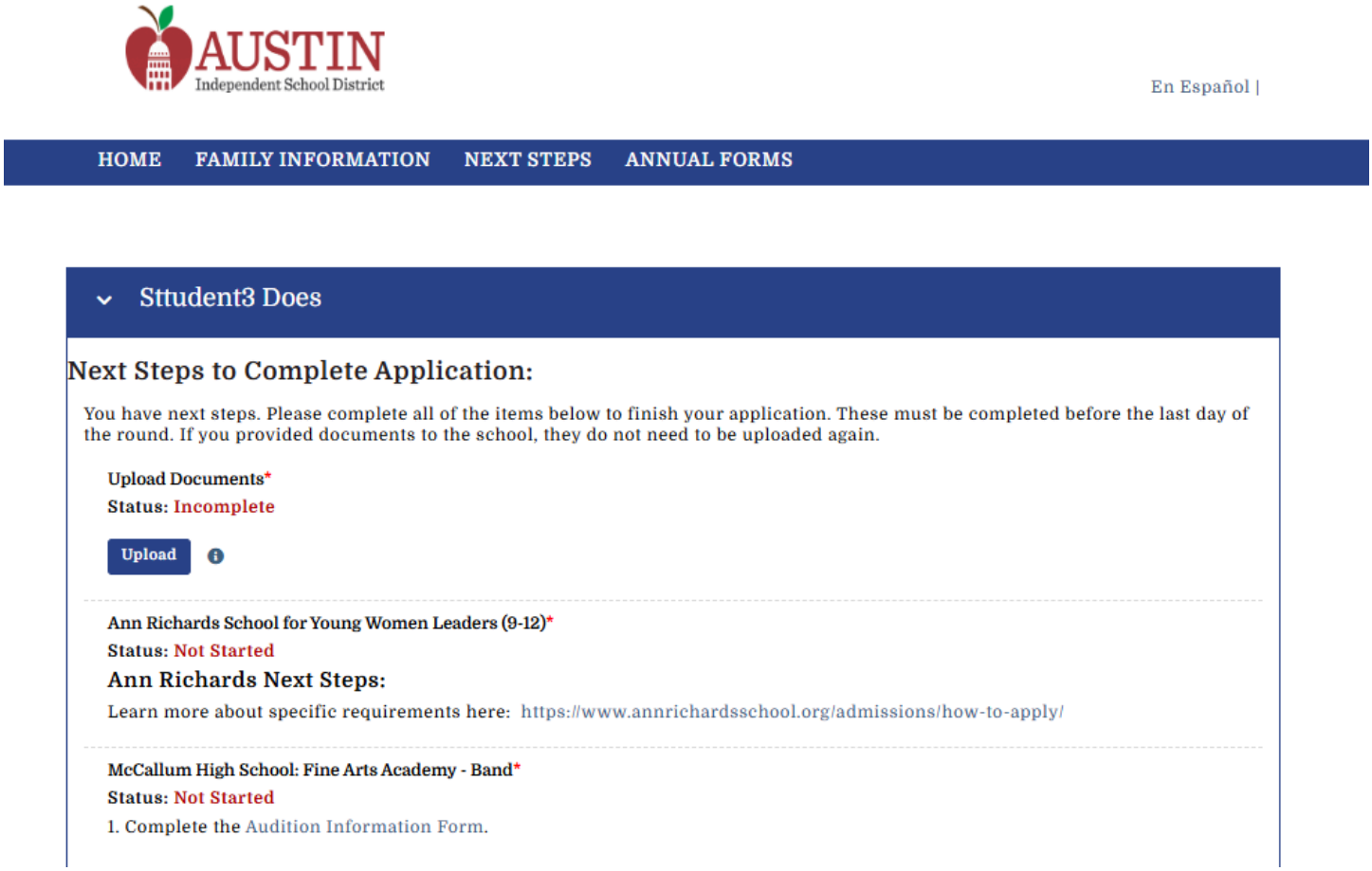


★Congratulations! You have submitted the application. Next navigate to Next Steps in the blue ribbon.



★Complete required next steps. These vary by the programs you have applied to.

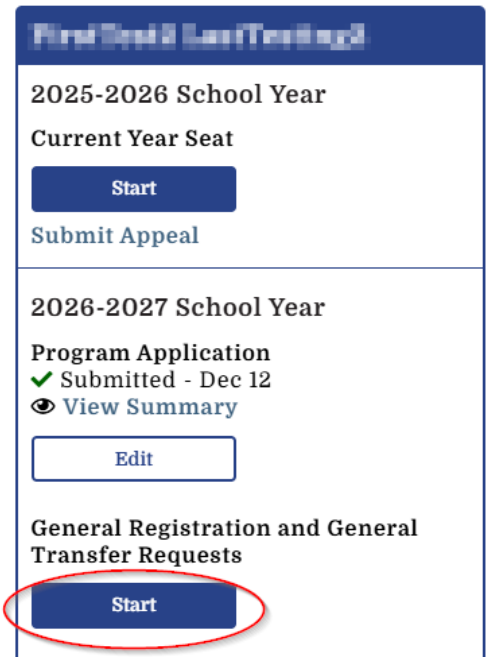
➢ *For any questions about next steps, please contact the school.*



★Next, navigate to Annual Forms. Scroll down for step by step help in the Annual Forms section.

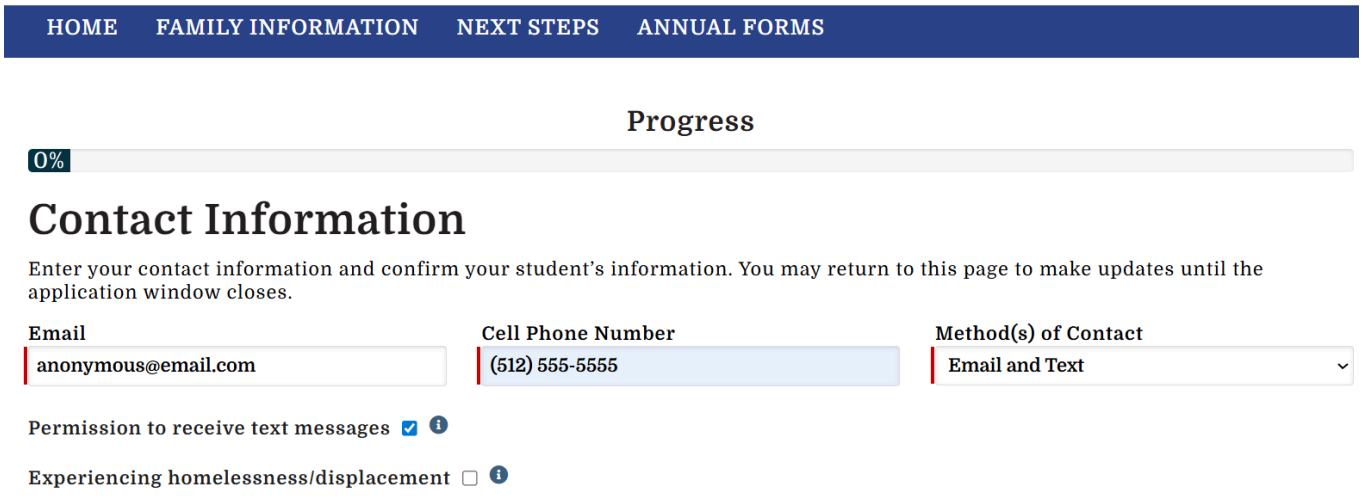
Round 2: General Registration and General Transfer Window–attend your zoned school or continue at your current school

★To register your new student to attend their zoned school or your existing student to continue at your current school, click Start for the 2026-2027 School Year in your student's box in the My Student section at the bottom of the page.

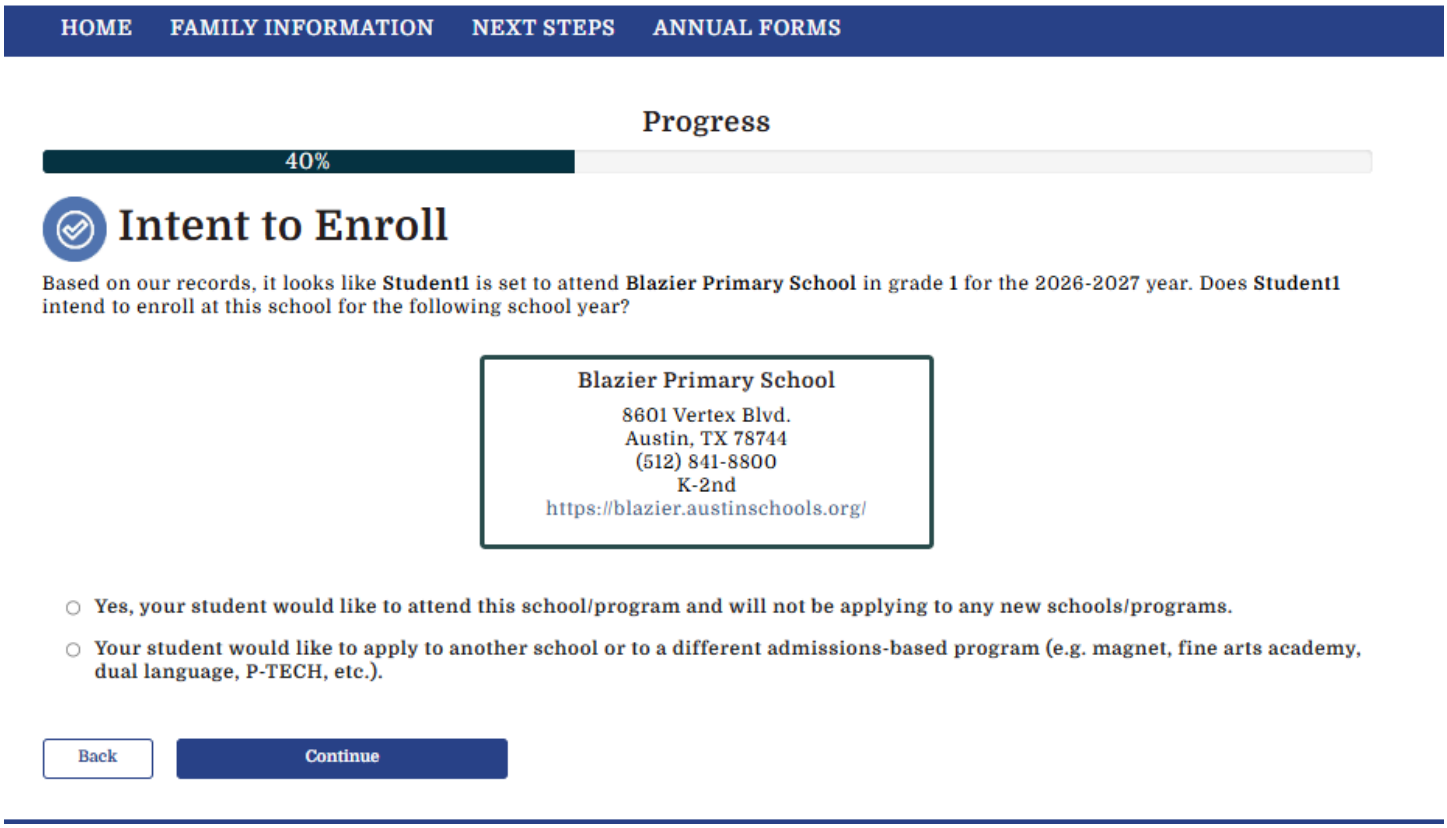


★Review the Contact Information screen and make any updates needed. Then click Continue.

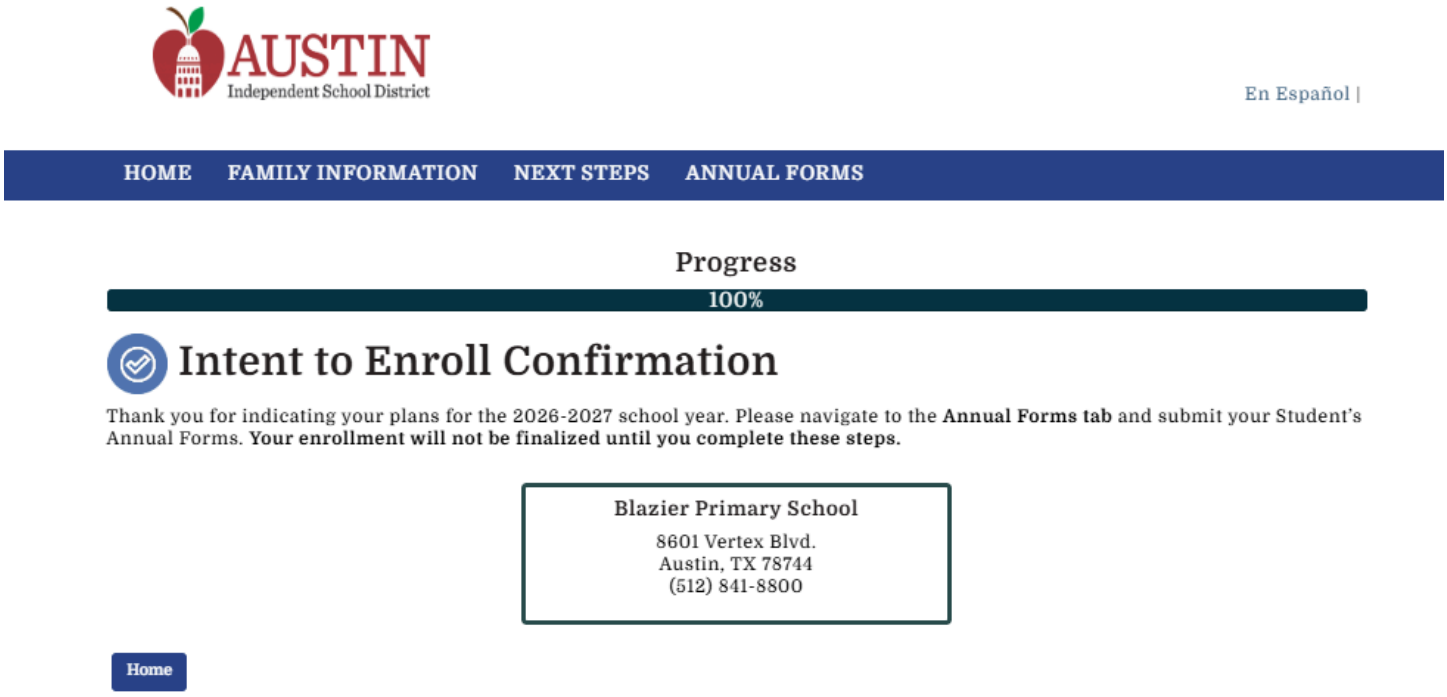
➢ *If you need to change your address, navigate to the Family Information section in the top blue ribbon. This will change the address associated with all of your students.*



★Click the first button under the school block, then click Continue.



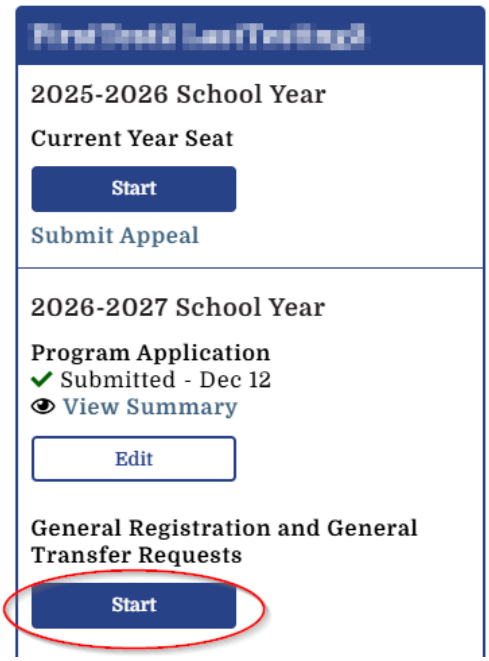
★Congratulations! You have submitted your intention to attend your zoned school or return to the school you have been attending. Click Home.



★Next, navigate to Annual Forms. Scroll down for step by step help in the Annual Forms section. (Look for a green bar titled Annual Forms)

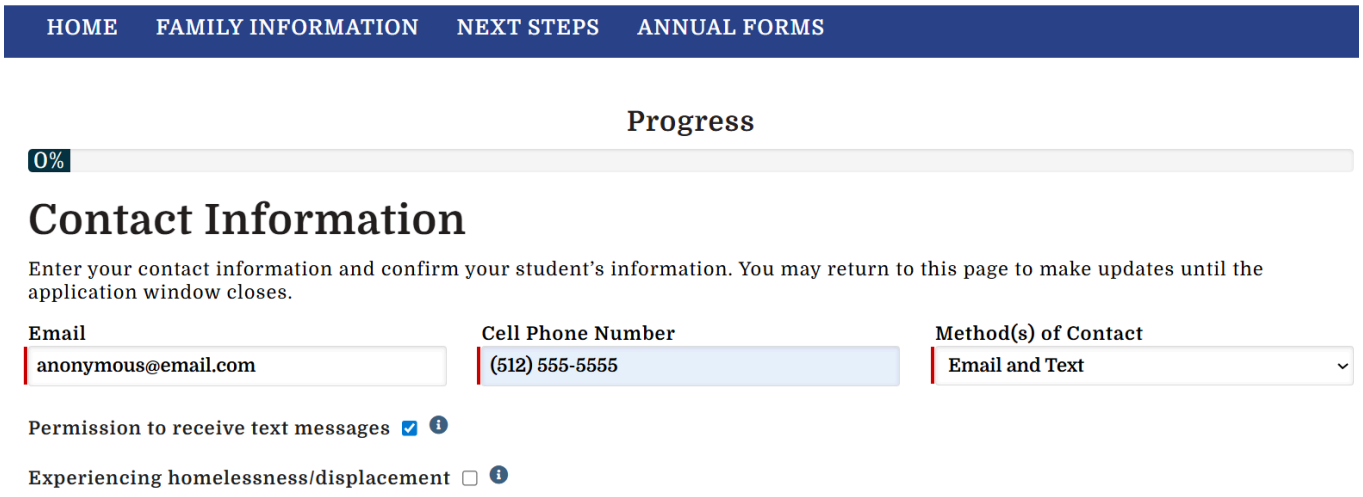
Round 2: General Registration and General Transfer Window–create a new general transfer application

★To apply for a general transfer, click Start for the 2026-2027 School Year in your student's box in the My Student section at the bottom of the page.

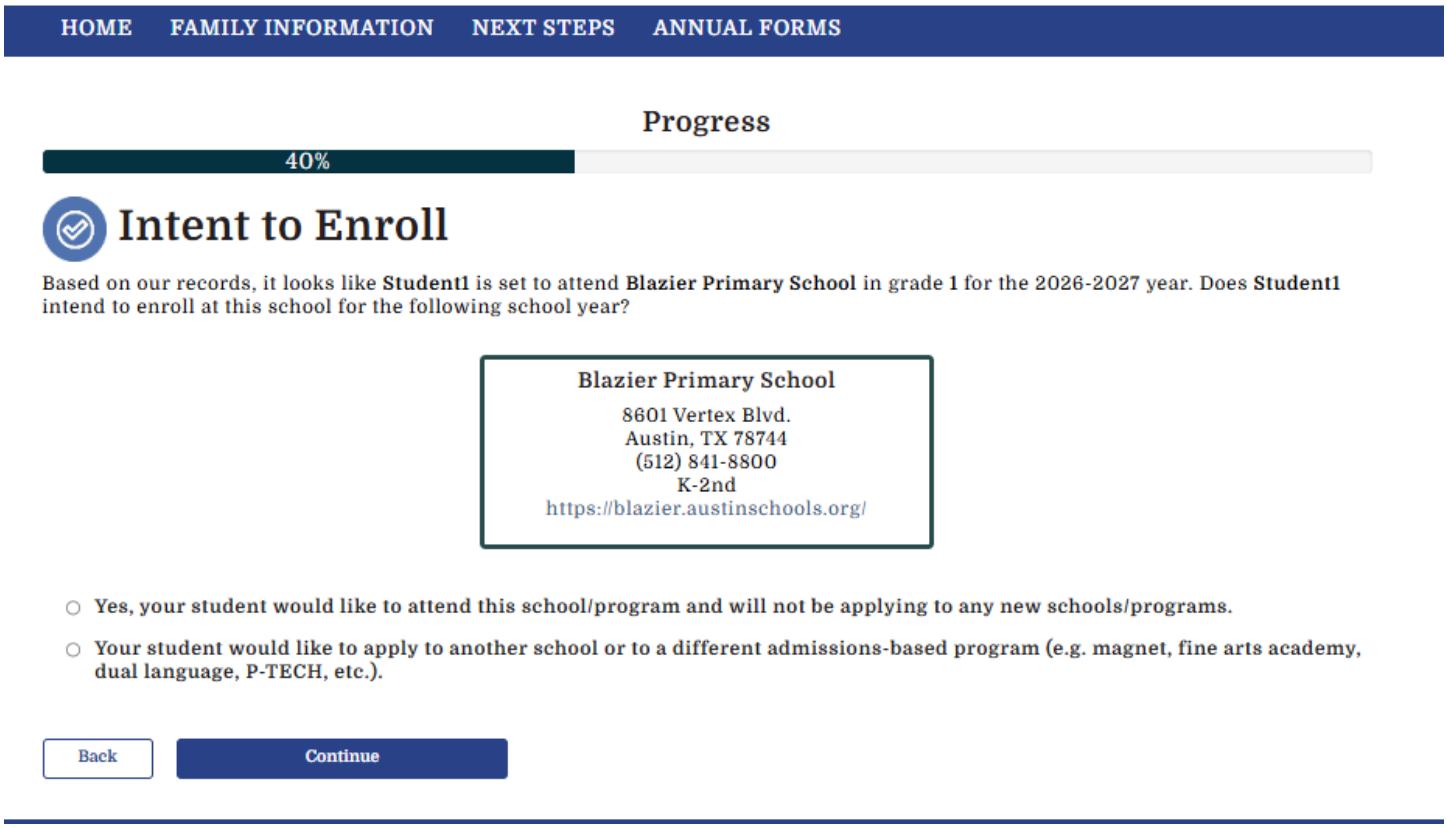


★Review the Contact Information screen and make any updates needed. Then click Continue.

- ➢ *If you need to change your address, navigate to the Family Information section in the top blue ribbon. This will change the address associated with all of your students.*



★Click the second button under the school block, then click Continue.



★On the next screen, you will see the special programs that are available in Round 2: General Registration and General Transfer Window for your child's grade level. Select up to seven programs. Then click Continue.

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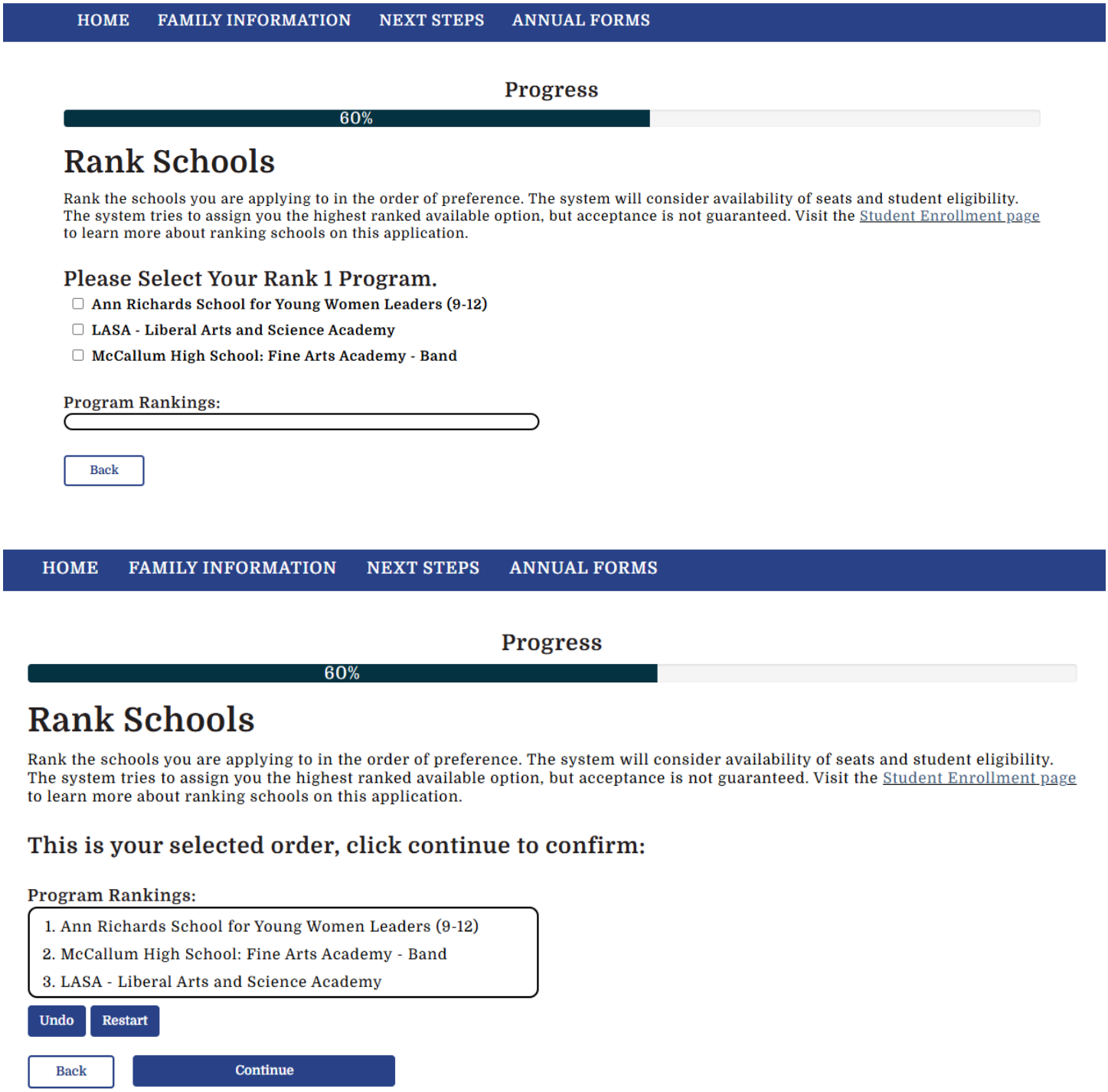


★On the next screen, indicate if either parent is a military service member or peace officer. Then click Continue.

HOME FAMILY INFORMATION NEXT STEPS ANNUAL FORMS

Progress

90%

Military or Peace Officer

HB 2892 allows students who are children of military service members or peace officers to receive priority when transferring. Applicants must provide proof to receive this priority.

Acceptable forms of documentation you may provide a copy of:

- Your Military ID Card
- DD Form 256

Austin ISD is not required to provide transportation if you are eligible for this priority.

Are you an Active Military or Peace officer?

Are you an active Military or Peace Officer?

No

Back Continue

★The next screen provides a summary of your application for this student.

HOME FAMILY INFORMATION NEXT STEPS ANNUAL FORMS

Progress

100%

Application Summary For Sttudent3

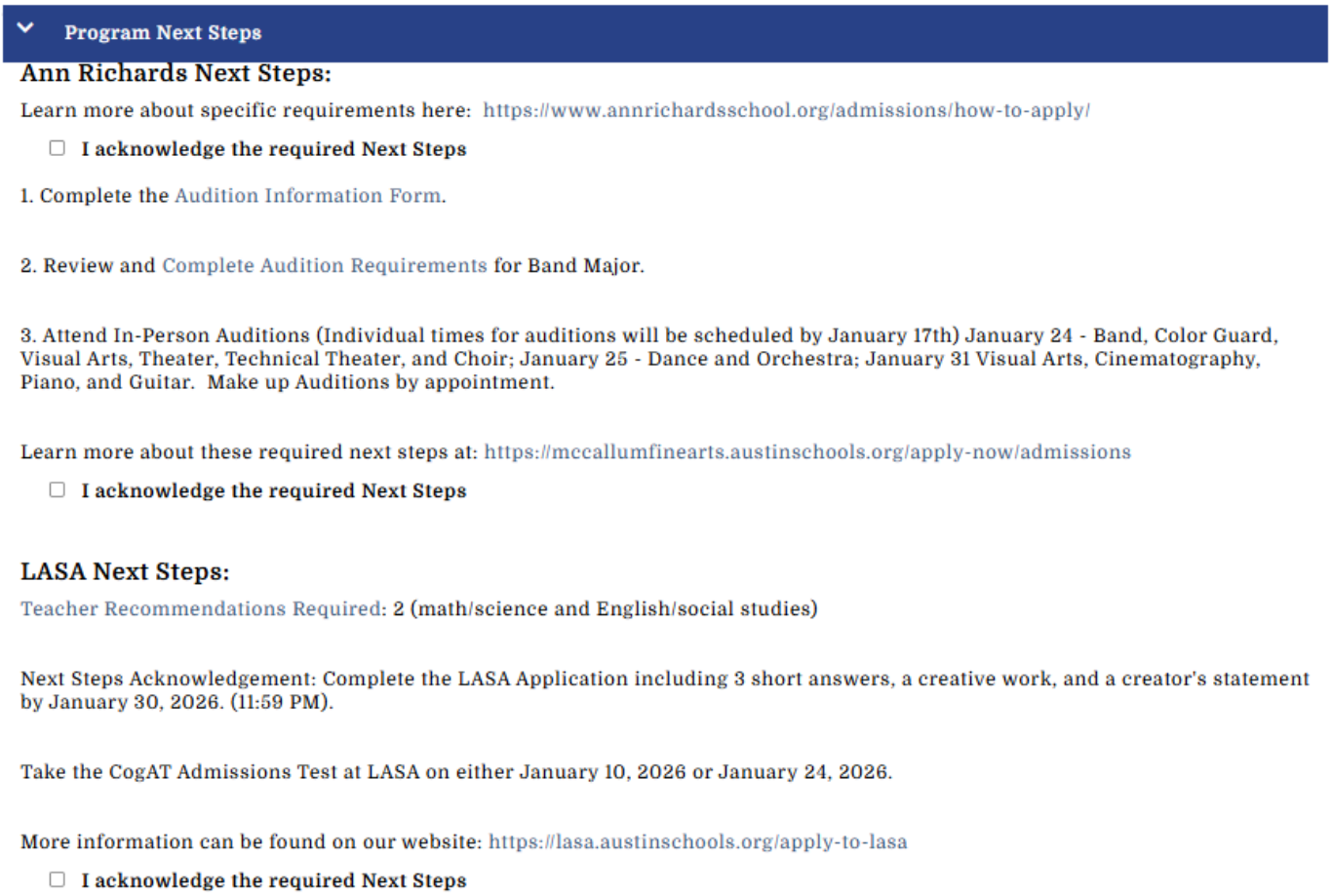
Print

Student & Parent/Guardian Information

Student Name	Sttudent3 Does
Email	janetdoes@email.com
Cell Phone Number	(512) 555-1111
Method(s) of Contact	Email and Text
Permission to receive text messages	Yes
Experiencing homelessness/displacement	No
Street#/ Street Name	6421 Kedington St
Apartment #	
City	Austin
State	TX
Zip Code	78747

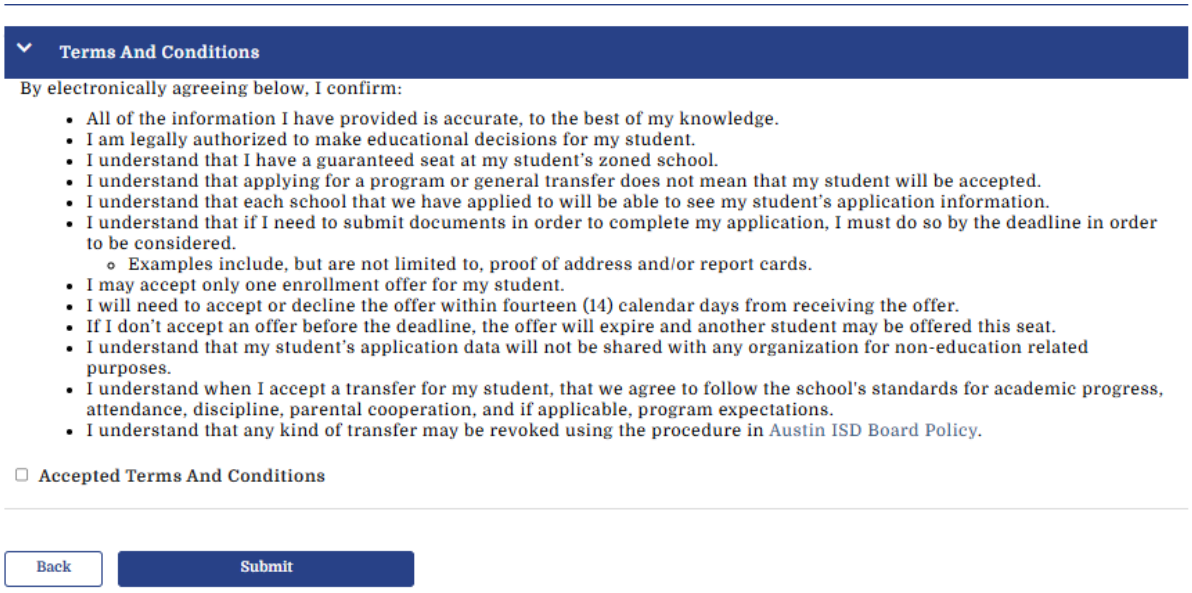
★Scroll down on this screen and acknowledge Next Steps (if necessary).

➢ *If Next Steps are present, you must click to acknowledge before you can submit the application.*

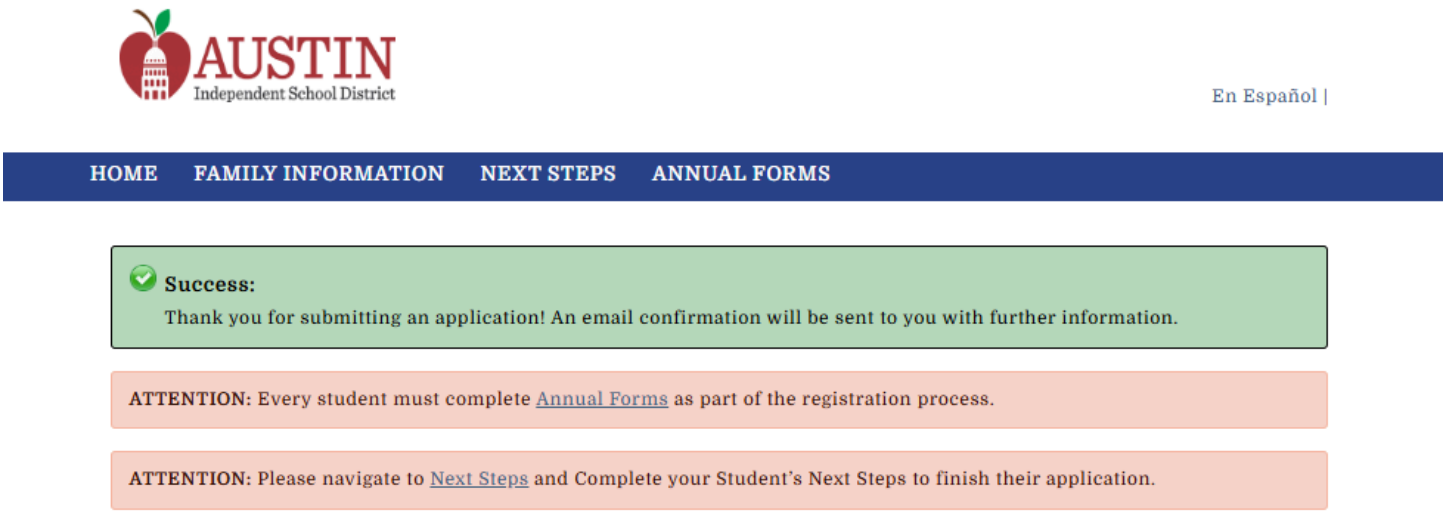


★Continue to scroll down and read the Terms and Conditions. Click Accepted Terms and Conditions. Click Submit.

➢ *You must click Accepted Terms and Conditions before you can submit the application.*



★Congratulations! You have submitted the application.



★Next, navigate to Annual Forms in the blue ribbon at the top of the screen. Scroll down for step by step help in the Annual Forms section.

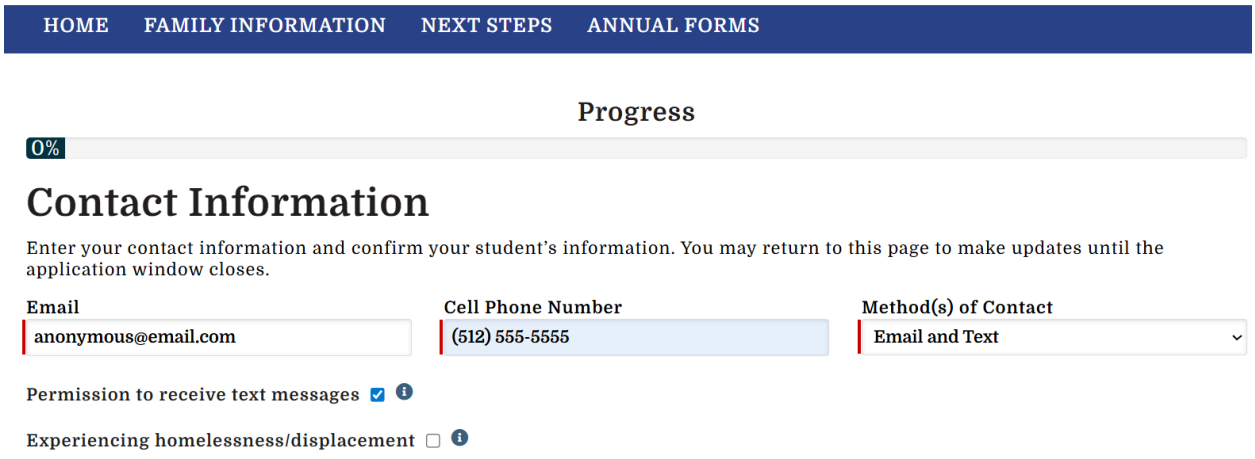
Round 3: General Registration and Transfer Exception Requests (currently closed)

★To complete general registration, click Start for the 2026-2027 School Year in your student's box in the My Student section at the bottom of the page.

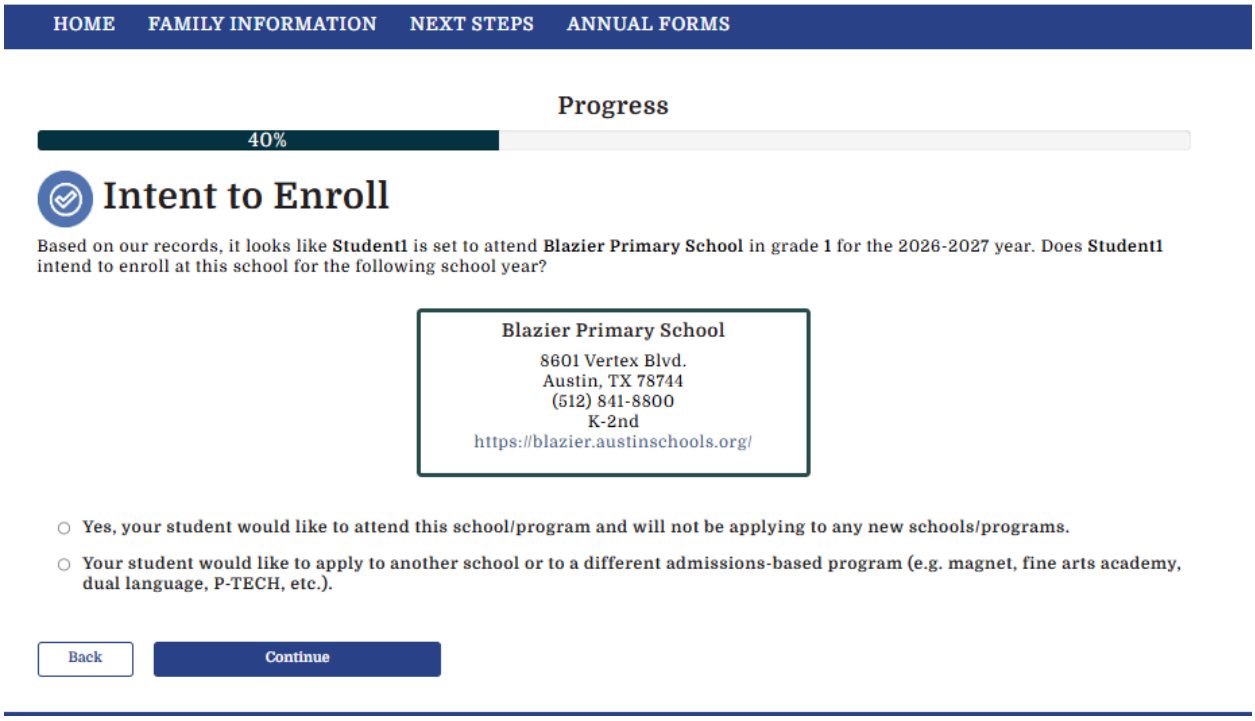


★Review the Contact Information screen and make any updates needed. Then click Continue.

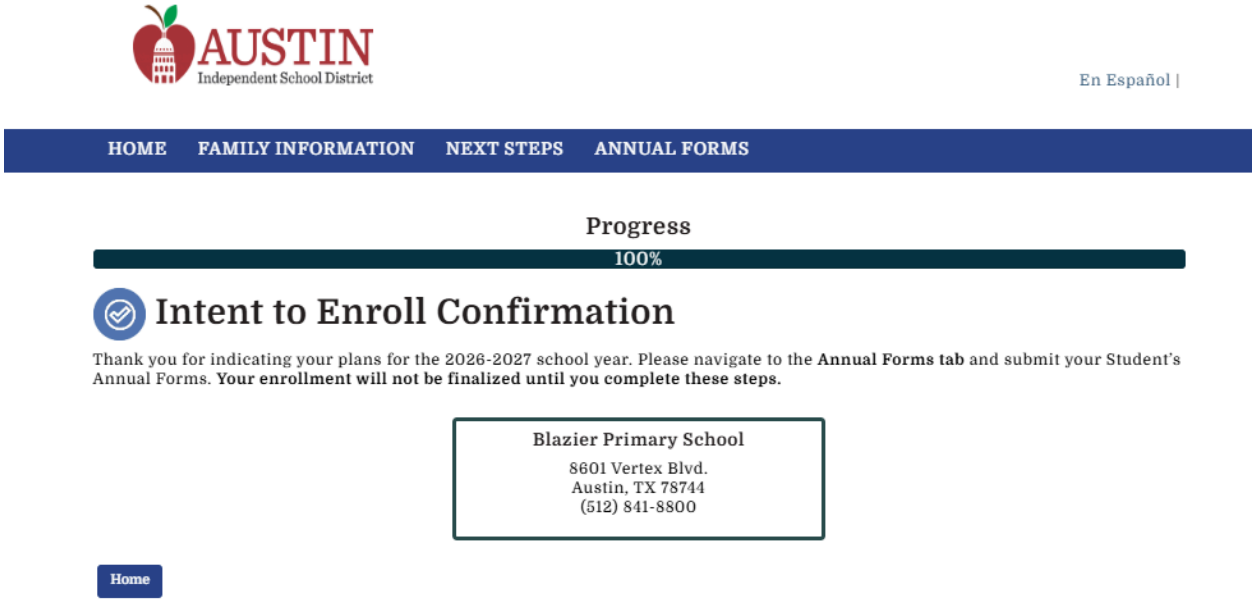
➢ *If you need to change your address, navigate to the Family Information section in the top blue ribbon. This will change the address associated with all of your students.*



★Click the first button under the school block, then click Continue.



★Congratulations! You have submitted your intention to attend your zoned school or return to the school you have been attending. Click Home.

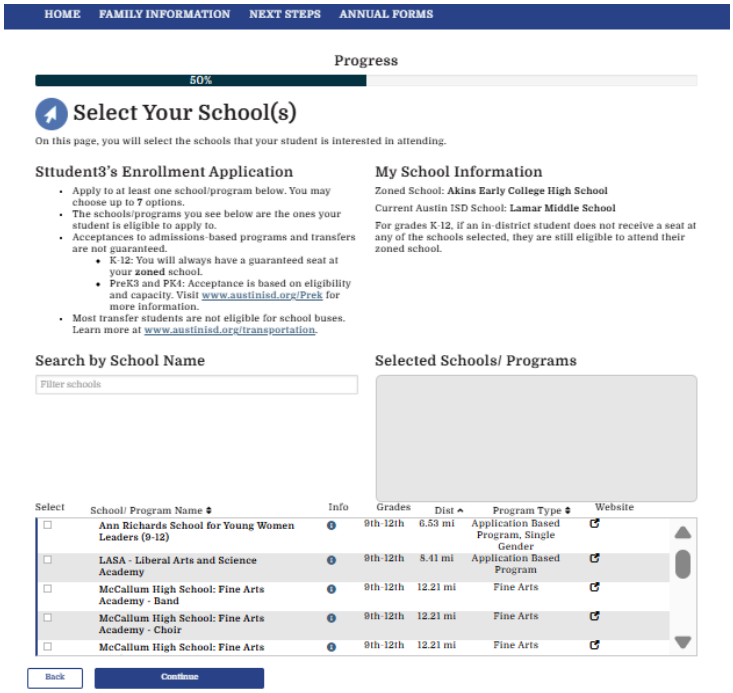


★Next, navigate to Annual Forms. Scroll down for step by step help in the Annual Forms section. (Look for a green bar titled Annual Forms)

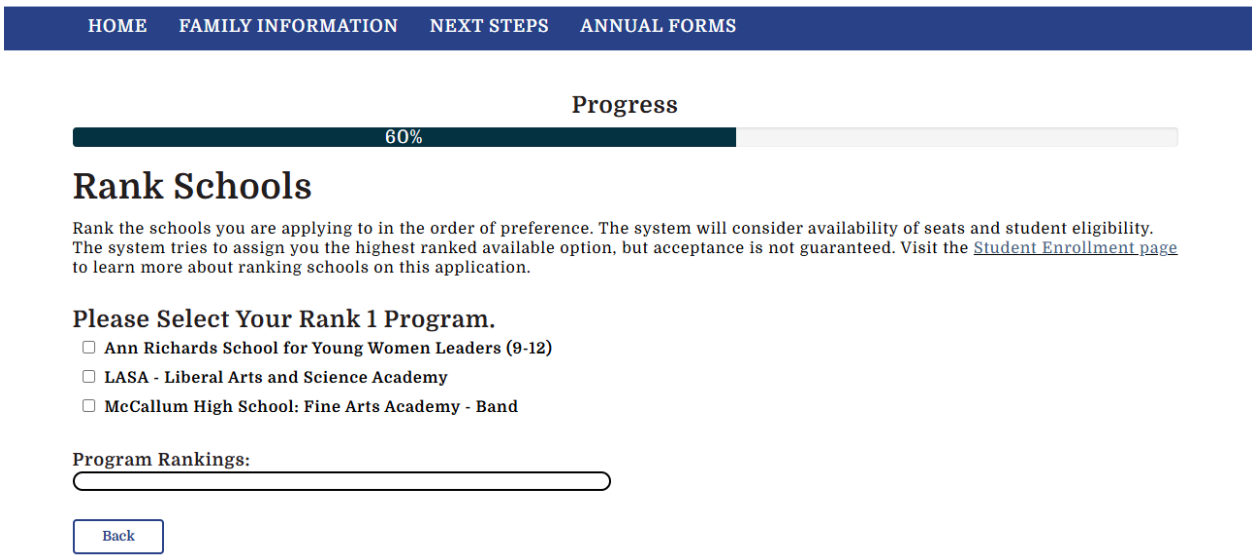
Next Section: Only for New Out of District students or those rising to 6th or 9th grade

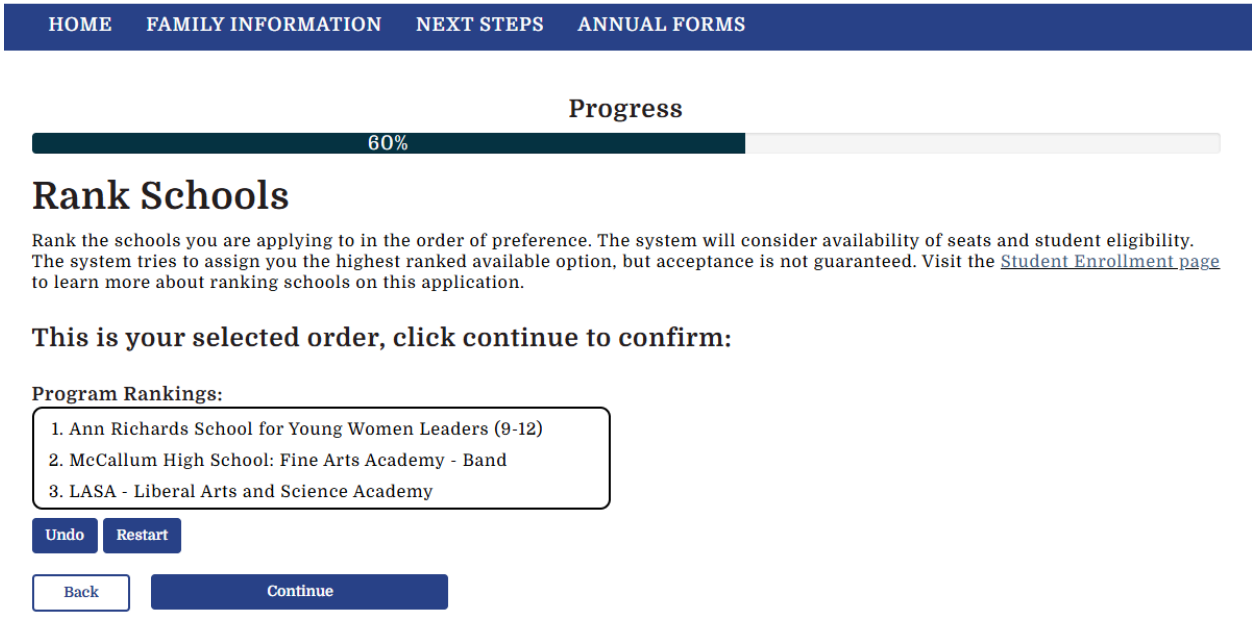
★On the screen, you will see the transfer schools that are available for your child's grade level. Select up to seven programs. Then click Continue.

➢ *You can click Back on most screens to go back to change information.*

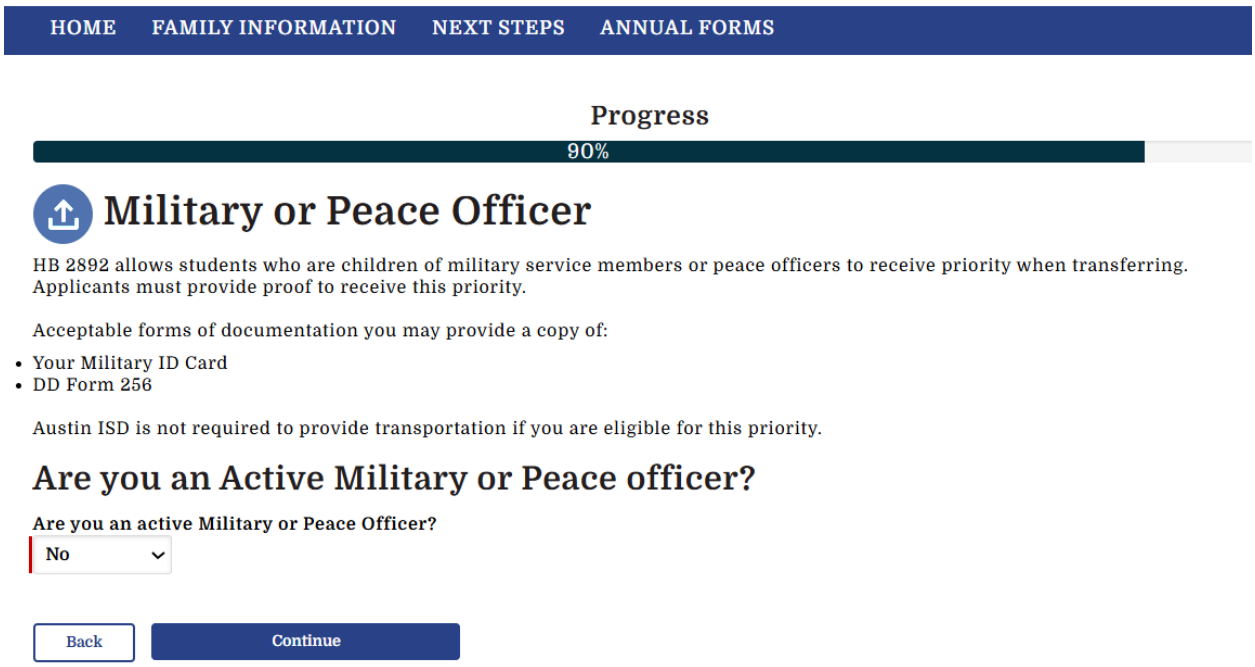


★On the next screen, click the programs in order to rank them. Then click Continue.

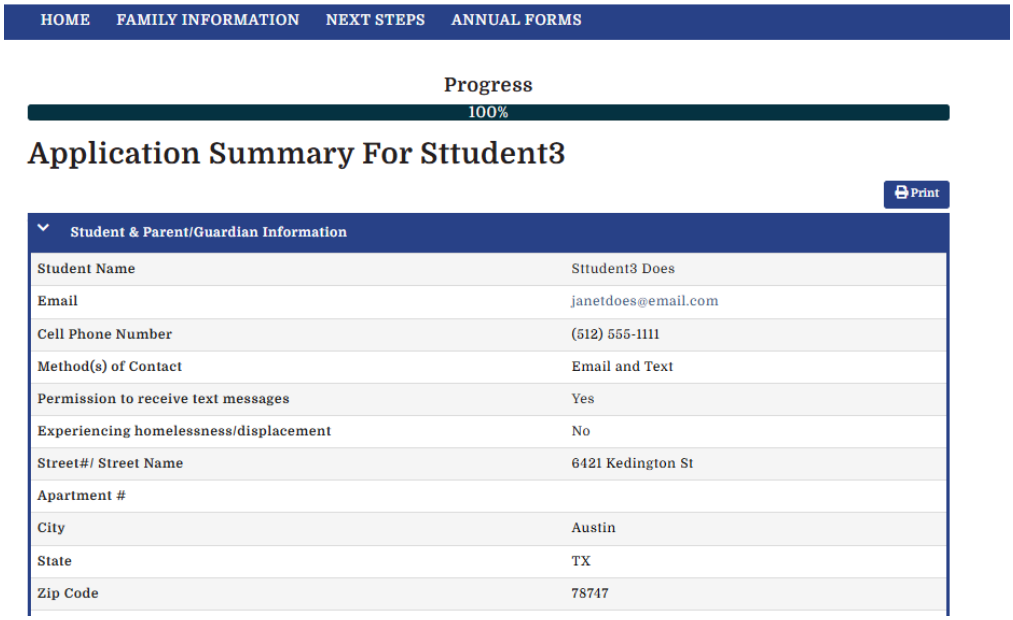




★On the next screen, indicate if either parent is a military service member or peace officer. Then click Continue.

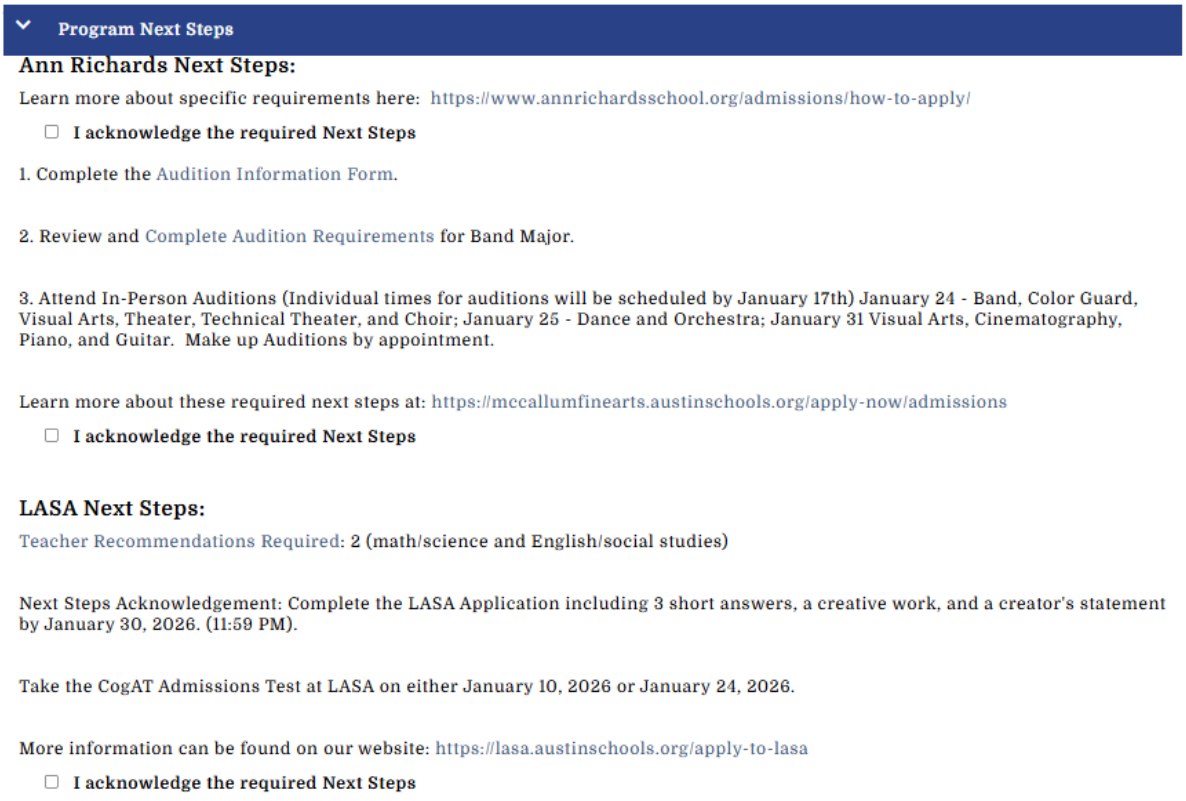


★The next screen provides a summary of your application for this student.



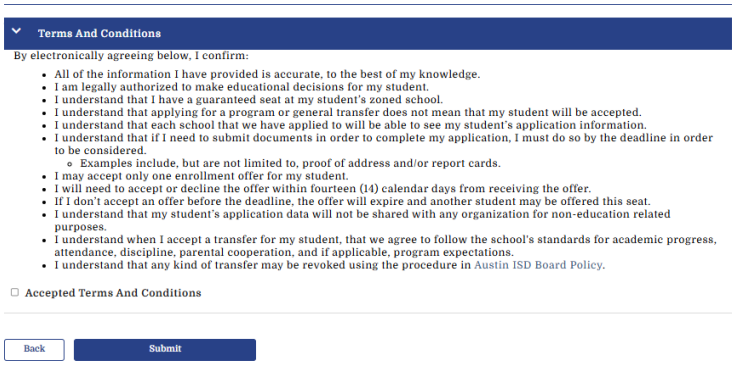
★Scroll down on this screen and acknowledge Next Steps (if necessary).

➢ *If Next Steps are present, you must click to acknowledge before you can submit the application.*

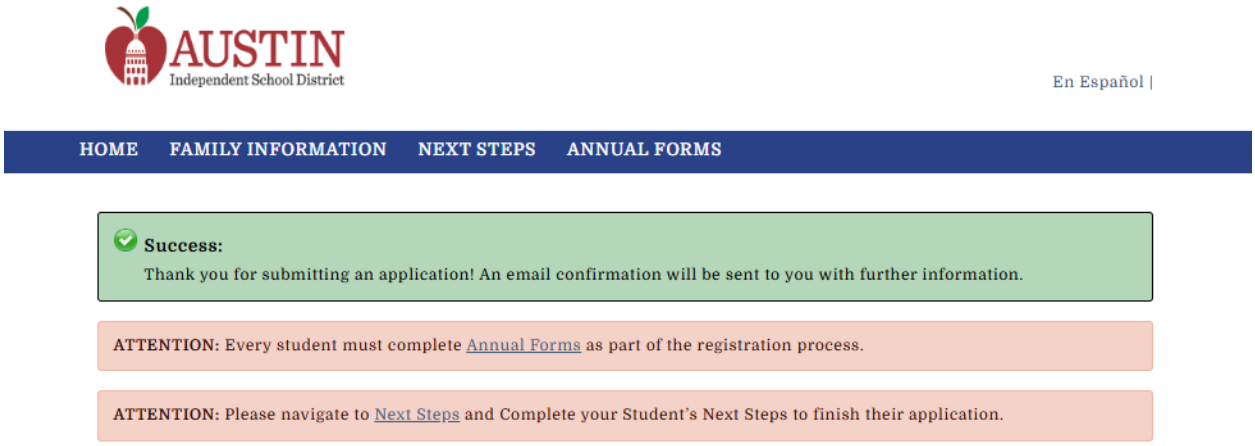


★Continue to scroll down and read the Terms and Conditions. Click Accepted Terms and Conditions. Click Submit.

➢ *You must click Accepted Terms and Conditions before you can submit the application.*



★Congratulations! You have submitted the application.



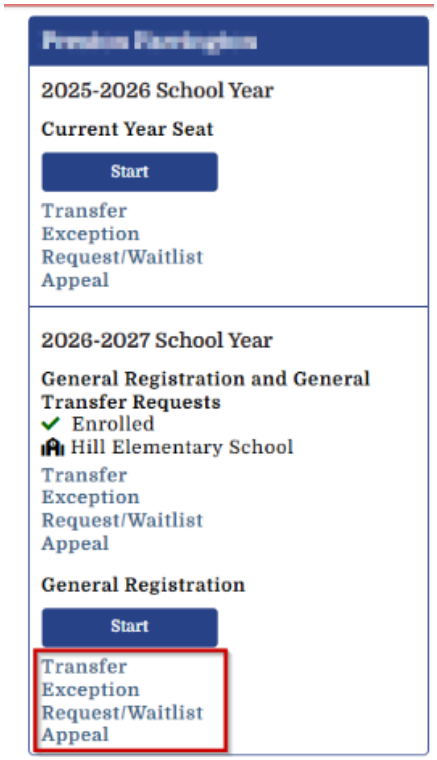
★Next, navigate to Annual Forms in the blue ribbon at the top of the screen. Scroll down for step by step help in the Annual Forms section.

Transfer Exception Request

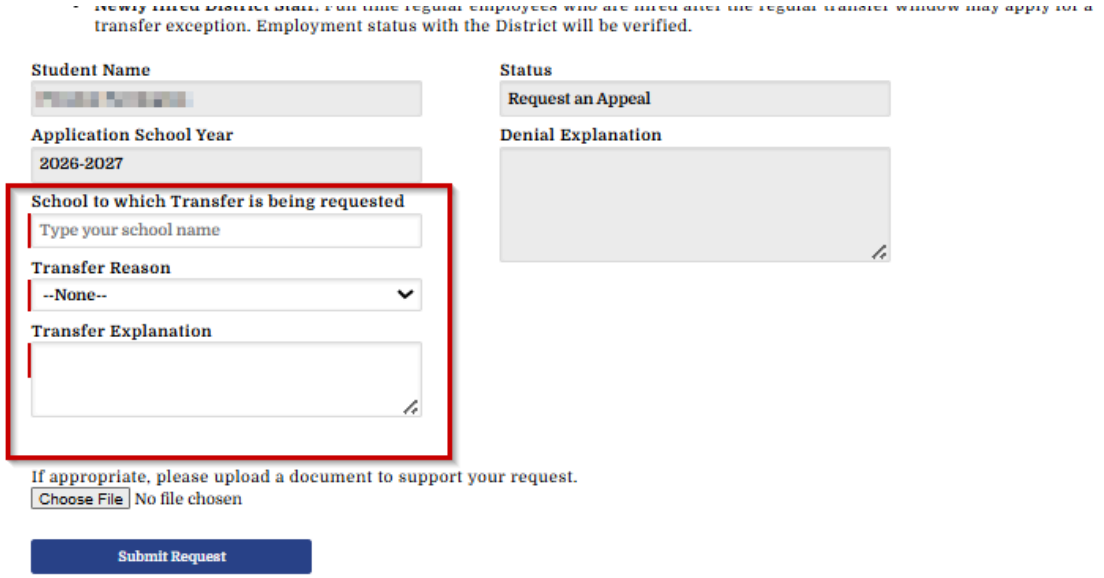
★Families that missed the deadline to request a transfer may submit a transfer exception request. Families have the ability to submit a transfer exception request if they are experiencing extenuating circumstances and need to transfer their student to a different school.

★Families may also use the “Transfer Exception Request/Waitlist Appeal” form to request to be sent an offer off the waitlist out of order.

★Navigate to your student tile and select “Transfer Exception Request/Waitlist Appeal” under the “START” button



★Complete each section (school to which transfer is being requested, transfer reason, and transfer explanation) and then select the “Submit Request” button.



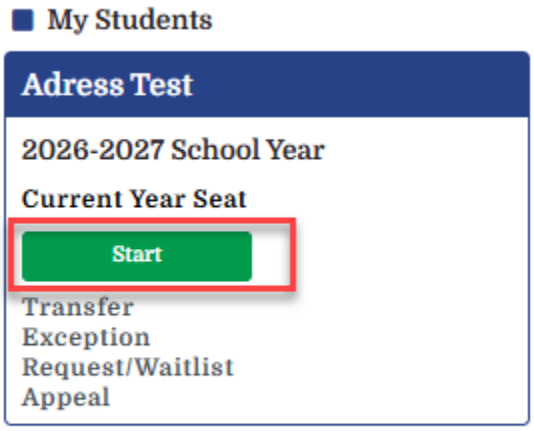
★You will receive an email once your request is processed.

➢ *Please note that requests may take a few weeks to process.*

Current Year Round: Current Year Seat and Transfer Exception Requests

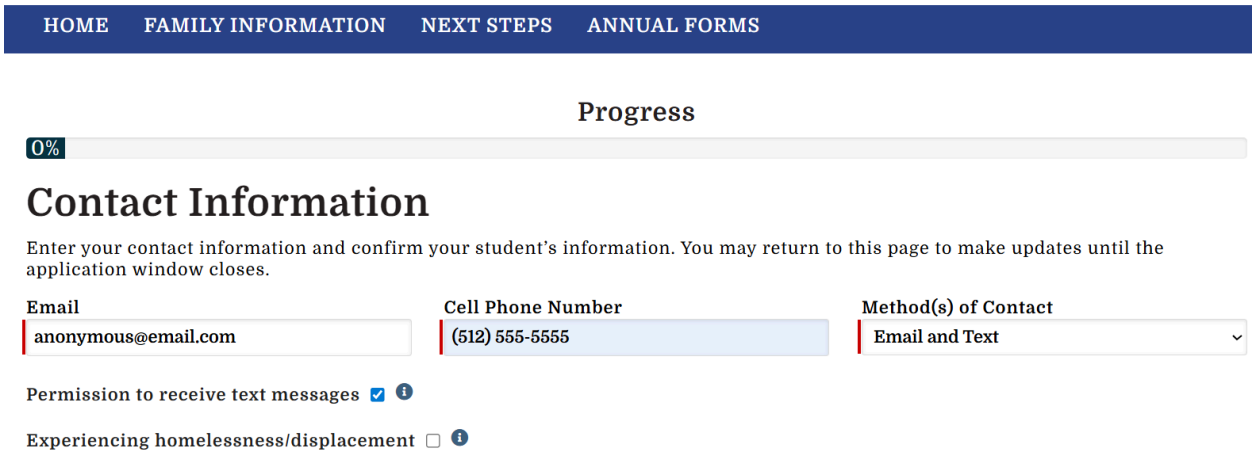
★To complete general registration, click **Start** for the **2026–2027 School Year** in your student's box under the **My Students** section at the bottom of the page.

Note: If you already completed registration during Round 1, Round 2, or Round 3 and have confirmed your student's seat, you do **not** need to complete the **Current Year Seat** registration again.

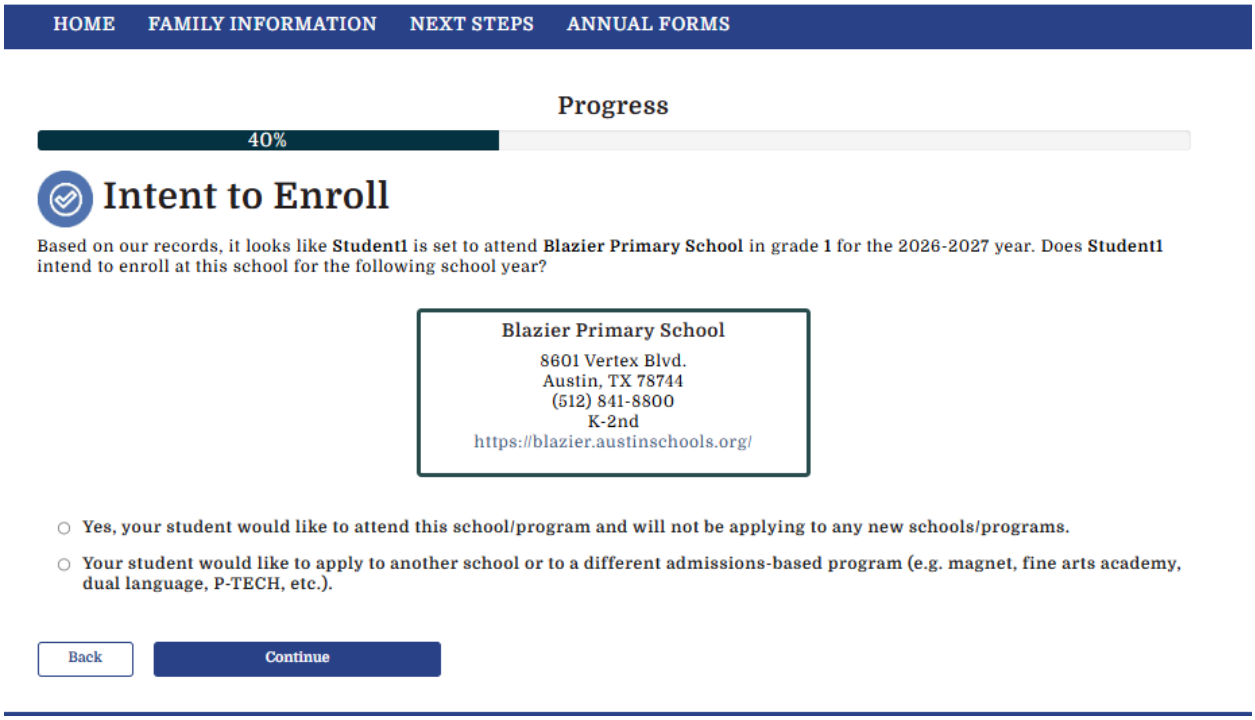


★Review the Contact Information screen and make any updates needed. Then click Continue.

➢ *If you need to change your address, navigate to the Family Information section in the top blue ribbon. This will change the address associated with all of your students.*



★Click the first button under the school block, then click Continue.



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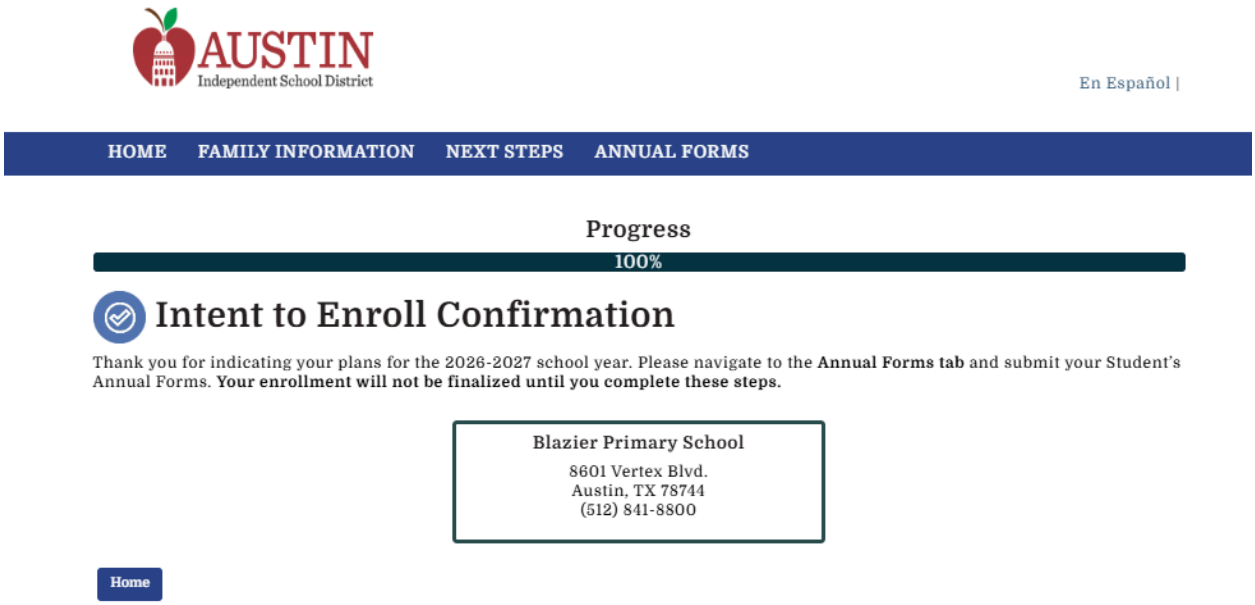

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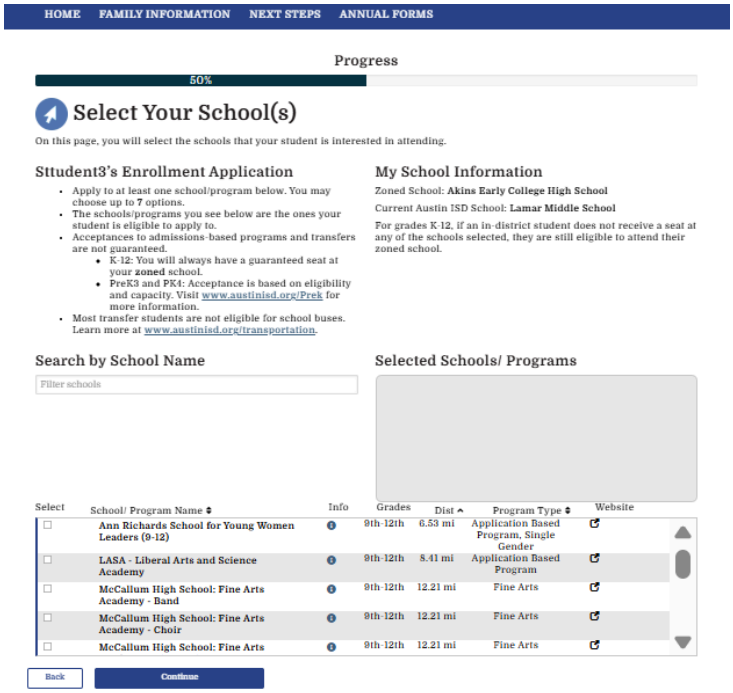

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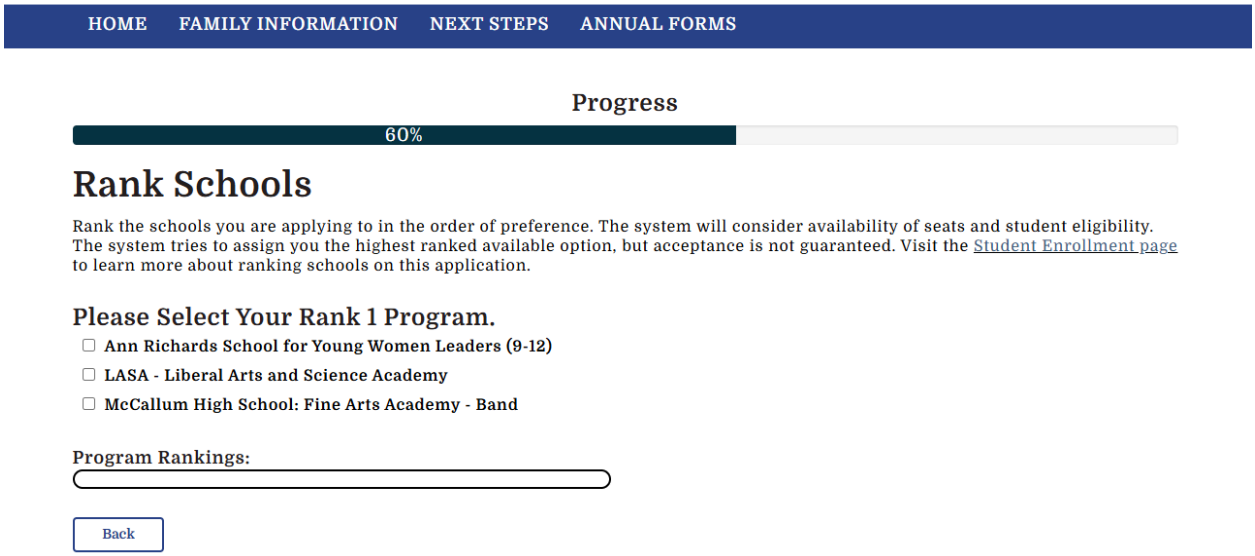

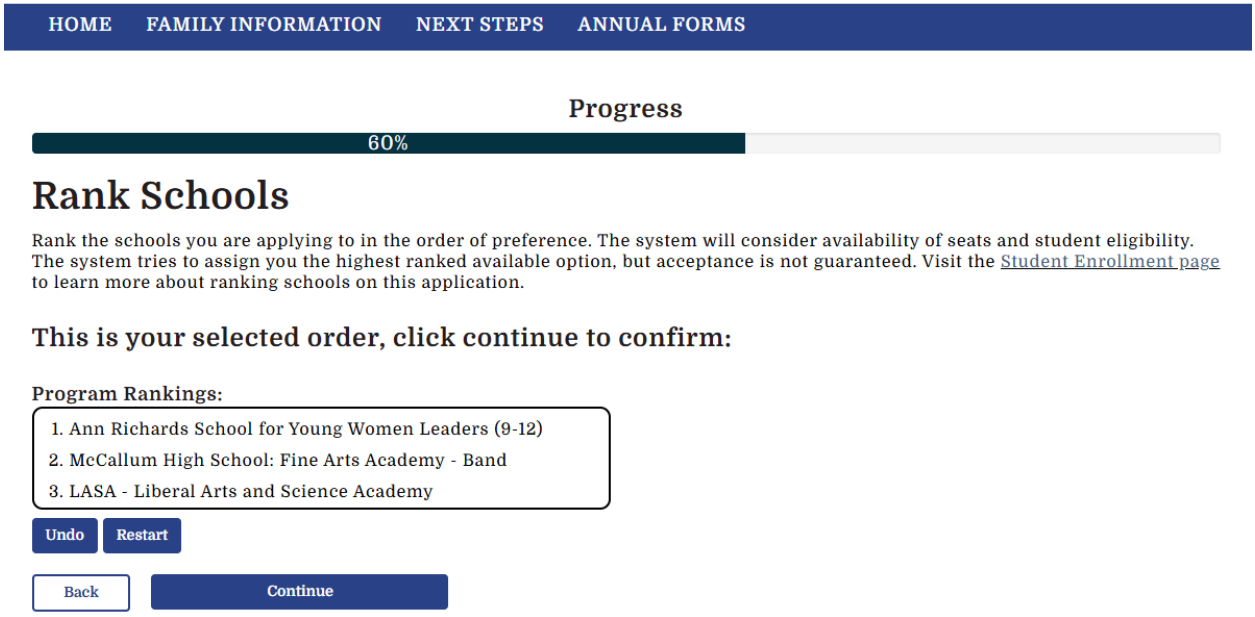

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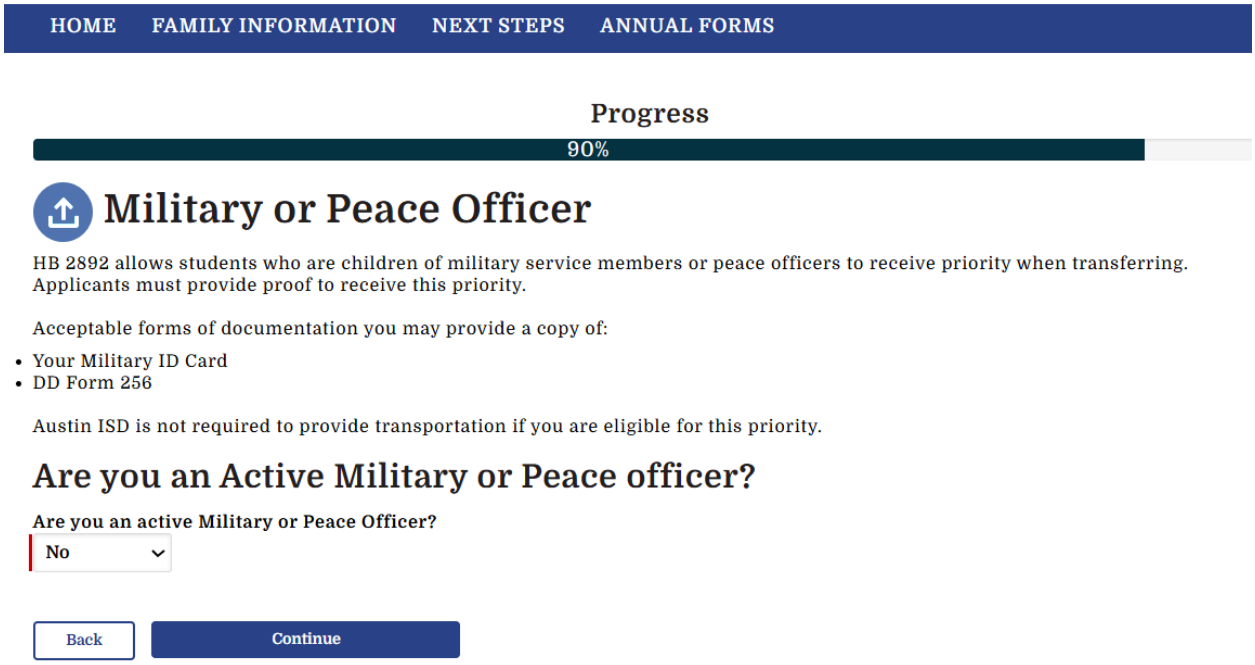

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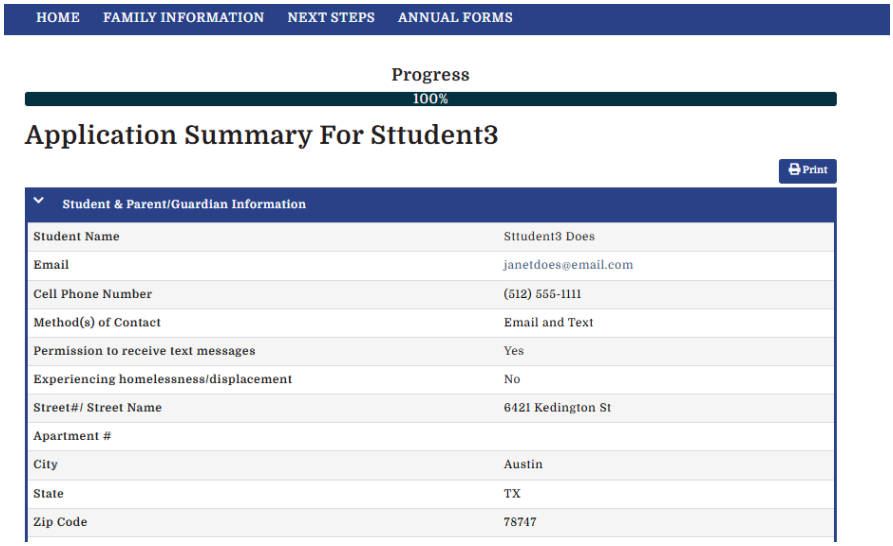

★Continue to scroll down and read the Terms and Conditions. Click Accepted Terms and Conditions. Click Submit.

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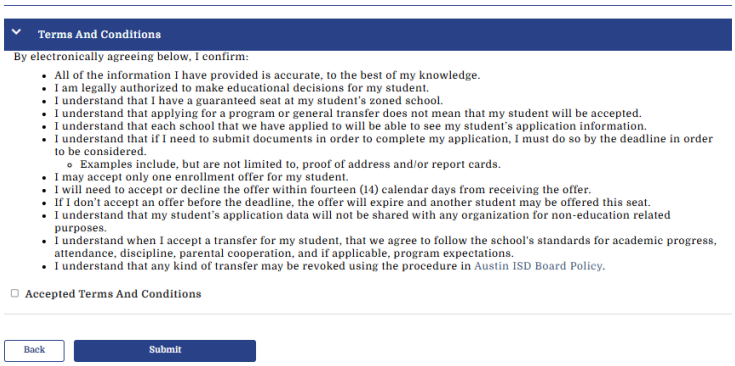

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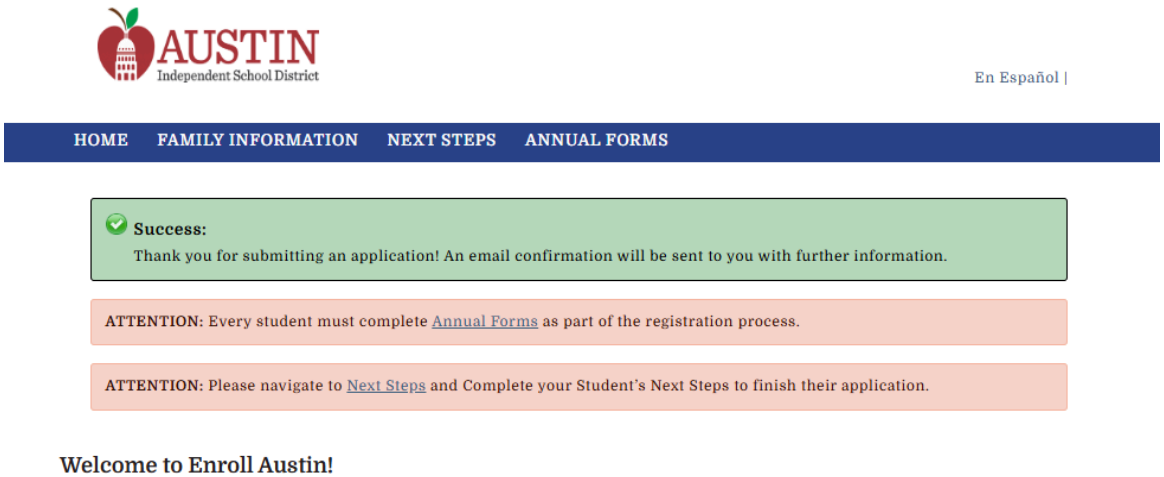

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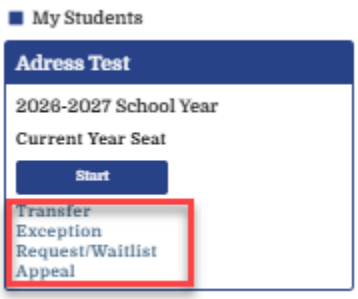
Transfer Exception Request

★Families that missed the deadline to request a transfer may submit a transfer exception request. Families have the ability to submit a transfer exception request if they are experiencing extenuating circumstances and need to transfer their student to a different school.

★Families may also use the “Transfer Exception Request/Waitlist Appeal” form to request to be sent an offer off the waitlist out of order.

★Navigate to your student tile and select “Transfer Exception Request/Waitlist Appeal” under the “START” button



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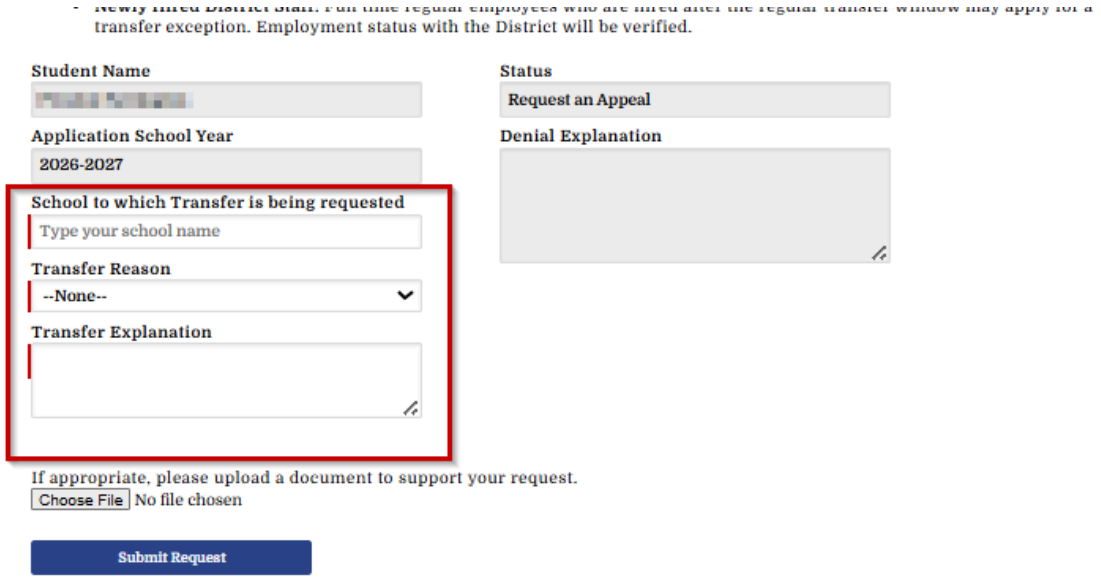
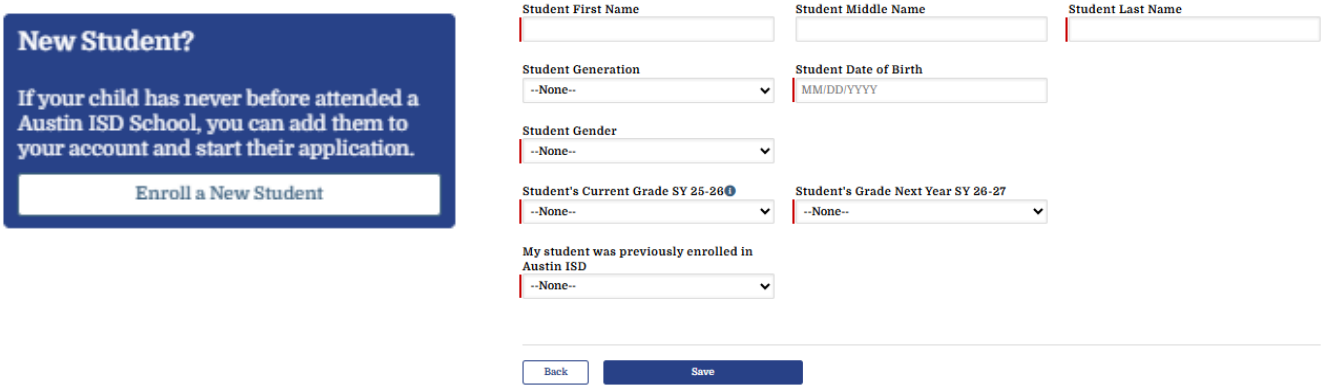


★You will receive an email once your request is processed.

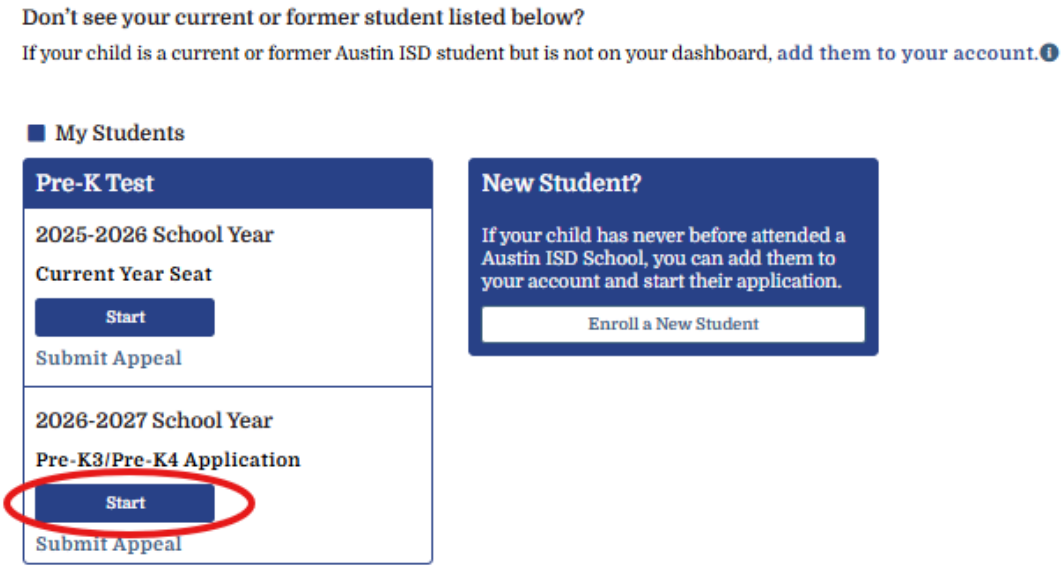
➢ *Please note that requests may take a few weeks to process.*

Pre-K3/Pre-K4 Application Round–Enrolling a new student

★ For new students **ONLY**: On the home page, scroll down to My Students. Click “Enroll a New Student”. Complete all boxes and select Next. Your new student will now appear in the **My Students** section.



★ Scroll down on the bottom of the home page and find your student. Click **Start** under **Pre-K3/Pre-K4 Application**.



★ Complete the student information. Some information will be copied over from the initial forms. Then click Continue.

Progress

0%

Contact Information

Enter your contact information and confirm your student's information. You may return to this page to make updates until the application window closes.

Email | **Cell Phone Number** (555) 555-5555 | **Method(s) of Contact** Email and Text

Permission to receive text messages ☑

Experiencing homelessness/displacement ☐

Street#/ Street Name | **Apartment #**

City Austin | **State** TX | **Zip Code**

NOTE: To change the address that appears above, return to the "Family Information" tab on the homepage.

Choose the language to receive district messages: English

Student Information

Student First Name Pre-K | **Student Middle Name** | **Student Last Name** Test

Preferred Name/Nickname | **Student Cell Phone**

Student Generation --None-- | **Student Date of Birth** 2/10/2022 | **Gender** Female

Hispanic/Latino No

Student Race

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☑ White

What language is spoken in your home most of the time? Spanish

Contact your student's campus if the grade information is incorrect. Note that these selections will need to be validated by Austin ISD staff prior to final registration.

Student's Current Grade SY 25-26 Pre-K3 | **Student's Grade Next Year SY 26-27** Pre-K4

Student Currently Attends

Type your school name

- ☑ Not Applicable
- ☐ Not Listed

Has your student ever attended a Texas public or charter school? Yes

If you answer "No" to "Has your student ever attended a Texas public or charter school?", you will complete the Home Language Survey (HLS). If you answer "Yes," the HLS will not appear, as it is only completed once in a Texas school.

★ If necessary, complete the Home Language Survey: Answer all language questions carefully, as this legal document guides assessments and program decisions. Click Continue.

Progress

20%

HOME LANGUAGE SURVEY

19 TAC Chapter 89, Subchapter BB, §89.1215
(Home Language Survey only administered during **initial** enrollment in Texas public schools)

To be completed by Parent or Guardian for students enrolling in Prekindergarten* through grade 8 (or by students in grades 9-12).

*Prekindergarten includes any student enrolling in a 3- or 4-year-old school program.

Part One:

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:
Please answer the questions below about the languages your child or family uses. If your responses indicate the use of a language other than English, the school will conduct a language proficiency assessment to determine how well your child communicates in English. This information will be used to determine any appropriate linguistic supports and inform instructional recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel. This survey shall be kept in each student's permanent record folder. A copy of this survey shall follow the student while enrolled in any public or open enrolled charter school in Texas.

Part Two:

Please answer the questions to the best of your ability.

1. Which languages are used at home?
Select All that Apply

2. Which languages are used by the child at home?
Select All that Apply

3. If the child had a previous home setting, which languages were used? If there was no previous home setting, answer Not Applicable (N/A).
Select All that Apply

☐ **By checking this box, I understand a request to correct an error to this Home Language Survey can only happen if:**
1) my child has not yet been assessed for English proficiency; and
2) corrections are made within two calendar weeks of my child's enrollment date.

Note: Please contact your school about the benefits of bilingual education services. The following resources may also provide information on program services that foster bilingualism.

- Parent/ Guardian Rights
- Bilingual Education Program
- Program Information Videos

Please visit the Emergent Bilingual Support Portal (txel.org) for additional information.

Signature of Parent/Guardian

Date
[2/20/2026]

Signature of Student if Grades 9-12

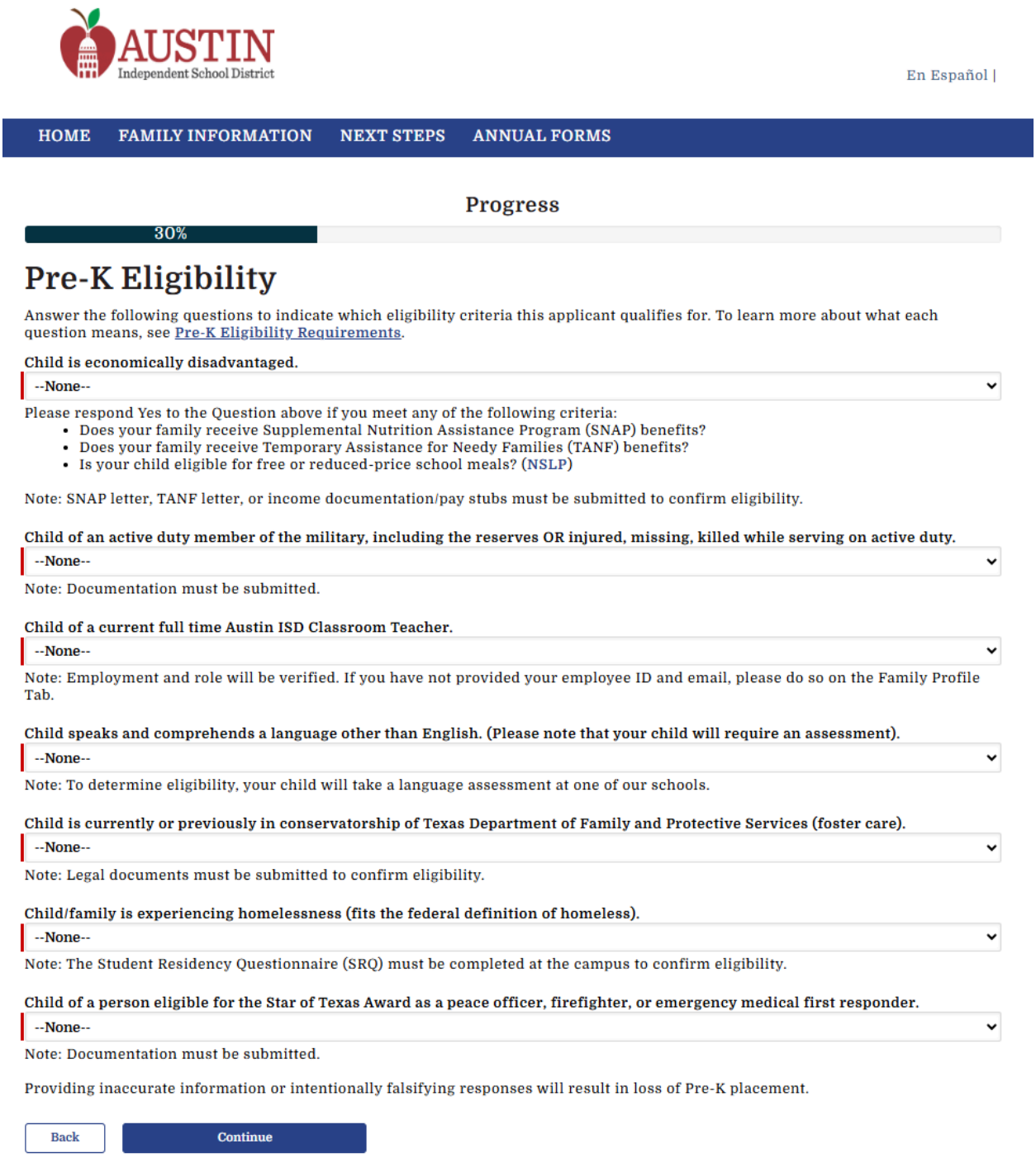
Date
[2/20/2026]

For other languages, please download this form and upload below.

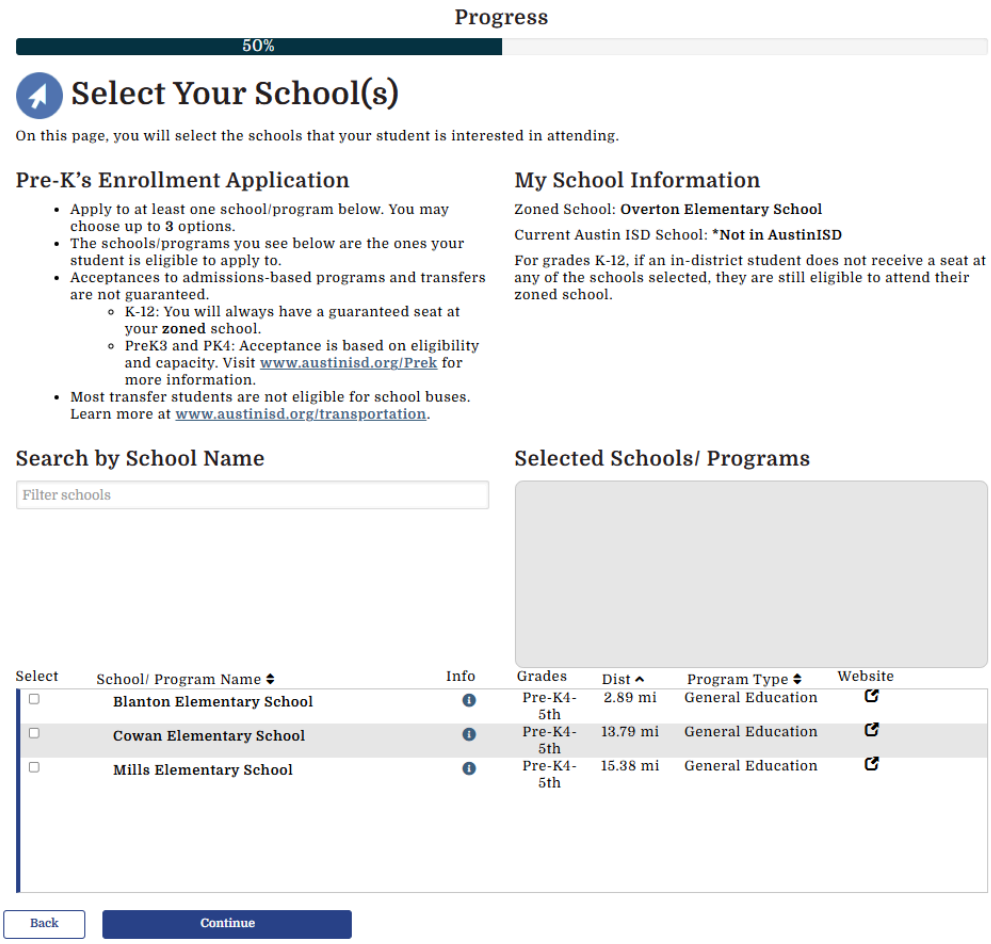
Document Upload

Back | Continue

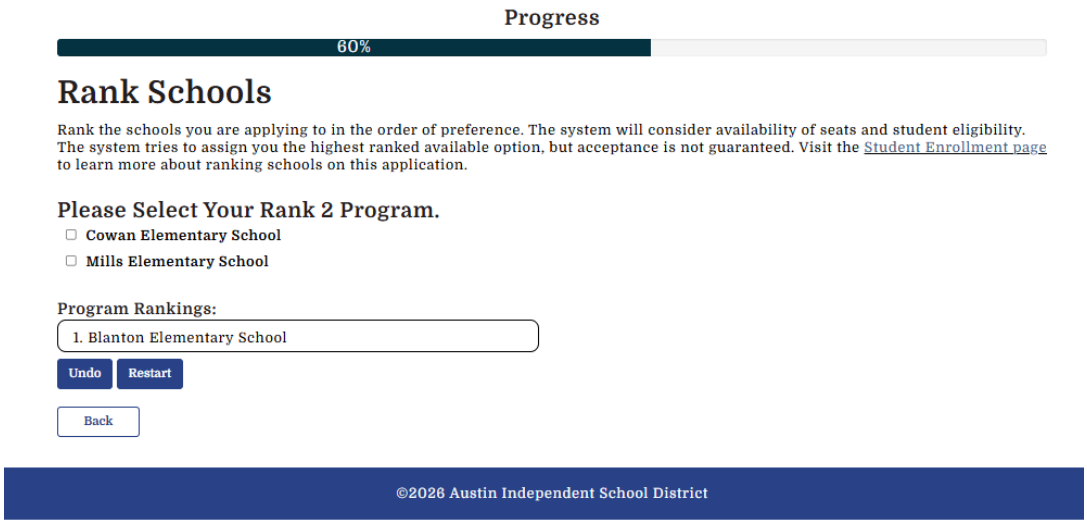
★Complete the Pre-K Eligibility Questionnaire. Your answers will help to determine what documentation may be needed for your student. Click Continue.



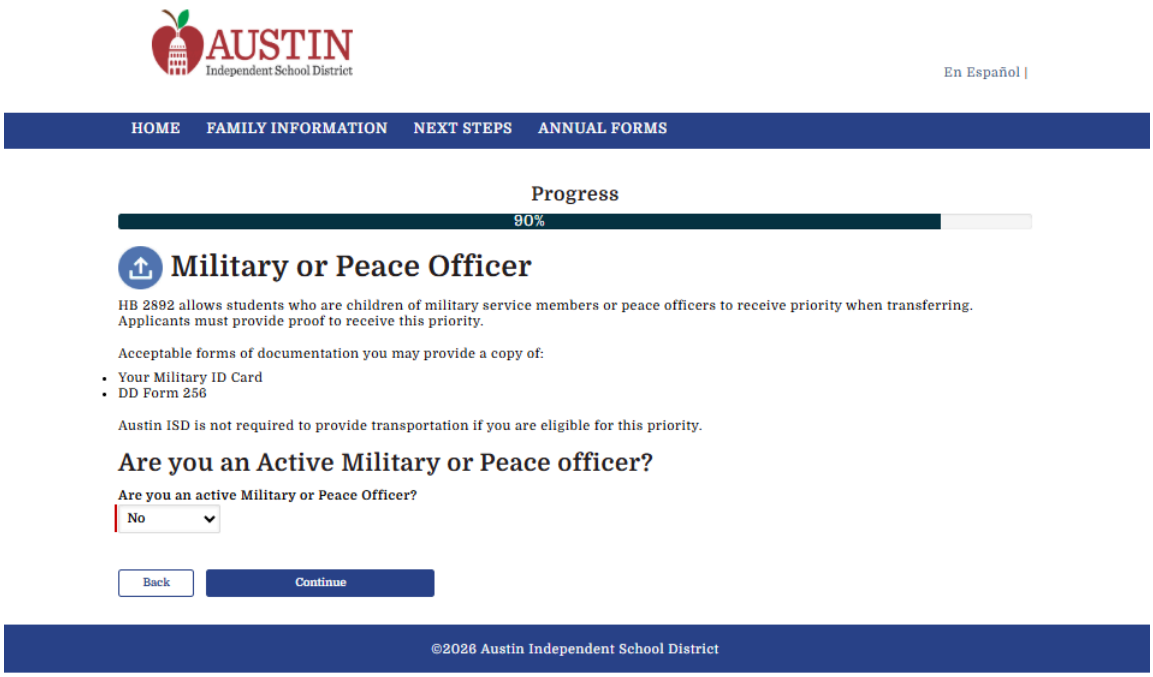
★Select your schools: Apply to up to **3 campuses/programs**.



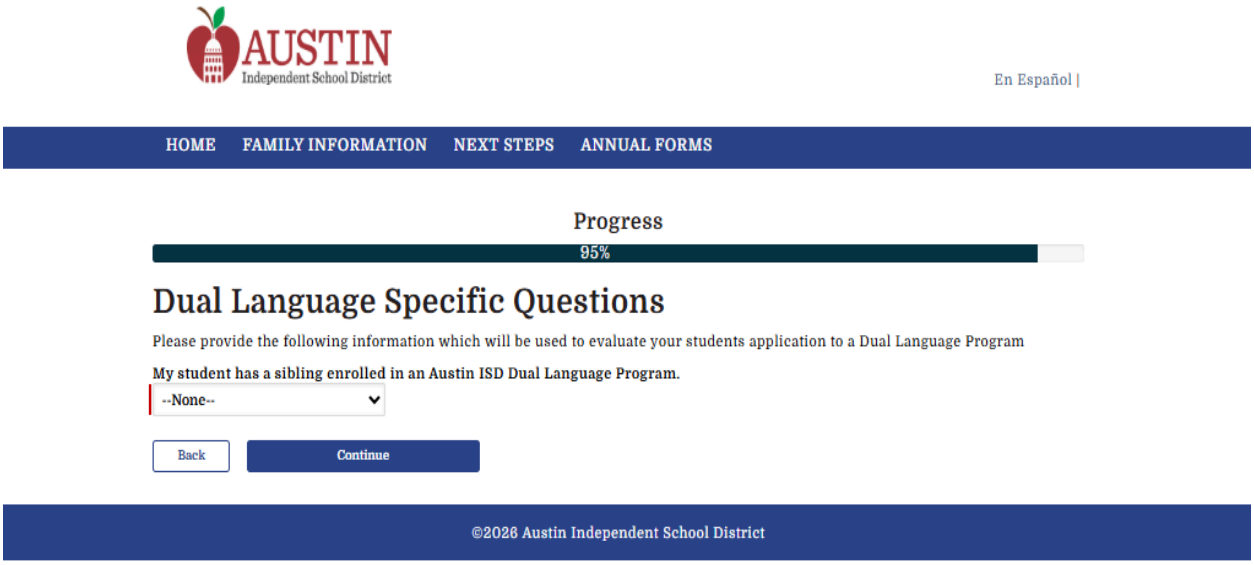
★**Rank campuses/programs** in order of preference. If you receive an offer and accept, lower-ranked choices will be removed.



★Answer the Military or Peace Officer Questions. Click **Continue**.



★ If you have applied to a dual language program, answer the Dual Language Specific Questions. Click Continue.



★Review and submit your application

City	Austin
State	TX
Zip Code	78724
Student First Name	Pre-K
Student Middle Name	
Student Last Name	Test
Preferred Name/Nickname	
Student Cell Phone	
Student Generation	
Student Date of Birth	2/10/2022
Gender	Female
Hispanic/Latino	No
Race	White
Student's Current Grade SY 25-26	Pre-K3
Student's Grade Next Year SY 26-27	Pre-K4
Student Currently Attends	*Not in AustinISD

Selected Schools/Programs

School/Program	
Travis Heights Elementary School: Dual Language (Spanish/English)	1
Cowan Elementary School	2
Mills Elementary School	3

School and Program Specific Questions

Travis Heights Elementary School: Dual Language (Spanish/English)	
Has Sibling in Dual Language	No

Pre-K Eligibility

Eligible for National Lunch Program	No
Child of active duty military	Yes
Child of Teacher	No
Child is unable to comprehend English	Yes
Child is or has been in foster care	No
Child is homeless (federal definition)	Yes
Child of Person Star of Texas Eligible	No

Military/Peace Officer

Are you an active Military or Peace Officer?	No

Terms And Conditions

By electronically agreeing below, I confirm:

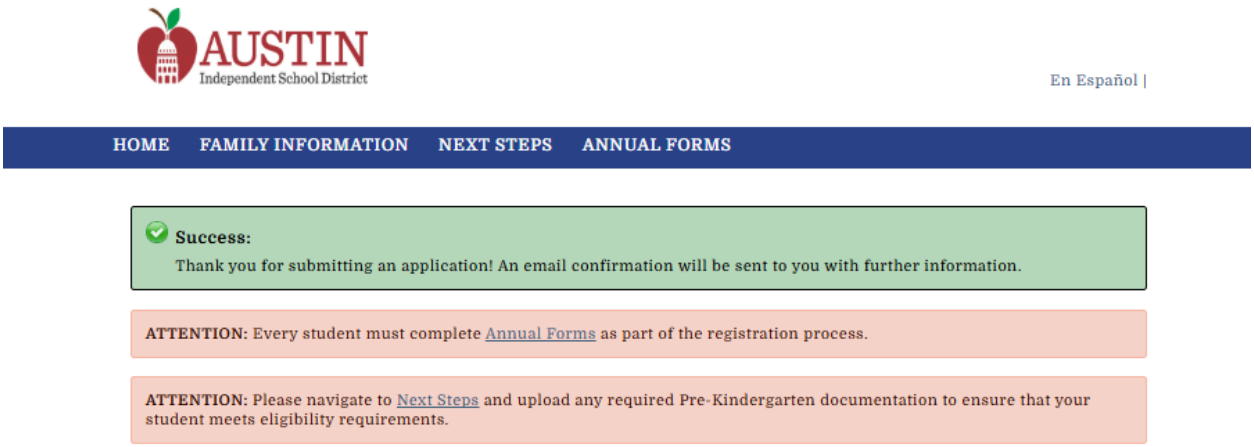
- All of the information I have provided is accurate, to the best of my knowledge.
- I am legally authorized to make educational decisions for my student.
- I understand that I have a guaranteed seat at my student's zoned school.
- I understand that applying for a program or general transfer does not mean that my student will be accepted.
- I understand that each school that we have applied to will be able to see my student's application information.
- I understand that if I need to submit documents in order to complete my application, I must do so by the deadline in order to be considered.
  - Examples include, but are not limited to, proof of address and/or report cards.
- I may accept only one enrollment offer for my student.
- I will need to accept or decline the offer within fourteen (14) calendar days from receiving the offer.
- If I don't accept an offer before the deadline, the offer will expire and another student may be offered this seat.
- I understand that my student's application data will not be shared with any organization for non-education related purposes.
- I understand when I accept a transfer for my student, that we agree to follow the school's standards for academic progress, attendance, discipline, parental cooperation, and if applicable, program expectations.
- I understand that any kind of transfer may be revoked using the procedure in Austin ISD Board Policy.



☑ Accepted Terms And Conditions

Back | Submit

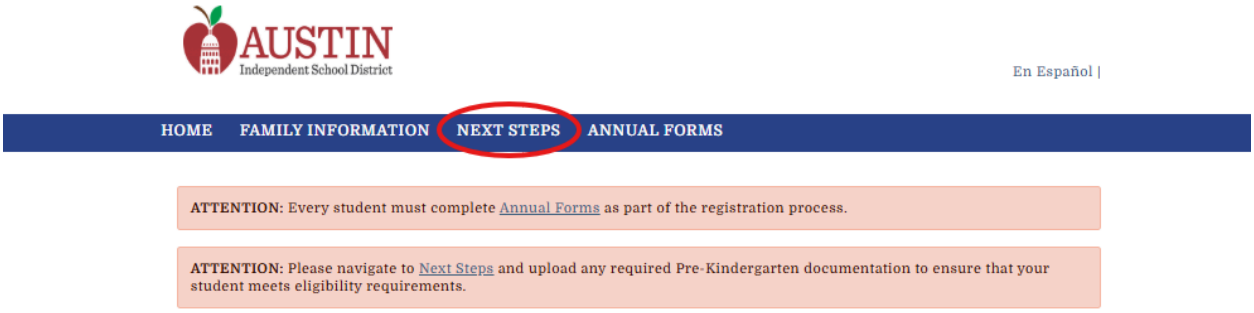
★After you have submitted your application, you must complete **ANNUAL FORMS**. These forms provide necessary information to Austin ISD and your school(s).



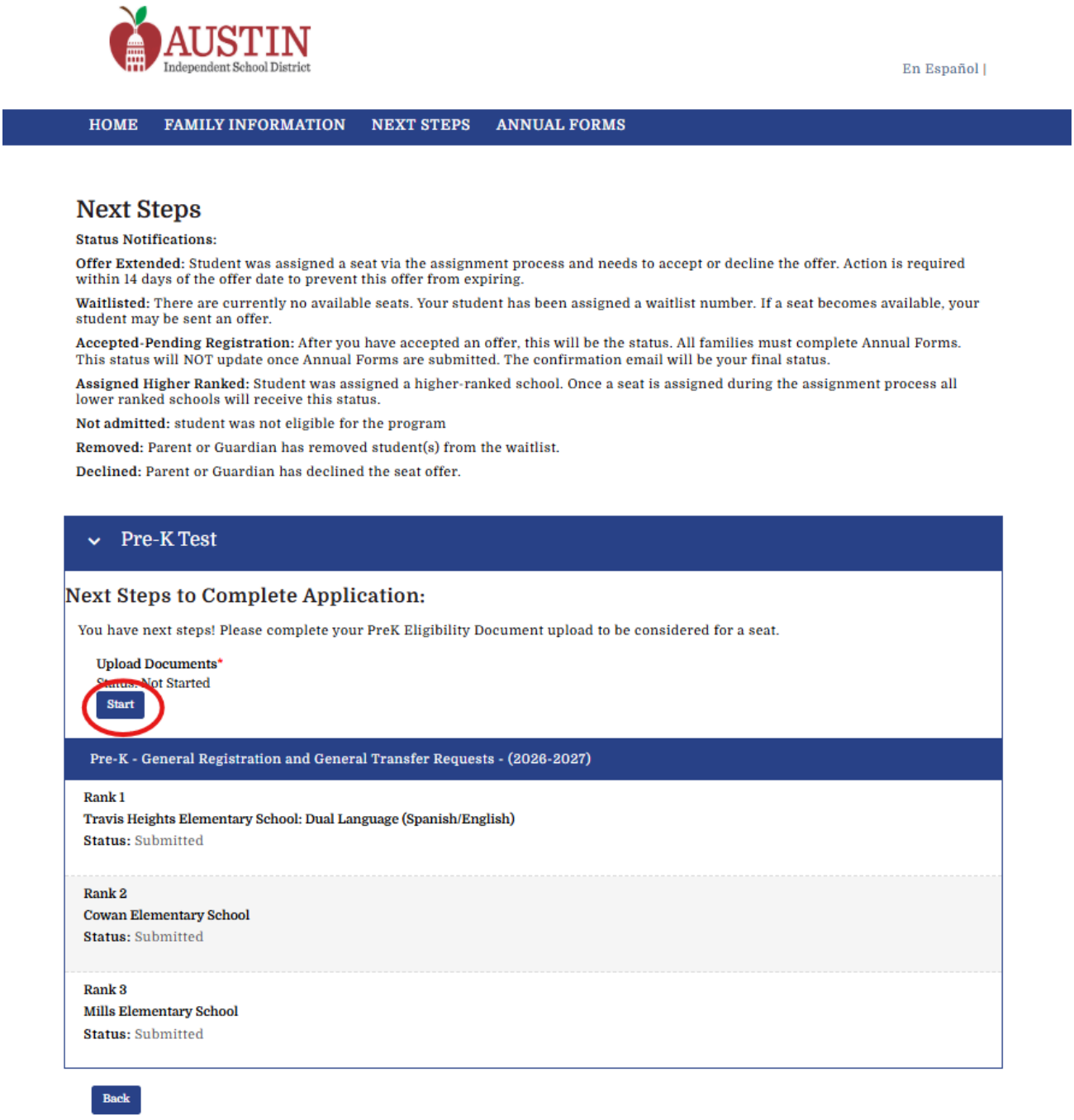
★Additionally, All Pre-K students must navigate to Next Steps to upload any required Pre-Kindergarten documentation to evaluate eligibility requirements.

Complete the Pre-K verification form

★Navigate to “Next Steps” tab in the ribbon on the Enroll Austin home screen



★Under your student's name, select **Next Steps to Complete Application** and click **Start** to access the Pre-K Eligibility Form.



★Complete the Pre-K Eligibility Form with accurate student information and select how you will submit the required documentation, either by uploading it online or providing it directly to the campus.

Pre-K Eligibility

Please indicate which forms (if any) you would like to provide for your student to document eligibility. Please note that if you were assigned a seat and are unable to provide documentation supporting your application, you will lose your seat.

Student Name:	Student Date of Birth:	Student Frontline Id:
Test, Pre-K	2/10/2022	

Educationally Disadvantaged - ALL FAMILIES MUST SUBMIT PROOF OF INCOME to determine whether they are eligible for free Pre-K or tuition-based Pre-K. Proof of income may be provided by uploading any of the following documents:

- Most Recent Pay Stub (reflecting one month's worth of pay)
- 3 Most Recent Pay Stubs if overtime is present
- Unemployment Statement
- Worker's Compensation
- Tax documents for self-employed parents
- Statement of income
- Proof of Supplemental Nutrition Assistance Program (SNAP) benefits
- Proof of Temporary Assistance for Needy Families (TANF) benefits

How will you provide proof of being Educationally Disadvantaged?

Upload

Additional Income Information - Please provide the total number of people currently residing in your household and your current total gross (Pre-Tax & Deductions) monthly income.

The total number of people that reside in your household.

3

Your household's total gross monthly income

40000

Star of Texas Award - If you believe your student is eligible for Free PreK because your student is a STAR of Texas, please provide proof that their parent/guardian is eligible for the Star of Texas Award for:

- Peace Officers
- Firefighters
- Emergency Medical First Responders

How will you provide proof of eligibility for the Star of Texas Award?

Not Applicable

Active Military- If you believe your student is eligible for Free Pre-K because their parent or guardian serves in the military or was injured/killed while serving, please provide the necessary documentation.

The following definitions apply when determining a student's Pre-K eligibility based on their parent's or guardian's military service. Eligible service members include:

- Active duty uniformed members (parents or legal guardians) of the U.S. Army, Navy, Marine Corps, Air Force, or Coast Guard with eligible children residing in Texas
- Activated or mobilized uniformed members of the Texas National Guard (Army or Air Guard), or activated or mobilized members of the reserve components of the U.S. Army, Navy, Marine Corps, Air Force, or Coast Guard with eligible children residing in Texas
- Uniformed service members who are missing in action (MIA) or who have been injured or killed while on active duty
- The child is the biological or adopted child of the service member
- The child is the stepchild of the service member, regardless of whether the child resides in the same household as the stepparent

How will you provide Active Military verification?

Not Applicable

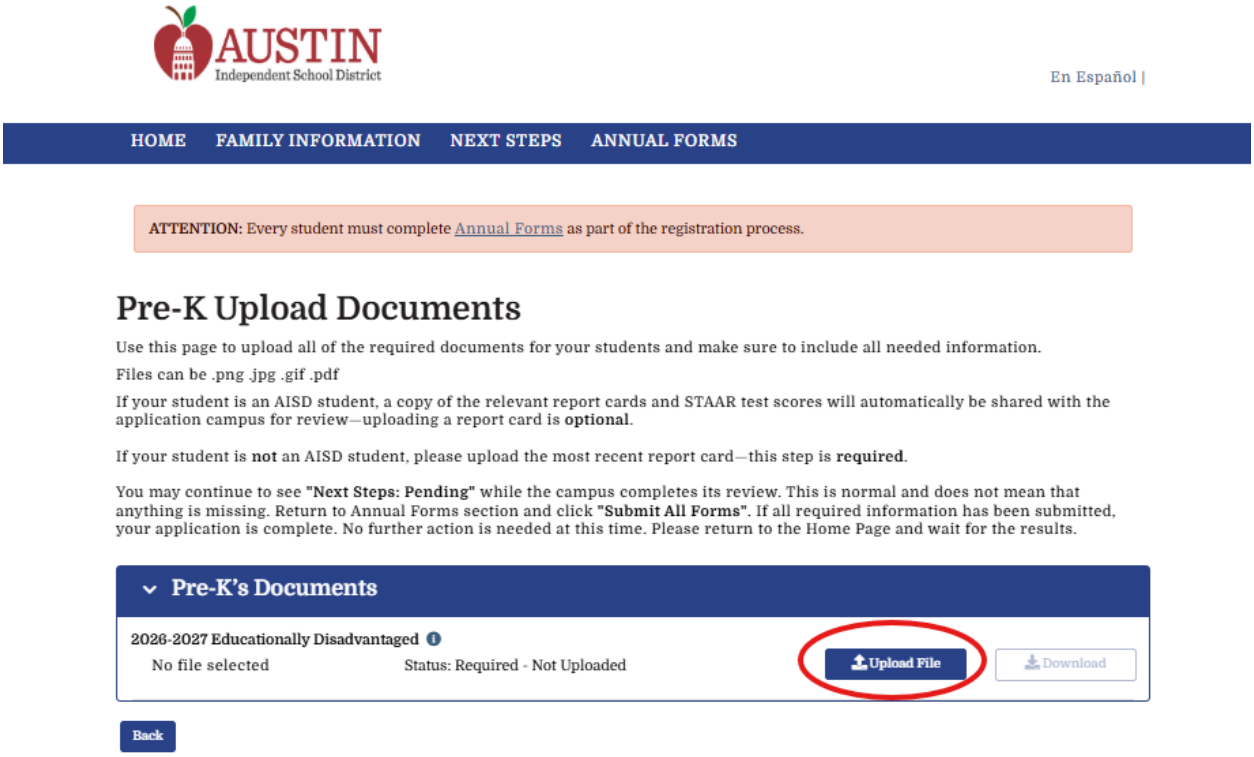
Foster Care - If you believe your student is eligible for Free PreK because your student is in foster care, please provide documentation.

- If the student was placed in the foster care system in Texas, obtain a 2085 Form or Pre-K verification letter provided by DFPS.
- If the student was placed in the foster care system outside of Texas, obtain foster care documents stating closure of a case, or court documents stating "state foster care" involvement, or adoption paperwork completed by the originating state.

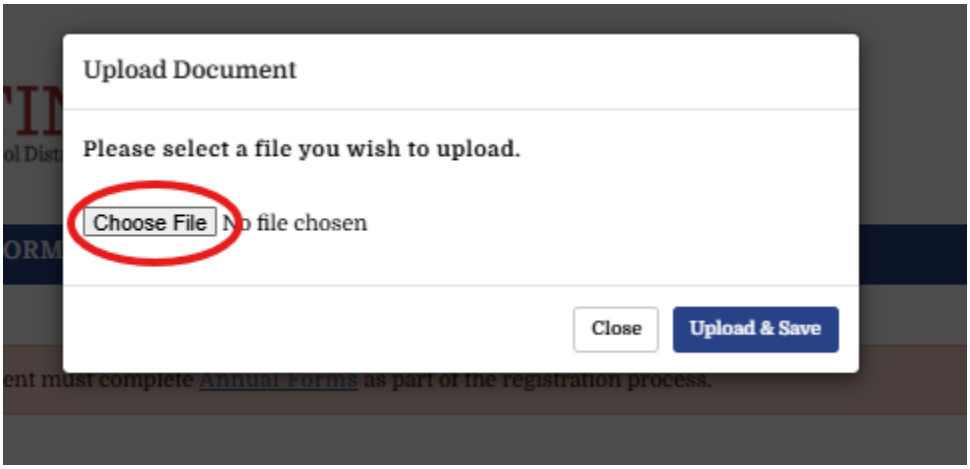
How will you provide Foster Care verification?

Not Applicable

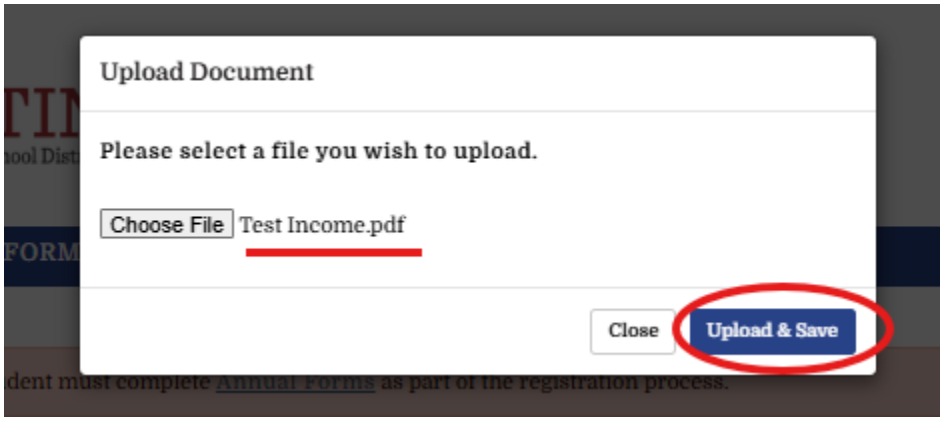
★If you choose to upload any of the documents, you will be required to submit the documents in Enroll Austin. Click on “Upload File”



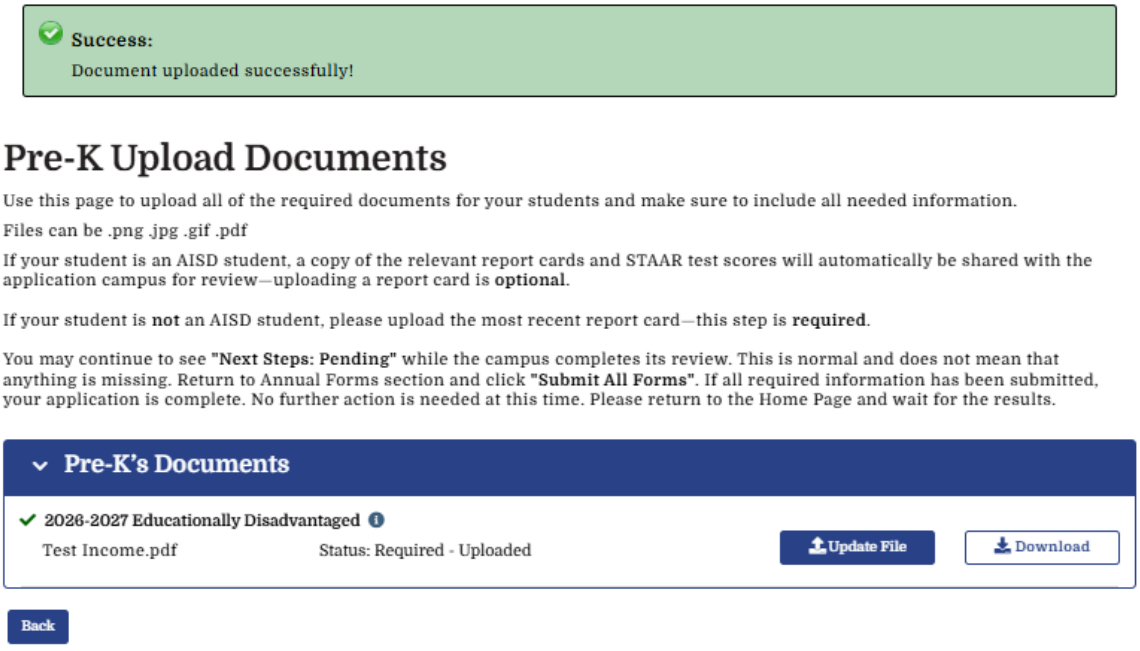
★Choose “Choose File” and select your document to upload.



★Once the document appears, click **Upload & Save**.



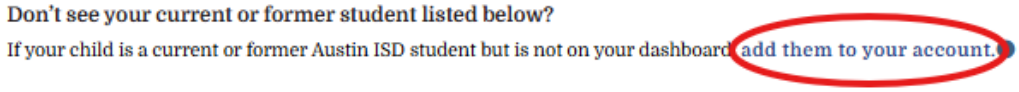
★Your document has been successfully uploaded, and your application is complete.

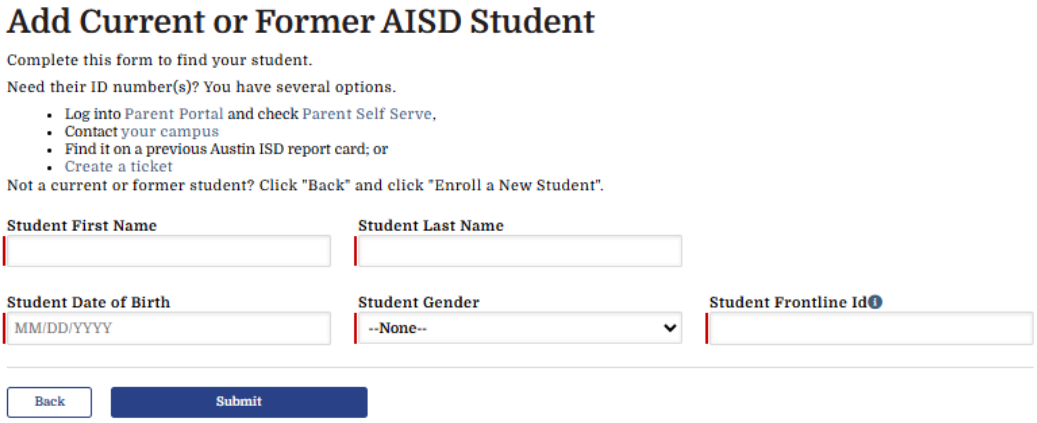


★ If you choose to submit documents in person, please provide them to the campus where you are applying. Each campus reviews eligibility individually, and processing times may vary based on demand.

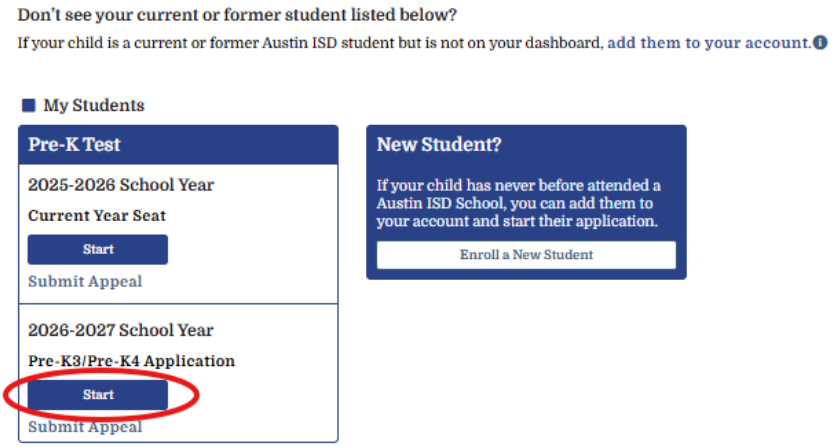
Pre-K3/Pre-K4 Application Round–Enrolling an existing student

★If your student is not listed on the Home Page but is currently enrolled in Austin ISD or a previous enrolled student, please click on **"Add them to your account."** You will need your student's ID number and will be asked to enter basic student information to locate them in the system. If you do not know your student's ID, contact your campus registrar for assistance.

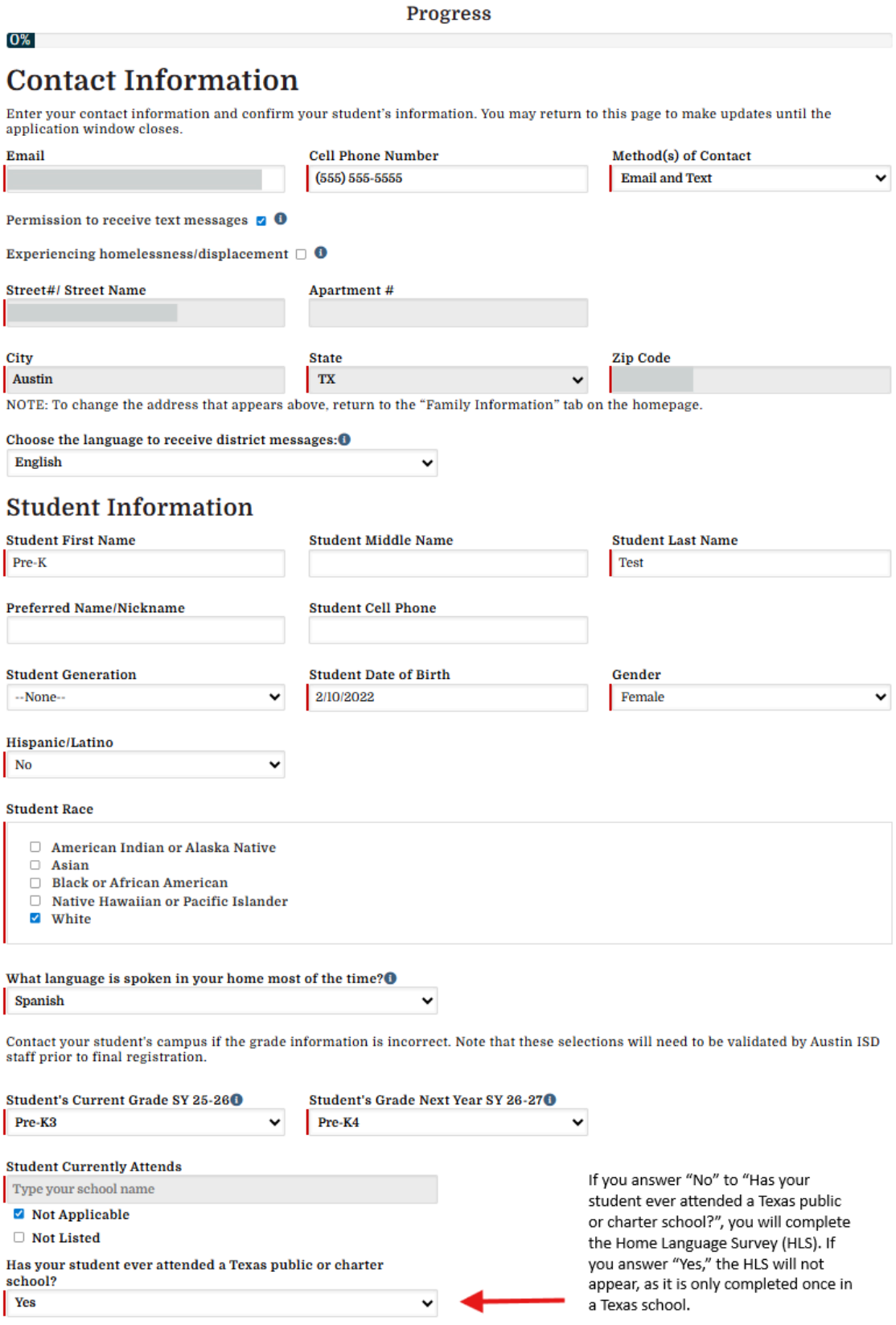




★If your student is already listed on the Home Page, go to the **2026–2027** section under their name and start a **Pre-K3/Pre-K4 application** round.



★Complete and review all information for accuracy and contact your campus registrar if updates are needed to fields you are not able to edit. For address changes, update the Family Information tab and **provide proof of address to your campus.** Updating your address in Enroll Austin does not automatically change it in the official student file for current AISD students.



★ If necessary, complete the Home Language Survey: Answer all language questions carefully, as this legal document guides assessments and program decisions. Click Continue.

Progress

20%

HOME LANGUAGE SURVEY

19 TAC Chapter 89, Subchapter BB, §89.1215
(Home Language Survey only administered during **initial** enrollment in Texas public schools)

To be completed by Parent or Guardian for students enrolling in Prekindergarten* through grade 8 (or by students in grades 9-12).

*Prekindergarten includes any student enrolling in a 3- or 4-year-old school program.

Part One:

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:
Please answer the questions below about the languages your child or family uses. If your responses indicate the use of a language other than English, the school will conduct a language proficiency assessment to determine how well your child communicates in English. This information will be used to determine any appropriate linguistic supports and inform instructional recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel. This survey shall be kept in each student's permanent record folder. A copy of this survey shall follow the student while enrolled in any public or open enrolled charter school in Texas.

Part Two:

Please answer the questions to the best of your ability.

1. Which languages are used at home?
Select All that Apply

2. Which languages are used by the child at home?
Select All that Apply

3. If the child had a previous home setting, which languages were used? If there was no previous home setting, answer Not Applicable (N/A).
Select All that Apply

☐ **By checking this box, I understand a request to correct an error to this Home Language Survey can only happen if:**
1) my child has not yet been assessed for English proficiency; and
2) corrections are made within two calendar weeks of my child's enrollment date.

Note: Please contact your school about the benefits of bilingual education services. The following resources may also provide information on program services that foster bilingualism.

- Parent/ Guardian Rights
- Bilingual Education Program
- Program Information Videos

Please visit the Emergent Bilingual Support Portal (txel.org) for additional information.

Signature of Parent/Guardian

Date
[2/20/2026]

Signature of Student if Grades 9-12

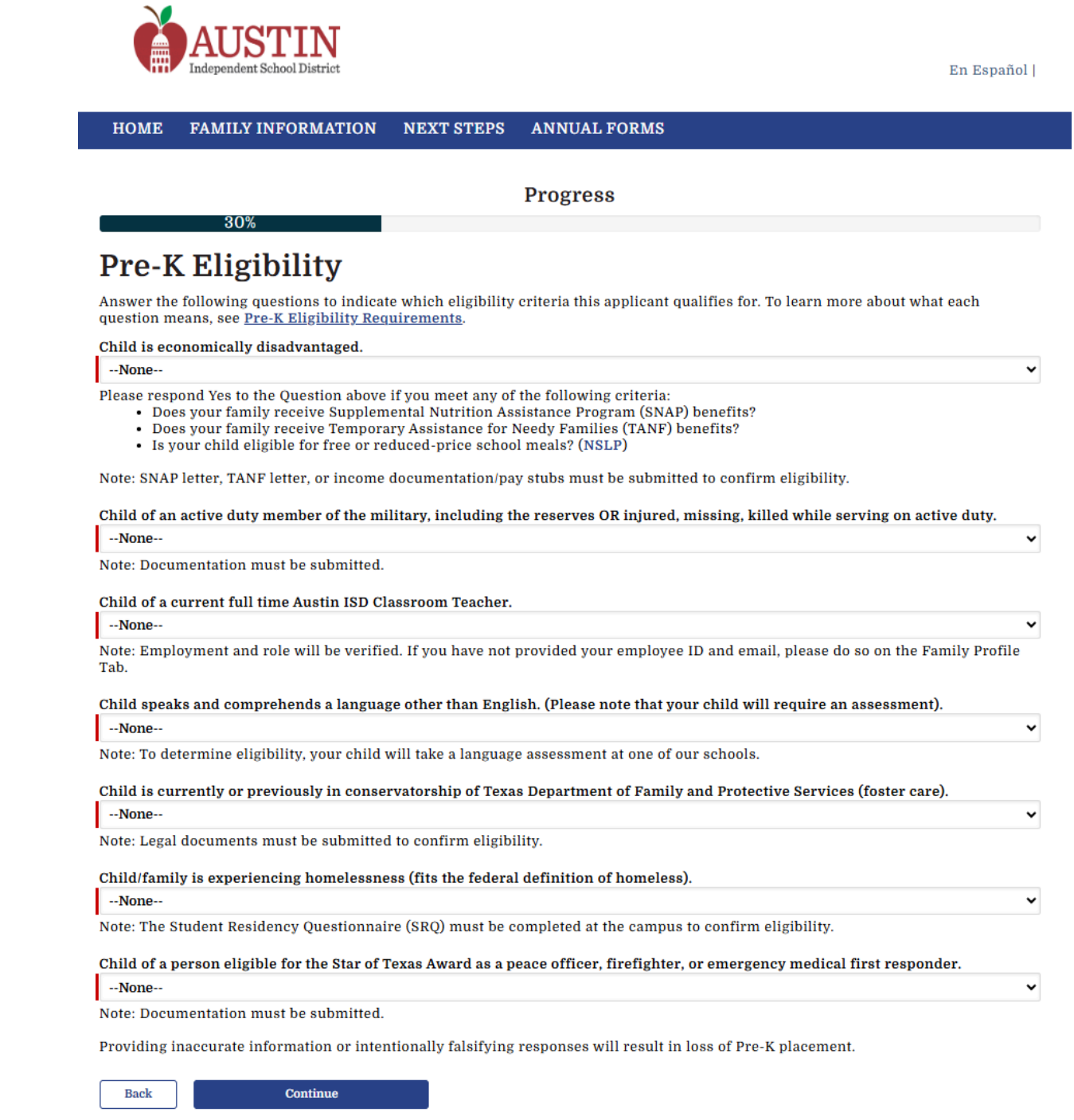
Date
[2/20/2026]

For other languages, please download this form and upload below.

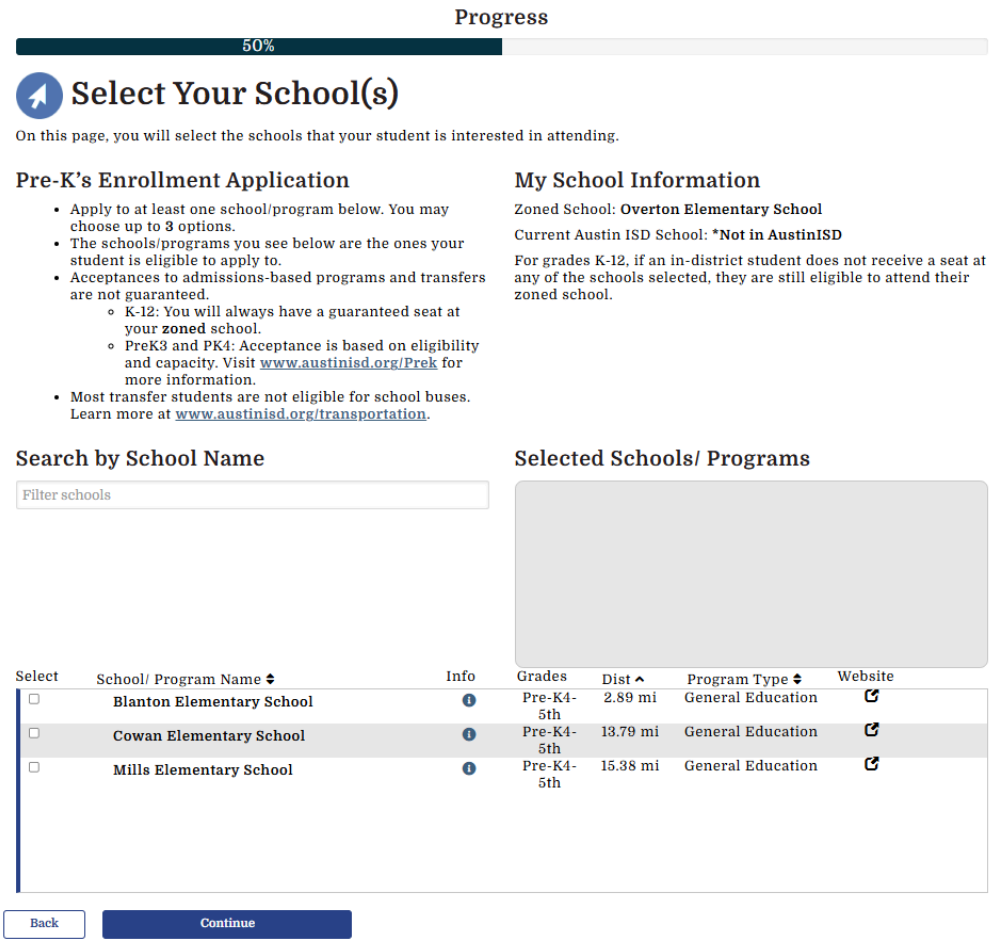
Document Upload

Back | Continue

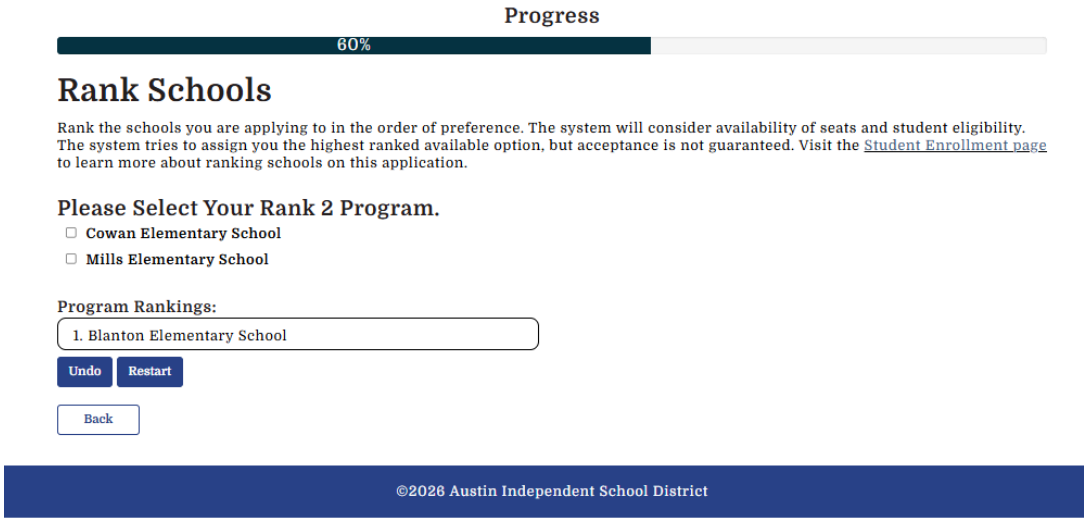
★Complete the Pre-K Eligibility Questionnaire. Your answers will help to determine what documentation may be needed for your student. Click Continue.



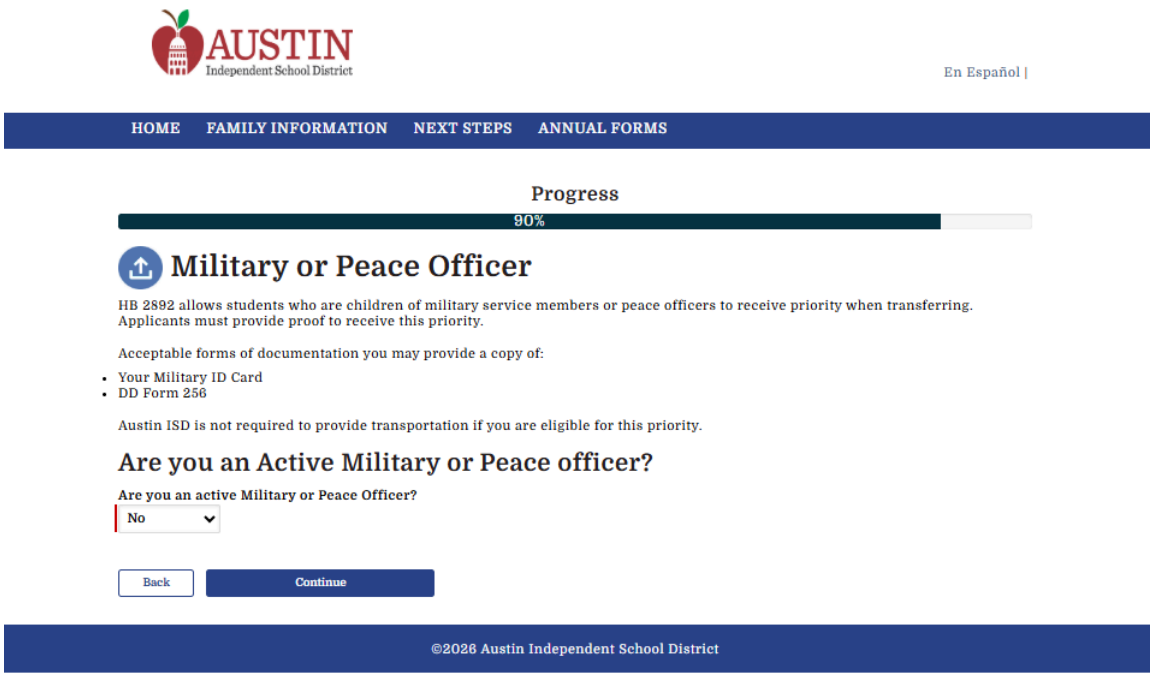
★Select your schools: Apply to up to 3 campuses/programs.



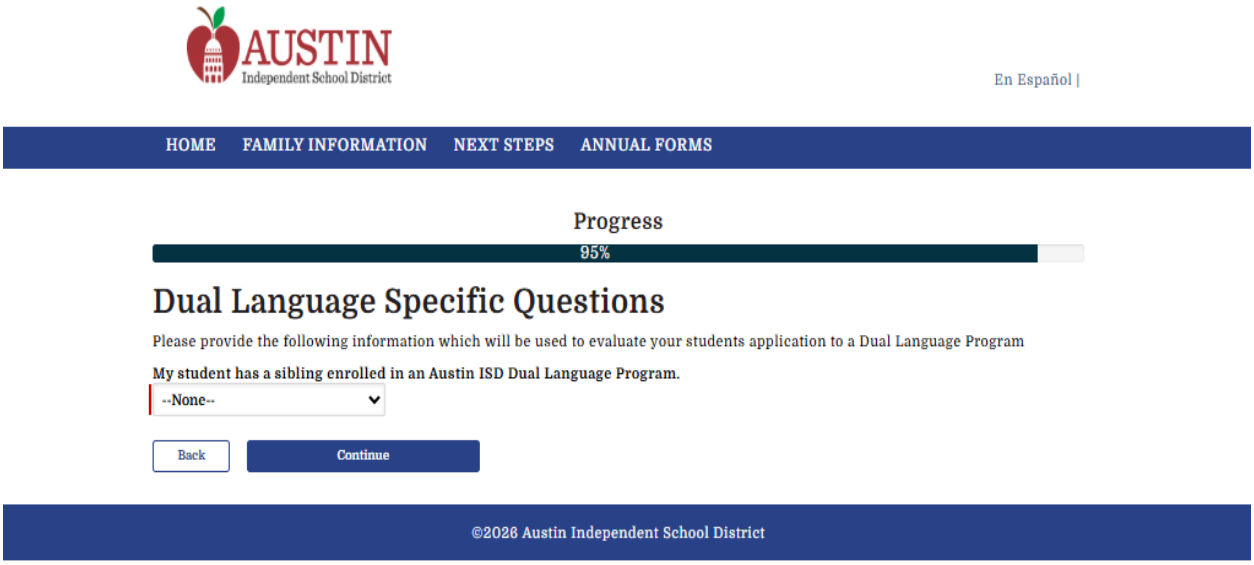
★Rank schools in order of preference. If you receive an offer and accept, lower-ranked choices will be removed.



★Answer the Military or Peace Officer Questions. Click Continue.



★ If you have applied to a dual language program, answer the Dual Language Specific Questions. Click Continue.



★Review and submit your application

City	Austin
State	TX
Zip Code	78724
Student First Name	Pre-K
Student Middle Name	
Student Last Name	Test
Preferred Name/Nickname	
Student Cell Phone	
Student Generation	
Student Date of Birth	2/10/2022
Gender	Female
Hispanic/Latino	No
Race	White
Student's Current Grade SY 25-26	Pre-K3
Student's Grade Next Year SY 26-27	Pre-K4
Student Currently Attends	*Not in AustinISD

Selected Schools/Programs

School/Program	
Travis Heights Elementary School: Dual Language (Spanish/English)	1
Cowan Elementary School	2
Mills Elementary School	3

School and Program Specific Questions

Travis Heights Elementary School: Dual Language (Spanish/English)	
Has Sibling in Dual Language	No

Pre-K Eligibility

Eligible for National Lunch Program	No
Child of active duty military	Yes
Child of Teacher	No
Child is unable to comprehend English	Yes
Child is or has been in foster care	No
Child is homeless (federal definition)	Yes
Child of Person Star of Texas Eligible	No

Military/Peace Officer

Are you an active Military or Peace Officer?	No

Terms And Conditions

By electronically agreeing below, I confirm:

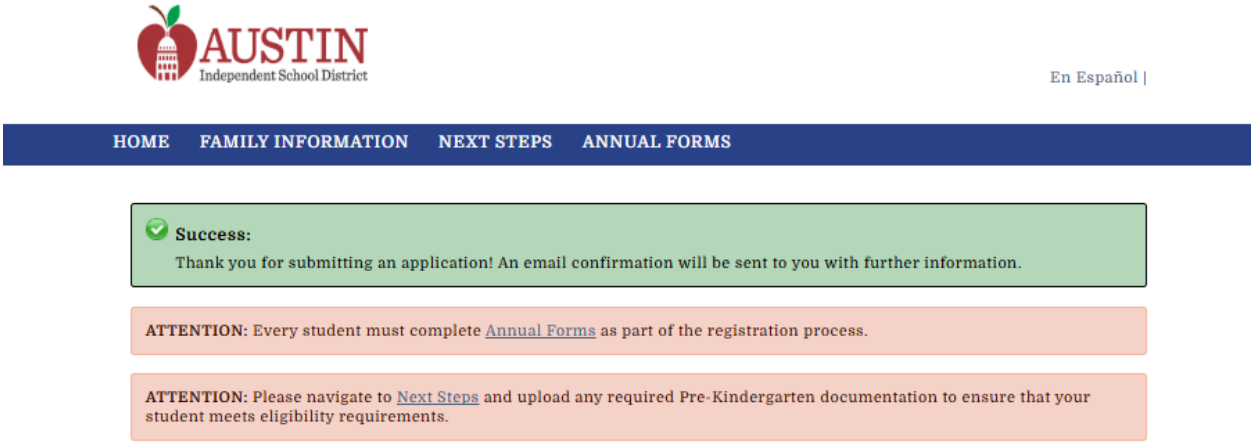
- All of the information I have provided is accurate, to the best of my knowledge.
- I am legally authorized to make educational decisions for my student.
- I understand that I have a guaranteed seat at my student's zoned school.
- I understand that applying for a program or general transfer does not mean that my student will be accepted.
- I understand that each school that we have applied to will be able to see my student's application information.
- I understand that if I need to submit documents in order to complete my application, I must do so by the deadline in order to be considered.
  - Examples include, but are not limited to, proof of address and/or report cards.
- I may accept only one enrollment offer for my student.
- I will need to accept or decline the offer within fourteen (14) calendar days from receiving the offer.
- If I don't accept an offer before the deadline, the offer will expire and another student may be offered this seat.
- I understand that my student's application data will not be shared with any organization for non-education related purposes.
- I understand when I accept a transfer for my student, that we agree to follow the school's standards for academic progress, attendance, discipline, parental cooperation, and if applicable, program expectations.
- I understand that any kind of transfer may be revoked using the procedure in Austin ISD Board Policy.



☑ Accepted Terms And Conditions

Back | Submit

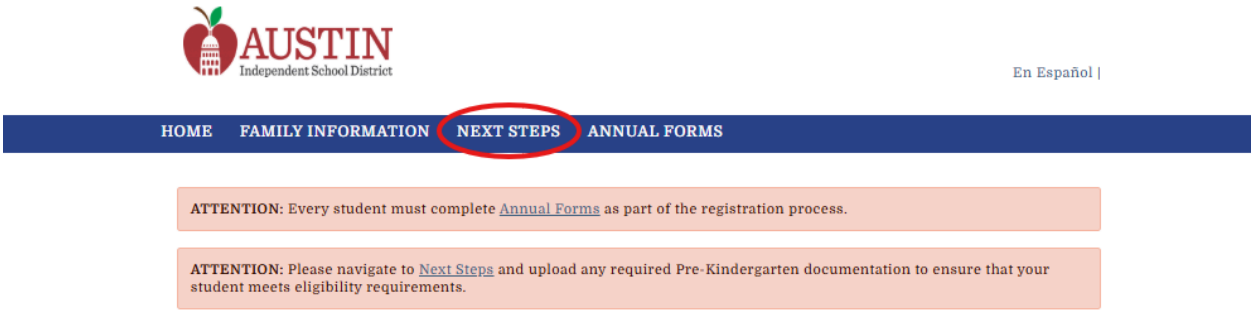
★After you have submitted your application, you must complete **ANNUAL FORMS**. These forms provide necessary information to Austin ISD and your school(s).



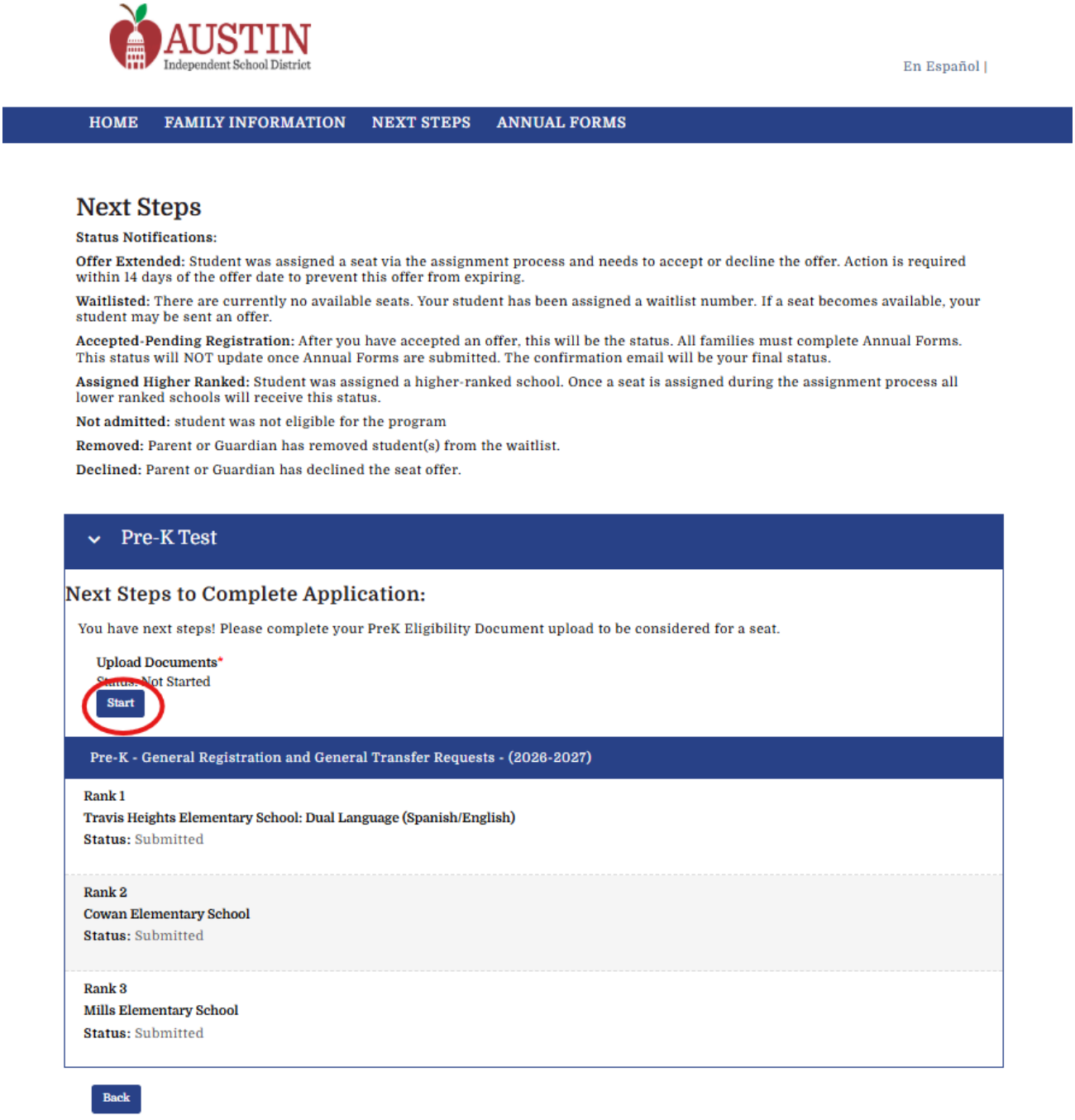
★Additionally, All Pre-K students must navigate to Next Steps to upload any required Pre-Kindergarten documentation to evaluate eligibility requirements.

Complete the Pre-K verification form

★Navigate to “Next Steps” tab in the ribbon on the Enroll Austin home screen



★Under your student's name, select **Next Steps to Complete Application** and click **Start** to access the Pre-K Eligibility Form.



★Complete the Pre-K Eligibility Form with accurate student information and select how you will submit the required documentation, either by uploading it online or providing it directly to the campus.

Pre-K Eligibility

Please indicate which forms (if any) you would like to provide for your student to document eligibility. Please note that if you were assigned a seat and are unable to provide documentation supporting your application, you will lose your seat.

Student Name:	Student Date of Birth:	Student Frontline Id:
Test, Pre-K	2/10/2022	

Educationally Disadvantaged - ALL FAMILIES MUST SUBMIT PROOF OF INCOME to determine whether they are eligible for free Pre-K or tuition-based Pre-K. Proof of income may be provided by uploading any of the following documents:

- Most Recent Pay Stub (reflecting one month's worth of pay)
- 3 Most Recent Pay Stubs if overtime is present
- Unemployment Statement
- Worker's Compensation
- Tax documents for self-employed parents
- Statement of income
- Proof of Supplemental Nutrition Assistance Program (SNAP) benefits
- Proof of Temporary Assistance for Needy Families (TANF) benefits

How will you provide proof of being Educationally Disadvantaged?

Upload

Additional Income Information - Please provide the total number of people currently residing in your household and your current total gross (Pre-Tax & Deductions) monthly income.

The total number of people that reside in your household.

3

Your household's total gross monthly income

40000

Star of Texas Award - If you believe your student is eligible for Free PreK because your student is a STAR of Texas, please provide proof that their parent/guardian is eligible for the Star of Texas Award for:

- Peace Officers
- Firefighters
- Emergency Medical First Responders

How will you provide proof of eligibility for the Star of Texas Award?

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Active Military- If you believe your student is eligible for Free Pre-K because their parent or guardian serves in the military or was injured/killed while serving, please provide the necessary documentation.

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- Uniformed service members who are missing in action (MIA) or who have been injured or killed while on active duty
- The child is the biological or adopted child of the service member
- The child is the stepchild of the service member, regardless of whether the child resides in the same household as the stepparent

How will you provide Active Military verification?

Not Applicable

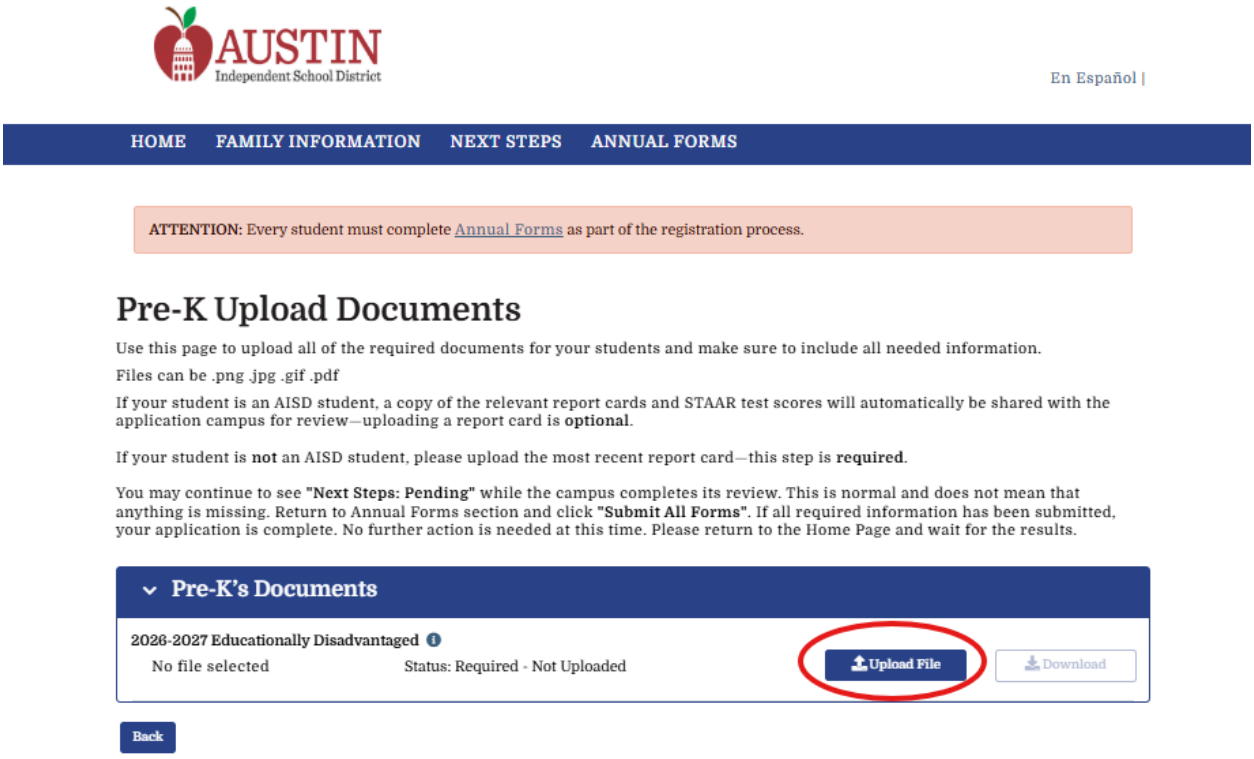
Foster Care - If you believe your student is eligible for Free PreK because your student is in foster care, please provide documentation.

- If the student was placed in the foster care system in Texas, obtain a 2085 Form or Pre-K verification letter provided by DFPS.
- If the student was placed in the foster care system outside of Texas, obtain foster care documents stating closure of a case, or court documents stating "state foster care" involvement, or adoption paperwork completed by the originating state.

How will you provide Foster Care verification?

Not Applicable

★If you choose to upload any of the documents, you will be required to submit the documents in Enroll Austin. Click on "Upload File"



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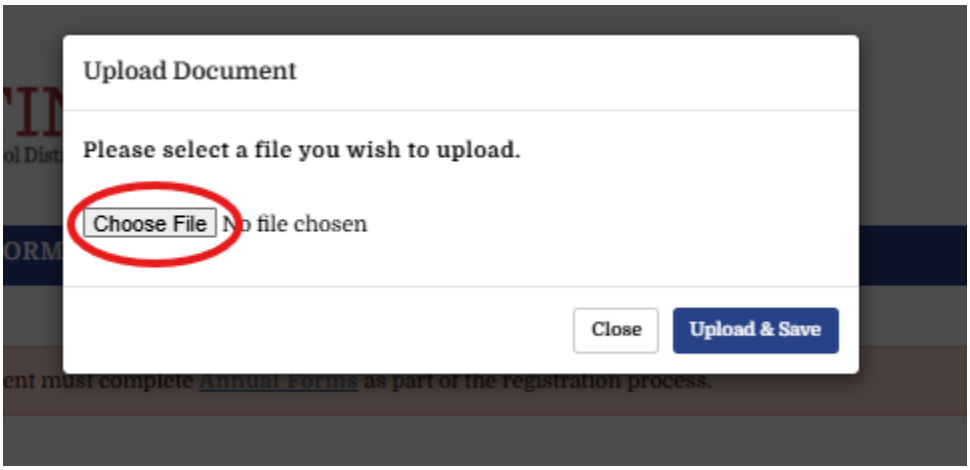
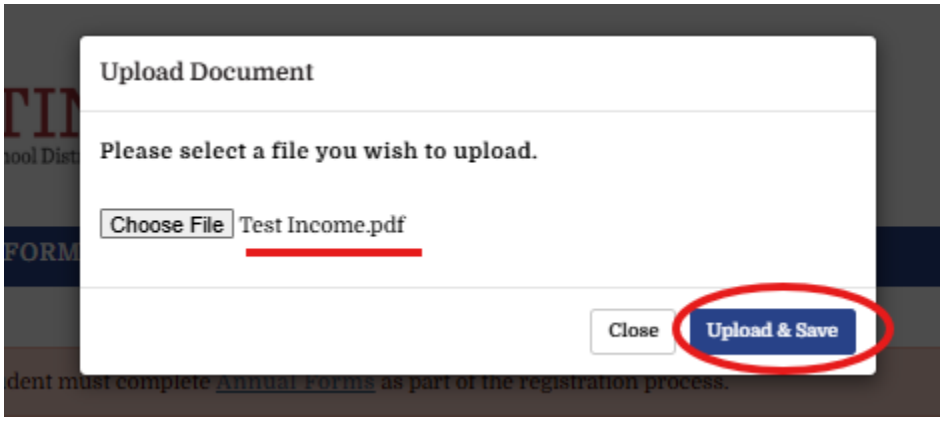


★Once the document appears, click **Upload & Save**.



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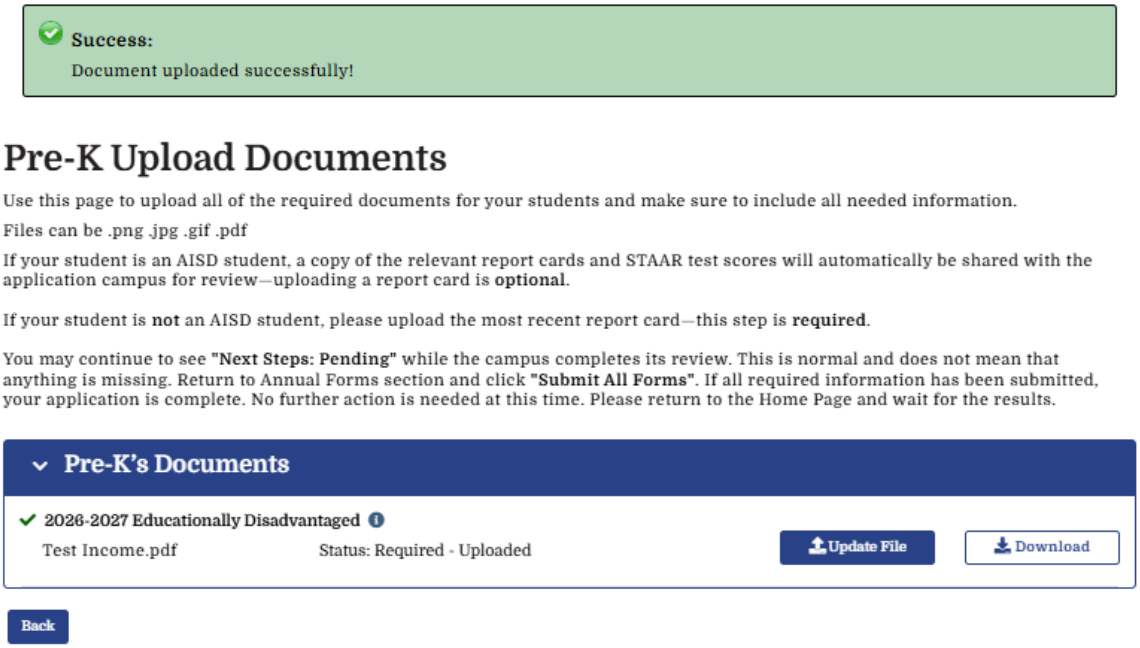
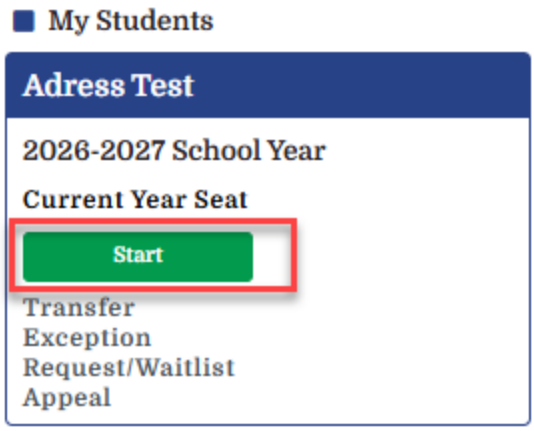


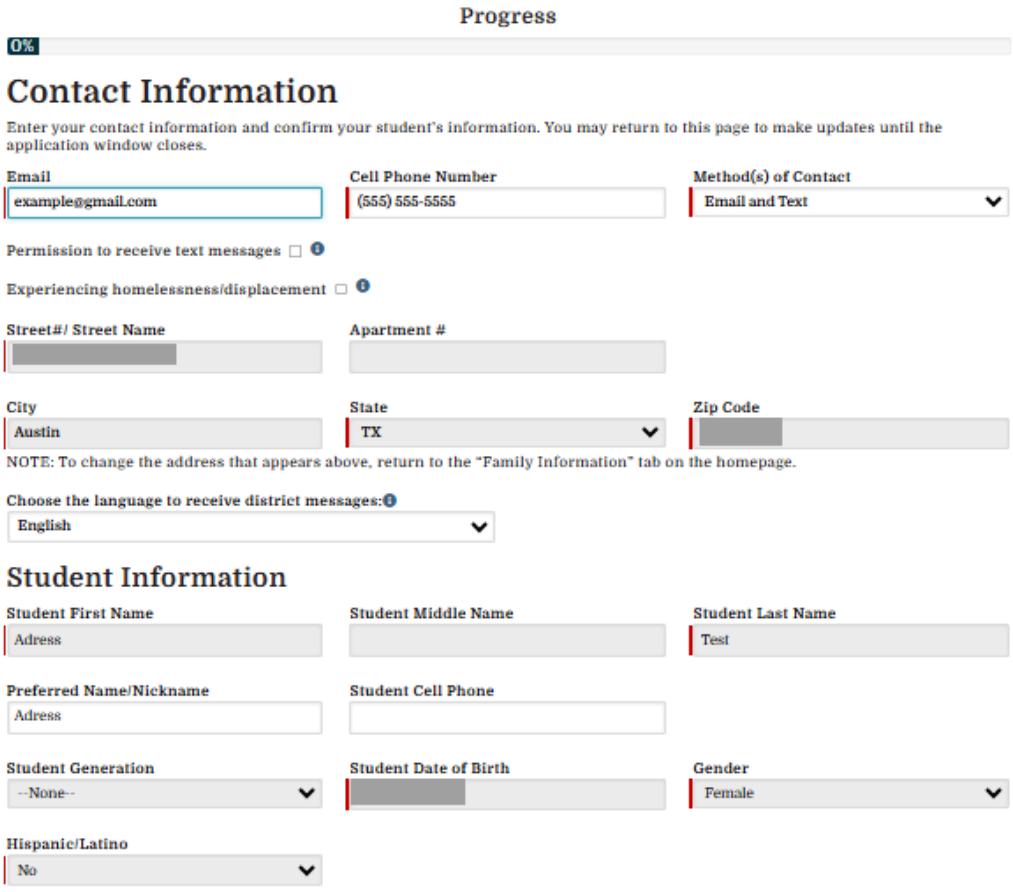
★ If you choose to submit documents in person, please provide them to the campus where you are applying. Each campus reviews eligibility individually, and processing times may vary based on demand.

Current Year Round: Current Year Seat for Pre-K3/Pre-K4

★ Scroll down on the bottom of the home page and find your student. Click **Start** under **Current Year Seat**.



★ Complete the student information. Some information will be copied over from the initial forms. **Note:** Ensure the student's **Current Grade (2026–2027)** matches the grade you are applying for. For example, if applying for **Pre-K4 (2026–2027)**, the **Current Grade** should be **Pre-K4** and the **Future Grade** should be **Kindergarten**.
Then click Continue.



★ If necessary, complete the Home Language Survey: Answer all language questions carefully, as this legal document guides assessments and program decisions. Click Continue.

Progress

20%

HOME LANGUAGE SURVEY

19 TAC Chapter 89, Subchapter BB, §89.1215
(Home Language Survey only administered during **initial** enrollment in Texas public schools)

To be completed by Parent or Guardian for students enrolling in Prekindergarten* through grade 8 (or by students in grades 9-12).

*Prekindergarten includes any student enrolling in a 3- or 4-year-old school program.

Part One:

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:
Please answer the questions below about the languages your child or family uses. If your responses indicate the use of a language other than English, the school will conduct a language proficiency assessment to determine how well your child communicates in English. This information will be used to determine any appropriate linguistic supports and inform instructional recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel. This survey shall be kept in each student's permanent record folder. A copy of this survey shall follow the student while enrolled in any public or open enrolled charter school in Texas.

Part Two:

Please answer the questions to the best of your ability.

1. Which languages are used at home?
Select All that Apply

2. Which languages are used by the child at home?
Select All that Apply

3. If the child had a previous home setting, which languages were used? If there was no previous home setting, answer Not Applicable (N/A).
Select All that Apply

☐ **By checking this box, I understand a request to correct an error to this Home Language Survey can only happen if:**
1) my child has not yet been assessed for English proficiency; and
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Note: Please contact your school about the benefits of bilingual education services. The following resources may also provide information on program services that foster bilingualism.

- Parent/ Guardian Rights
- Bilingual Education Program
- Program Information Videos

Please visit the Emergent Bilingual Support Portal (txel.org) for additional information.

Signature of Parent/Guardian

Date
[2/20/2026]

Signature of Student if Grades 9-12

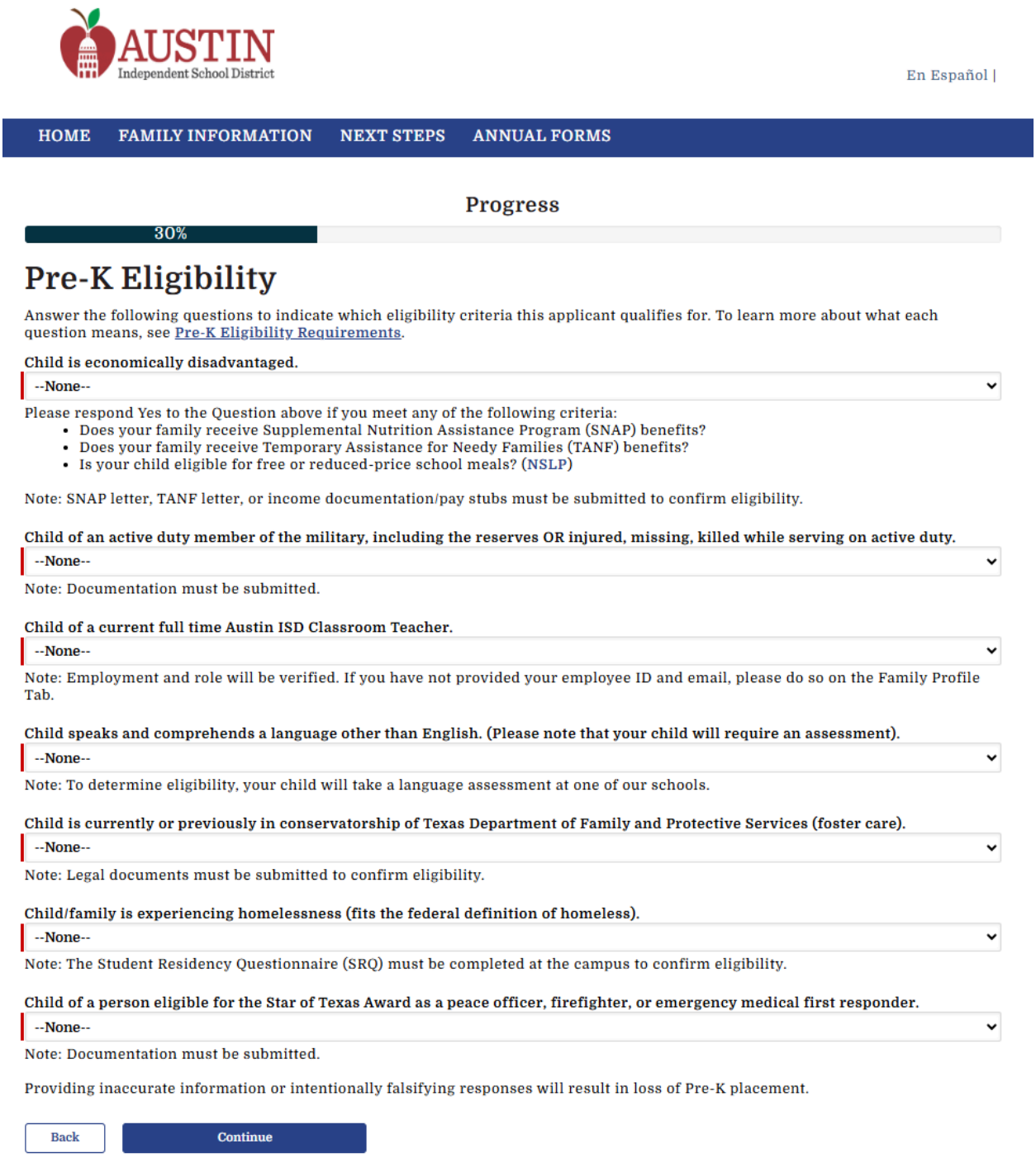
Date
[2/20/2026]

For other languages, please download this form and upload below.

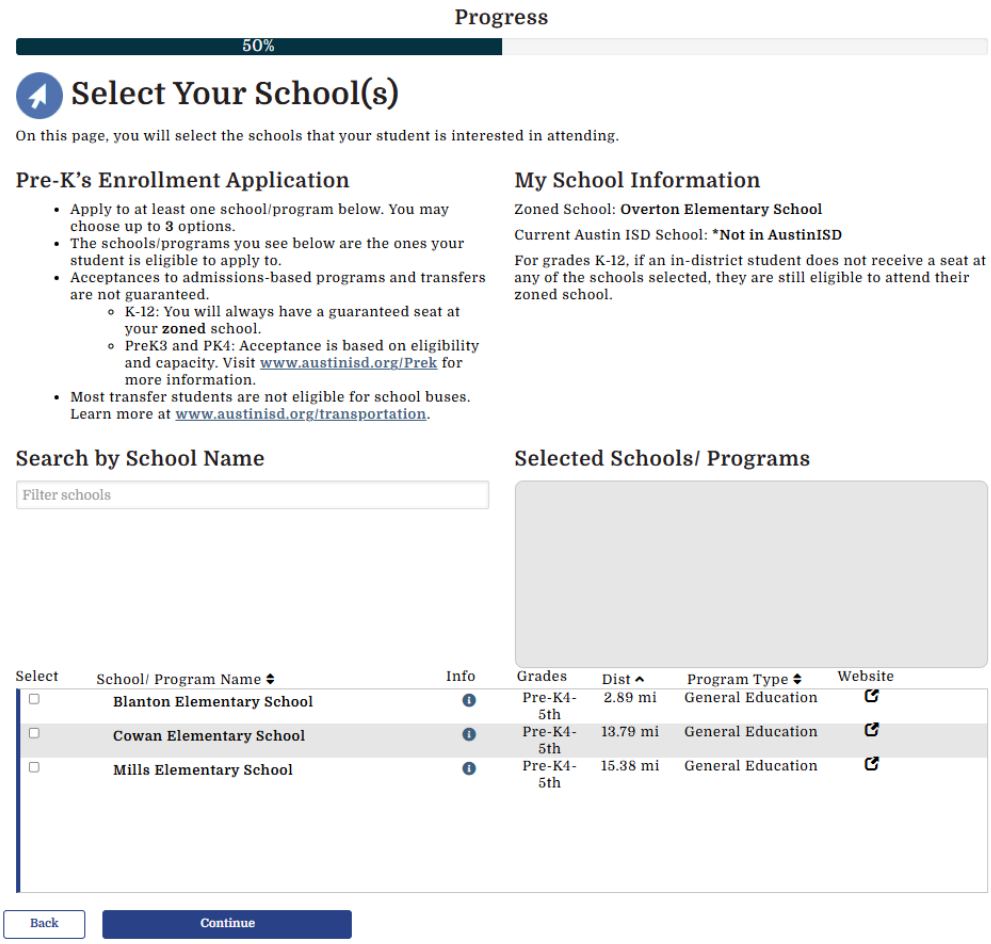
Document Upload

Back | Continue

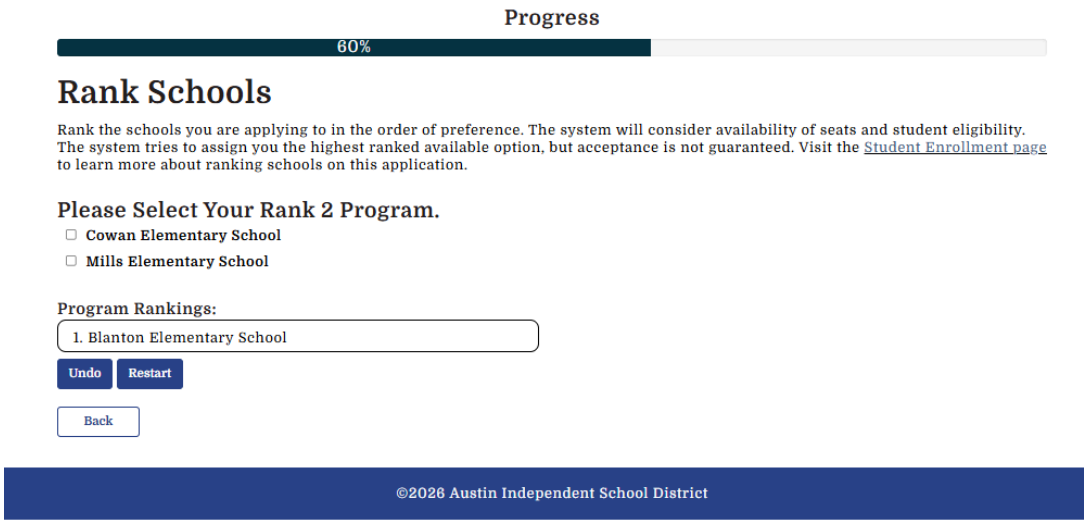
★Complete the Pre-K Eligibility Questionnaire. Your answers will help to determine what documentation may be needed for your student. Click Continue.



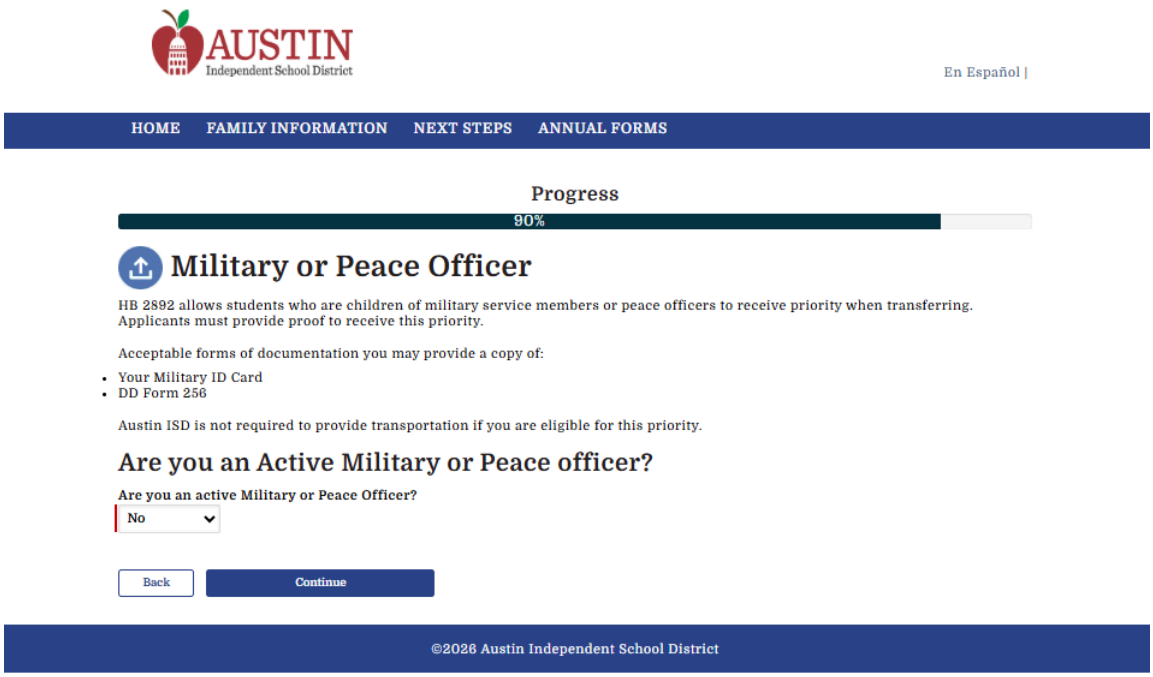
★Select your schools: Apply to up to **3 campuses/programs**.



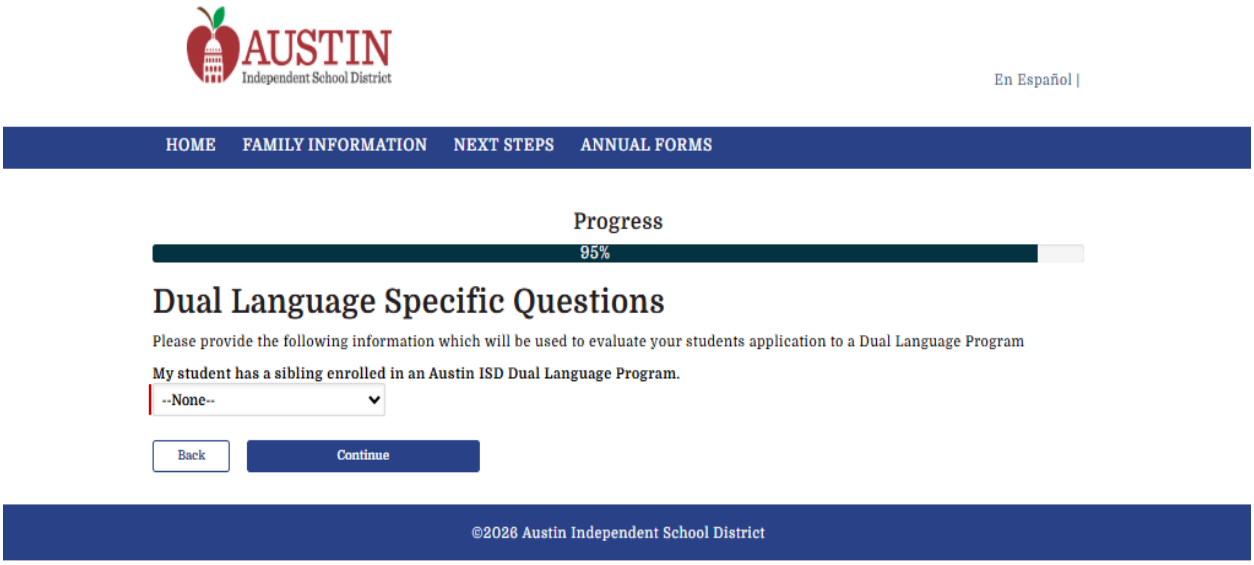
★**Rank campuses/programs** in order of preference. If you receive an offer and accept, lower-ranked choices will be removed.



★Answer the Military or Peace Officer Questions. Click **Continue**.



★ If you have applied to a dual language program, answer the Dual Language Specific Questions. Click Continue.



★Review and submit your application

City	Austin
State	TX
Zip Code	78724
Student First Name	Pre-K
Student Middle Name	
Student Last Name	Test
Preferred Name/Nickname	
Student Cell Phone	
Student Generation	
Student Date of Birth	2/10/2022
Gender	Female
Hispanic/Latino	No
Race	White
Student's Current Grade SY 25-26	Pre-K3
Student's Grade Next Year SY 26-27	Pre-K4
Student Currently Attends	*Not in AustinISD

Selected Schools/Programs

School/Program	
Travis Heights Elementary School: Dual Language (Spanish/English)	1
Cowan Elementary School	2
Mills Elementary School	3

School and Program Specific Questions

Travis Heights Elementary School: Dual Language (Spanish/English)	
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Child of Teacher	No
Child is unable to comprehend English	Yes
Child is or has been in foster care	No
Child is homeless (federal definition)	Yes
Child of Person Star of Texas Eligible	No

Military/Peace Officer

Are you an active Military or Peace Officer?	No

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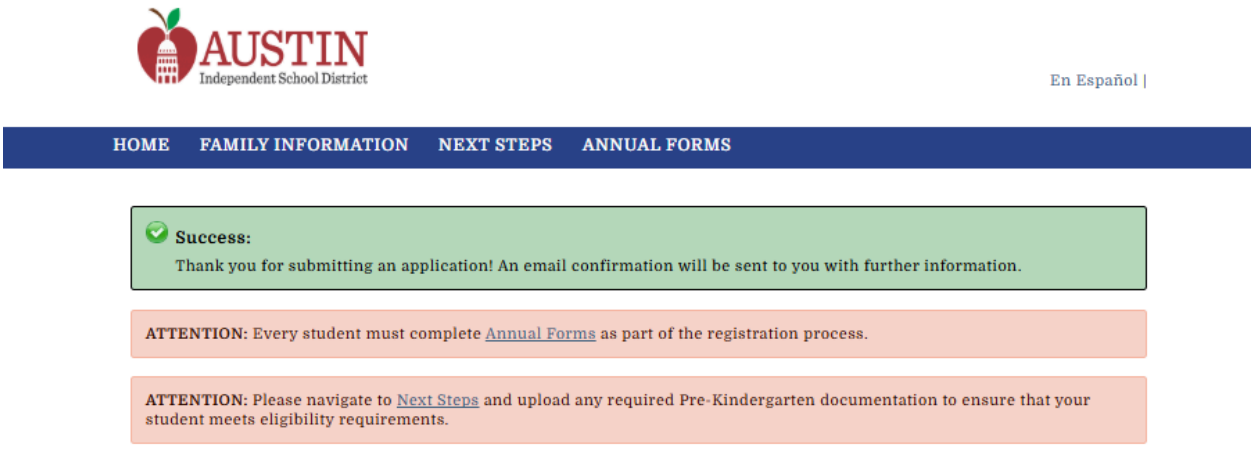
- I am legally authorized to make educational decisions for my student.
- I understand that I have a guaranteed seat at my student's zoned school.
- I understand that applying for a program or general transfer does not mean that my student will be accepted.
- I understand that each school that we have applied to will be able to see my student's application information.
- I understand that if I need to submit documents in order to complete my application, I must do so by the deadline in order to be considered.
  - Examples include, but are not limited to, proof of address and/or report cards.
- I may accept only one enrollment offer for my student.
- I will need to accept or decline the offer within fourteen (14) calendar days from receiving the offer.
- If I don't accept an offer before the deadline, the offer will expire and another student may be offered this seat.
- I understand that my student's application data will not be shared with any organization for non-education related purposes.
- I understand when I accept a transfer for my student, that we agree to follow the school's standards for academic progress, attendance, discipline, parental cooperation, and if applicable, program expectations.
- I understand that any kind of transfer may be revoked using the procedure in Austin ISD Board Policy.



☑ Accepted Terms And Conditions

Back | Submit

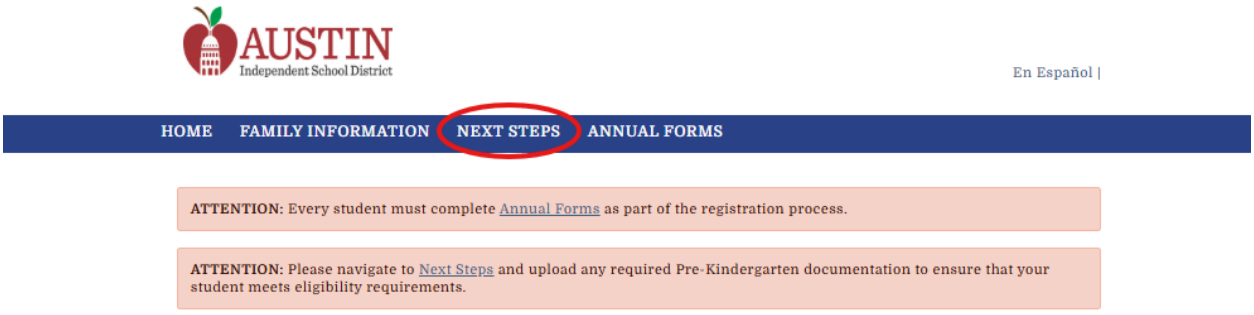
★After you have submitted your application, you must complete **ANNUAL FORMS**. These forms provide necessary information to Austin ISD and your school(s).



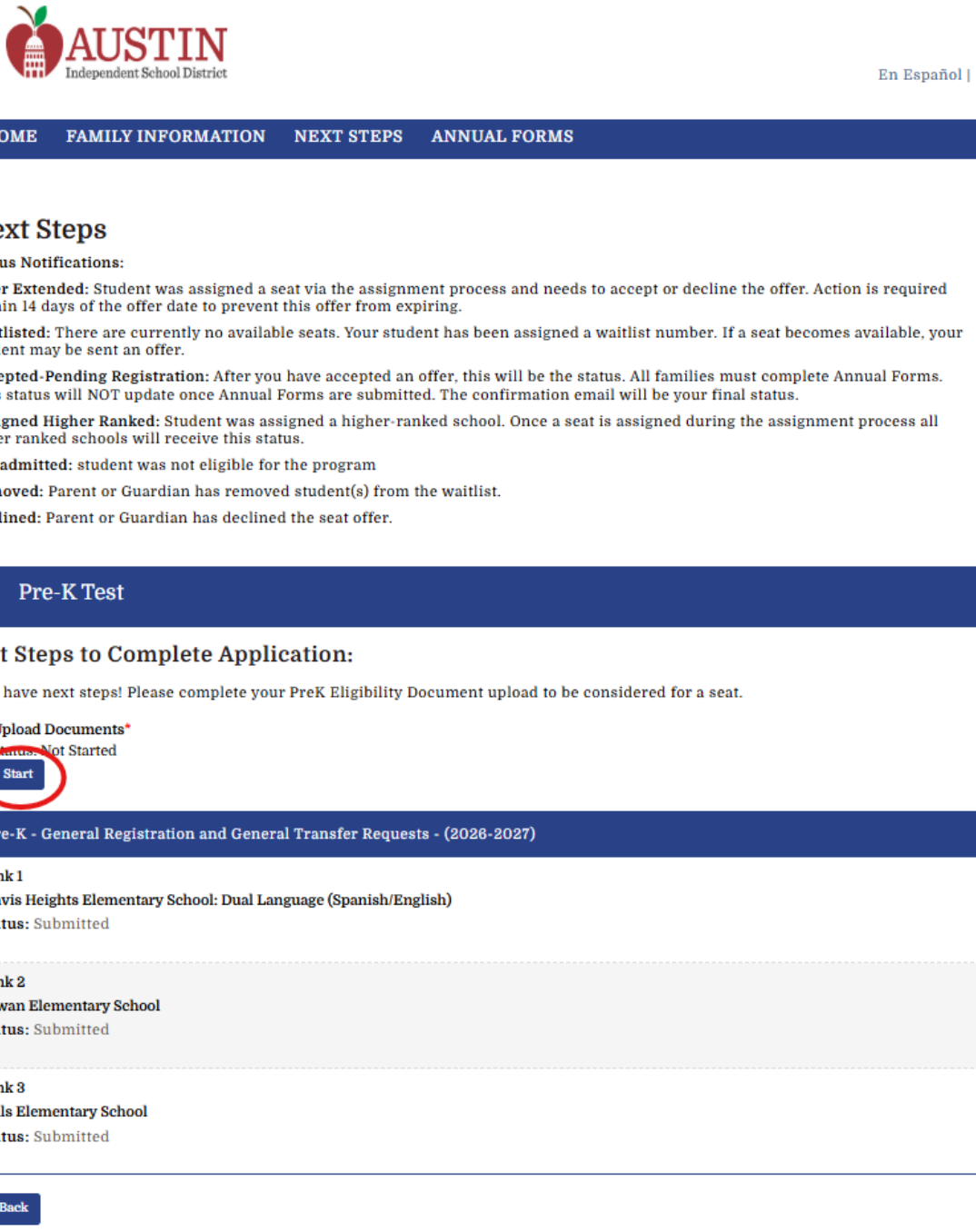
★Additionally, All Pre-K students must navigate to Next Steps to upload any required Pre-Kindergarten documentation to evaluate eligibility requirements.

Complete the Pre-K verification form

★Navigate to “Next Steps” tab in the ribbon on the Enroll Austin home screen



★Under your student’s name, select **Next Steps to Complete Application** and click **Start** to access the Pre-K Eligibility Form.



★Complete the Pre-K Eligibility Form with accurate student information and select how you will submit the required documentation, either by uploading it online or providing it directly to the campus.

Pre-K Eligibility

Please indicate which forms (if any) you would like to provide for your student to document eligibility. Please note that if you were assigned a seat and are unable to provide documentation supporting your application, you will lose your seat.

Student Name:	Student Date of Birth:	Student Frontline Id:
Test, Pre-K	2/10/2022	

Educationally Disadvantaged - ALL FAMILIES MUST SUBMIT PROOF OF INCOME to determine whether they are eligible for free Pre-K or tuition-based Pre-K. Proof of income may be provided by uploading any of the following documents:

- Most Recent Pay Stub (reflecting one month's worth of pay)
- 3 Most Recent Pay Stubs if overtime is present
- Unemployment Statement
- Worker's Compensation
- Tax documents for self-employed parents
- Statement of income
- Proof of Supplemental Nutrition Assistance Program (SNAP) benefits
- Proof of Temporary Assistance for Needy Families (TANF) benefits

How will you provide proof of being Educationally Disadvantaged?

Upload

Additional Income Information - Please provide the total number of people currently residing in your household and your current total gross (Pre-Tax & Deductions) monthly income.

The total number of people that reside in your household.

3

Your household's total gross monthly income

40000

Star of Texas Award - If you believe your student is eligible for Free PreK because your student is a STAR of Texas, please provide proof that their parent/guardian is eligible for the Star of Texas Award for:

- Peace Officers
- Firefighters
- Emergency Medical First Responders

How will you provide proof of eligibility for the Star of Texas Award?

Not Applicable

Active Military- If you believe your student is eligible for Free Pre-K because their parent or guardian serves in the military or was injured/killed while serving, please provide the necessary documentation.

The following definitions apply when determining a student's Pre-K eligibility based on their parent's or guardian's military service. Eligible service members include:

- Active duty uniformed members (parents or legal guardians) of the U.S. Army, Navy, Marine Corps, Air Force, or Coast Guard with eligible children residing in Texas
- Activated or mobilized uniformed members of the Texas National Guard (Army or Air Guard), or activated or mobilized members of the reserve components of the U.S. Army, Navy, Marine Corps, Air Force, or Coast Guard with eligible children residing in Texas
- Uniformed service members who are missing in action (MIA) or who have been injured or killed while on active duty
- The child is the biological or adopted child of the service member
- The child is the stepchild of the service member, regardless of whether the child resides in the same household as the stepparent

How will you provide Active Military verification?

Not Applicable

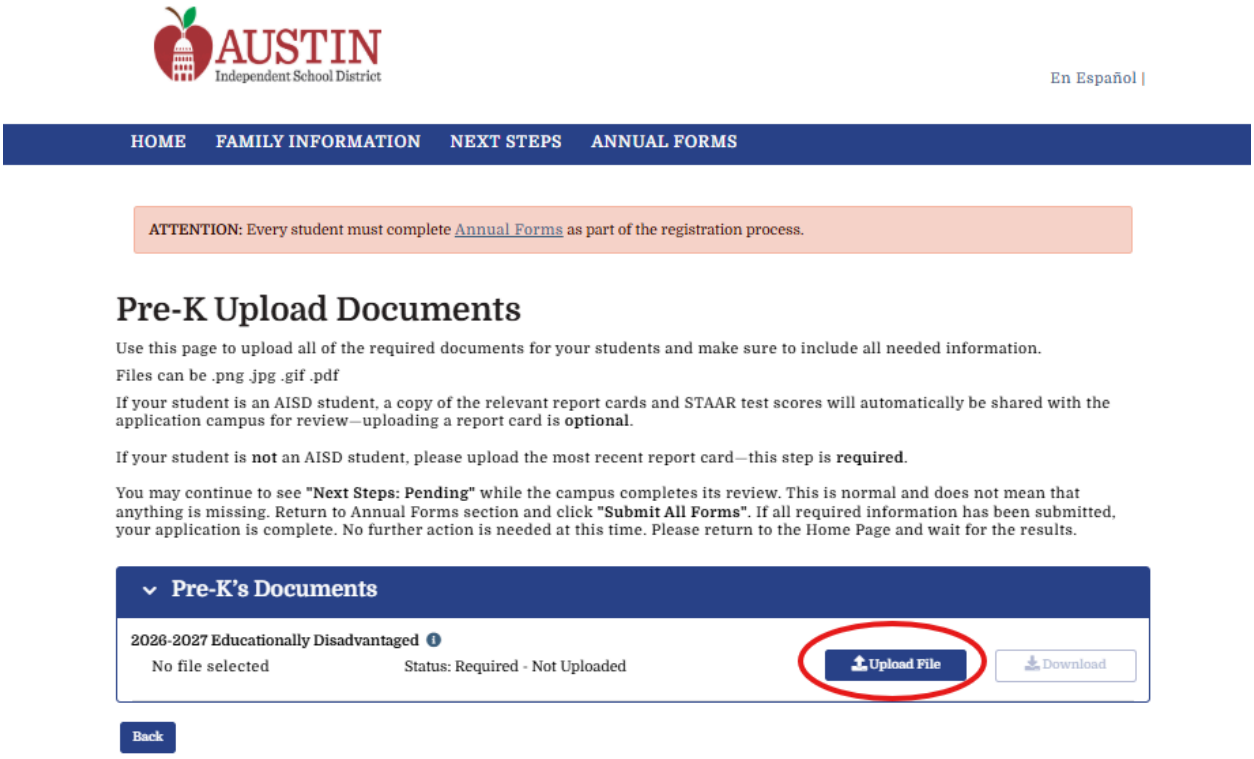
Foster Care - If you believe your student is eligible for Free PreK because your student is in foster care, please provide documentation.

- If the student was placed in the foster care system in Texas, obtain a 2085 Form or Pre-K verification letter provided by DFPS.
- If the student was placed in the foster care system outside of Texas, obtain foster care documents stating closure of a case, or court documents stating "state foster care" involvement, or adoption paperwork completed by the originating state.

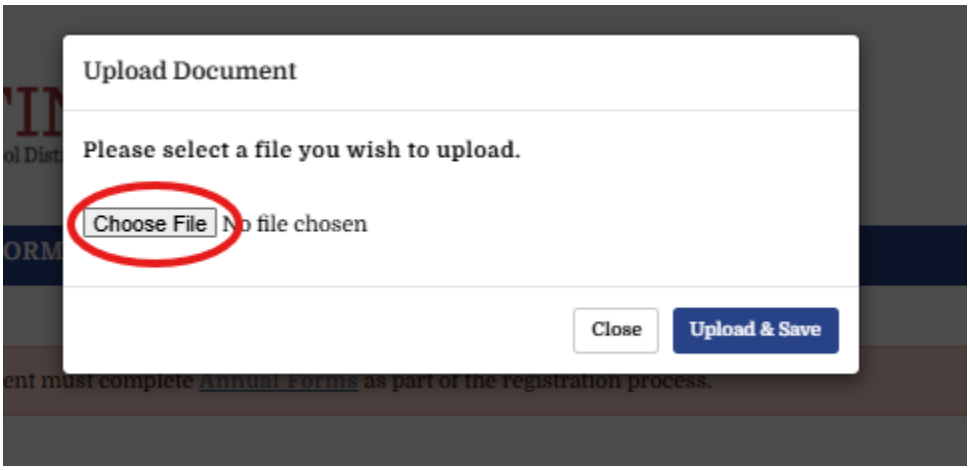
How will you provide Foster Care verification?

Not Applicable

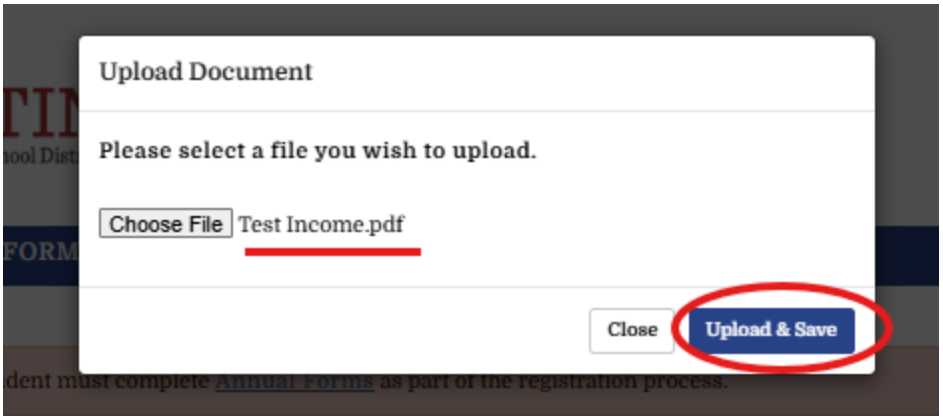
★If you choose to upload any of the documents, you will be required to submit the documents in Enroll Austin. Click on "Upload File"



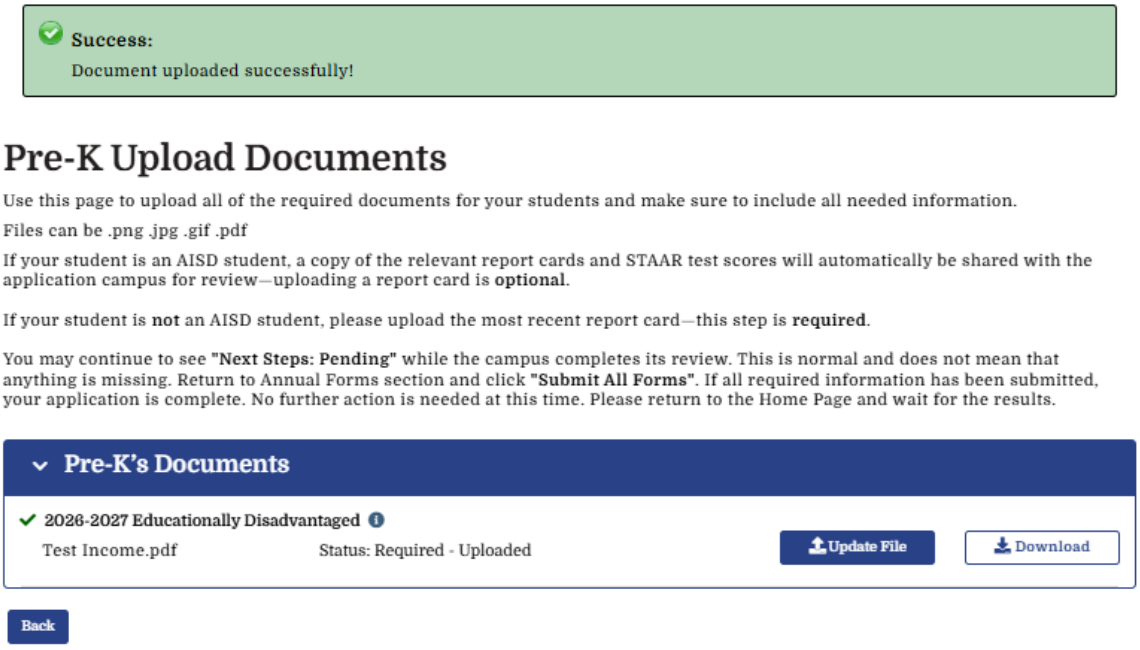
★Choose “Choose File” and select your document to upload.



★Once the document appears, click **Upload & Save**.



★Your document has been successfully uploaded, and your application is complete.



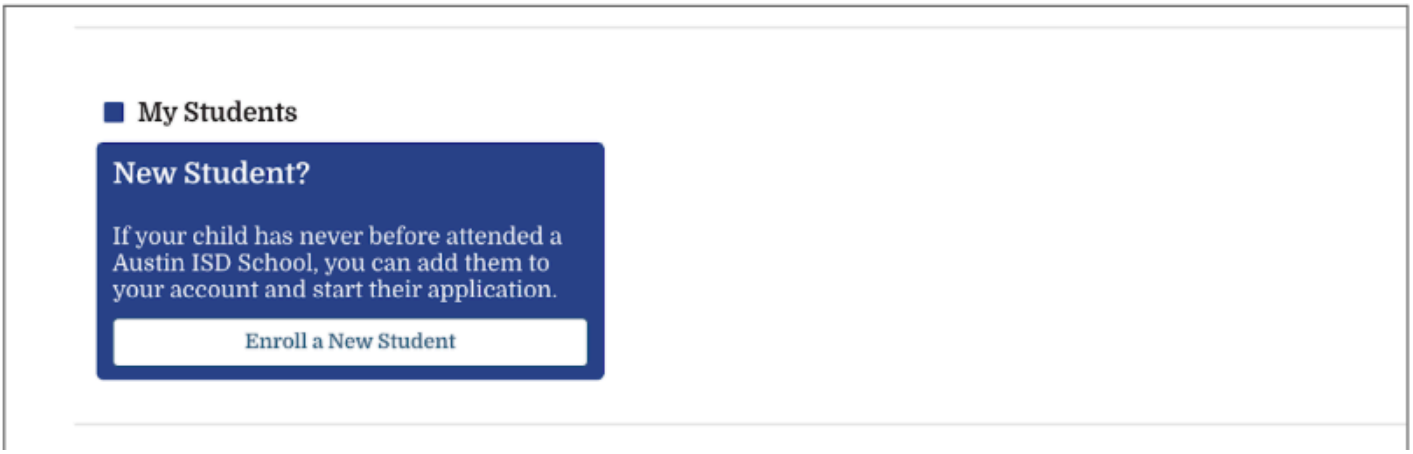
★ If you choose to submit documents in person, please provide them to the campus where you are applying. Each campus reviews eligibility individually, and processing times may vary based on demand.

Adding a New Student

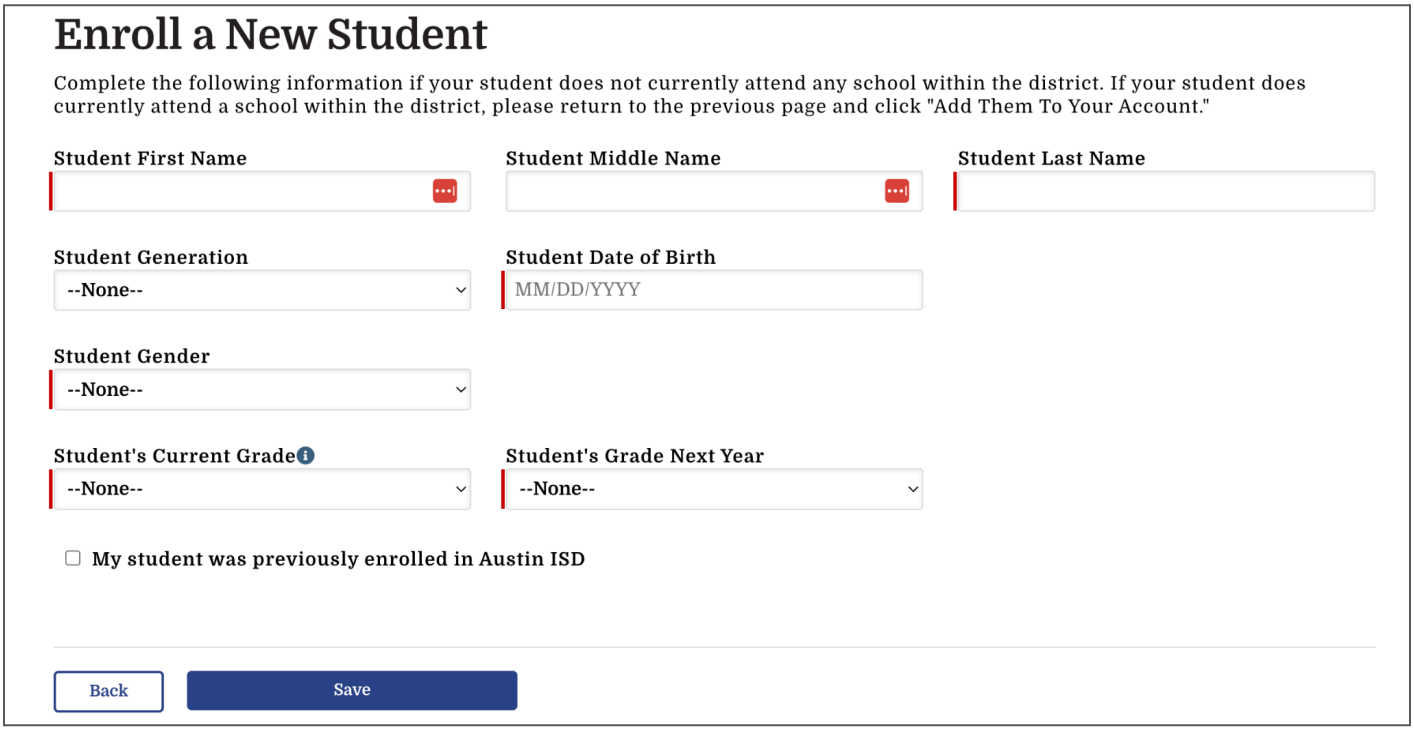
★In the My Students section, locate the blue New Student box, and select Enroll a New Student.

- ➢ *Take care to determine if you need to create a new student versus adding a student to your*

account using their Austin ISD student ID, as duplicate student files causes errors in the system.



★Complete all boxes and select Next.



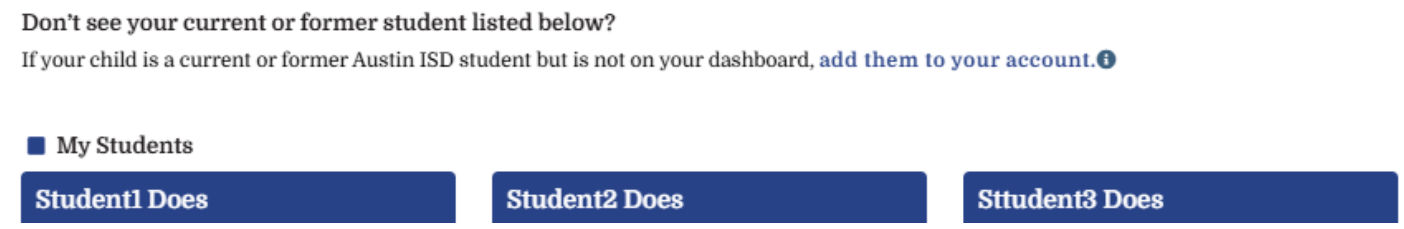
★Congratulations! Your new student will now have a box in the My Students section of the page.

Adding a Current or Former Student

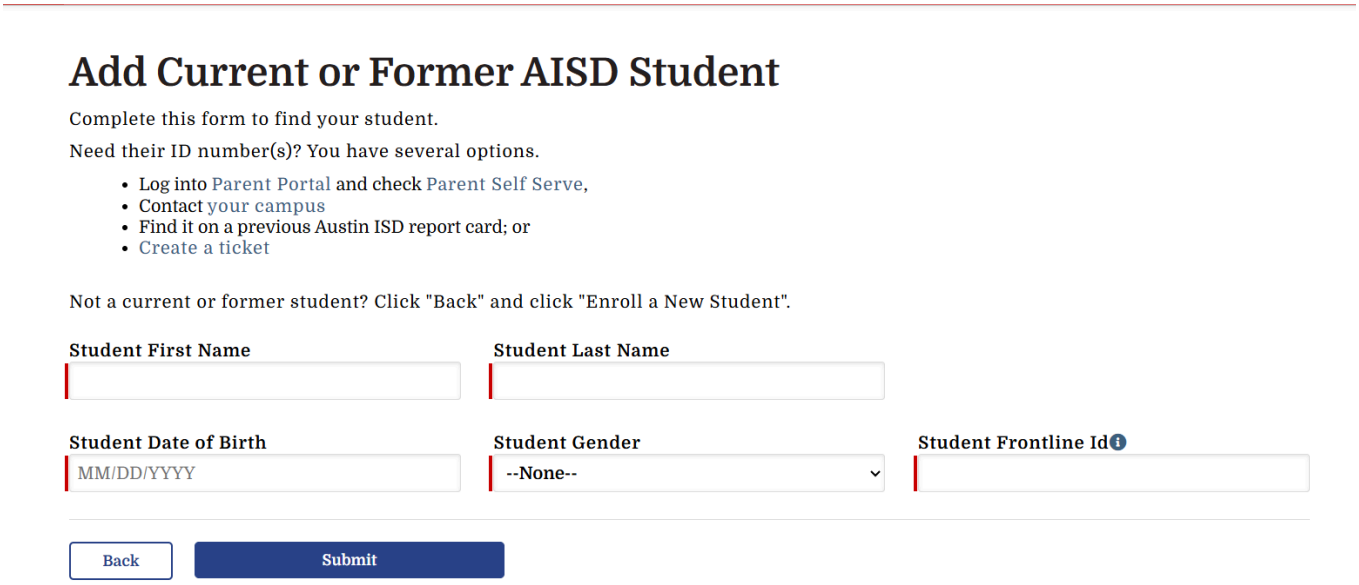
★Existing or former Austin ISD students should automatically appear on your dashboard. However, if you do not see one, you can add one.

★Under the My Students section, find the question “Don’t see your current or former student listed below?” and click on the hyperlinked phrase “add them to your account.”

- ➢ *You will need this student’s Austin ISD ID number. You have several options to find it.*
  - *Log into Parent Portal and check Parent Self Serve,*
  - *Contact your school*
  - *Find it on a previous Austin ISD report card; or*
  - *Create a ticket*



★Complete the form with the necessary information.

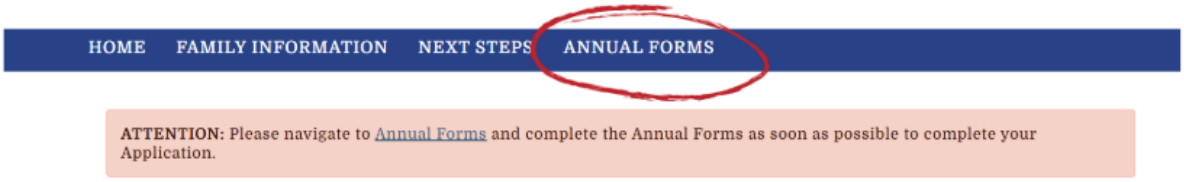


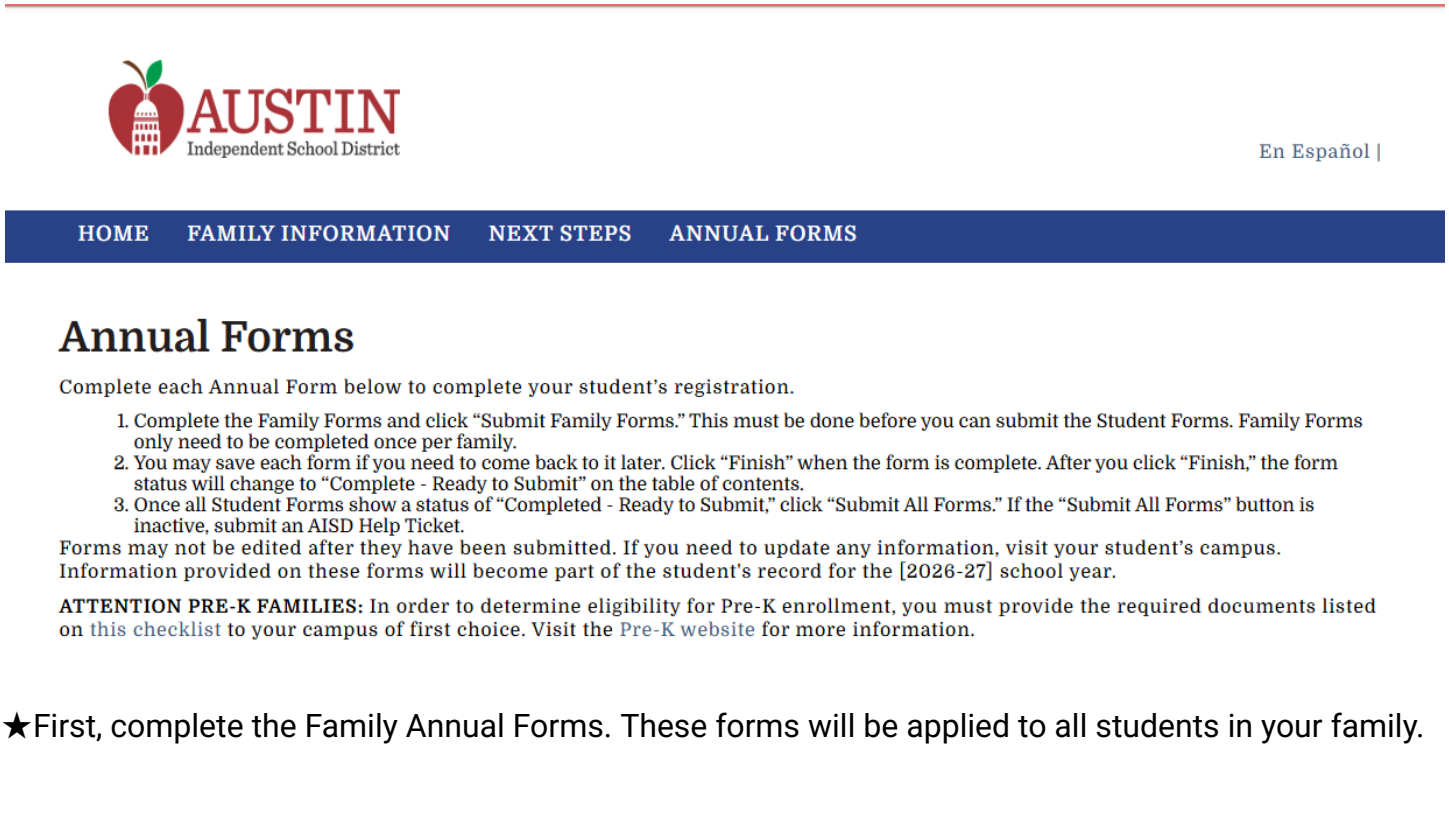
★This student should now appear in your My Students section, ready to complete registration.

Completing Annual Forms

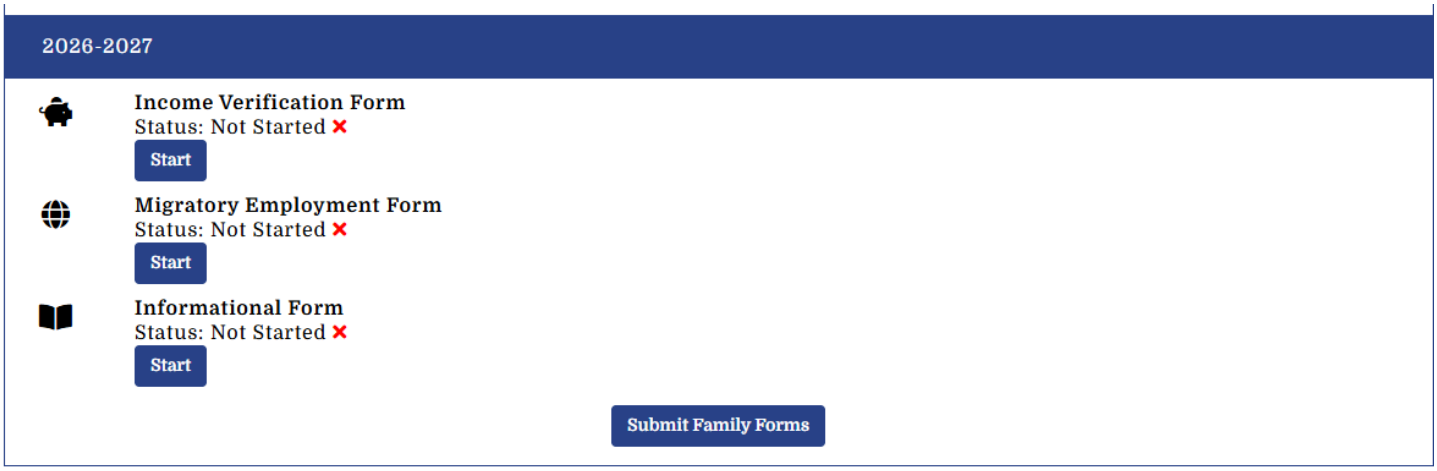
★After you have submitted your Intent to Enroll or Program or Transfer application, you must complete annual forms. These forms provide necessary information to Austin ISD and your school(s).

★Click Annual Forms in the blue ribbon at the top of the screen.





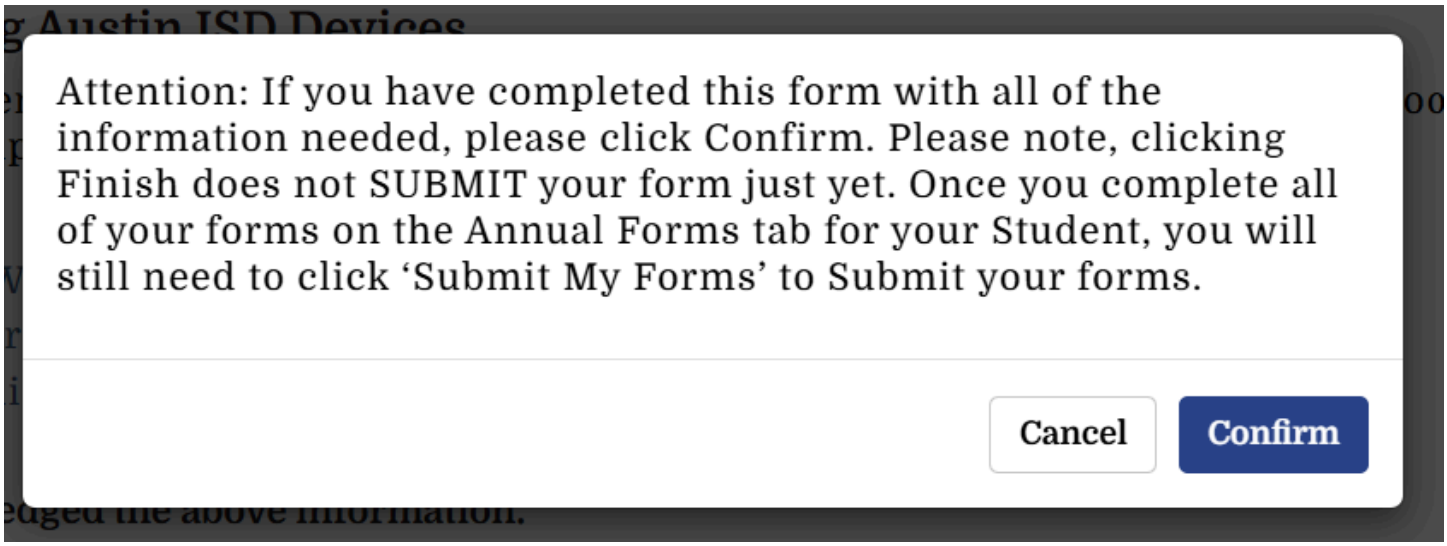
★First, complete the Family Annual Forms. These forms will be applied to all students in your family.



★Click Start for each form. Complete the form and click Finish.

- ➢ *If you need to save and come back, click Save instead of Finish.*
- ➢ *Each form can be edited before you click Submit Family Forms. Forms may not be edited after you click Submit Family Forms. If you need to change information after you have submitted, please contact the front office at your school.*

★Each form has a confirmation pop-up. Click Confirm to finish the form.

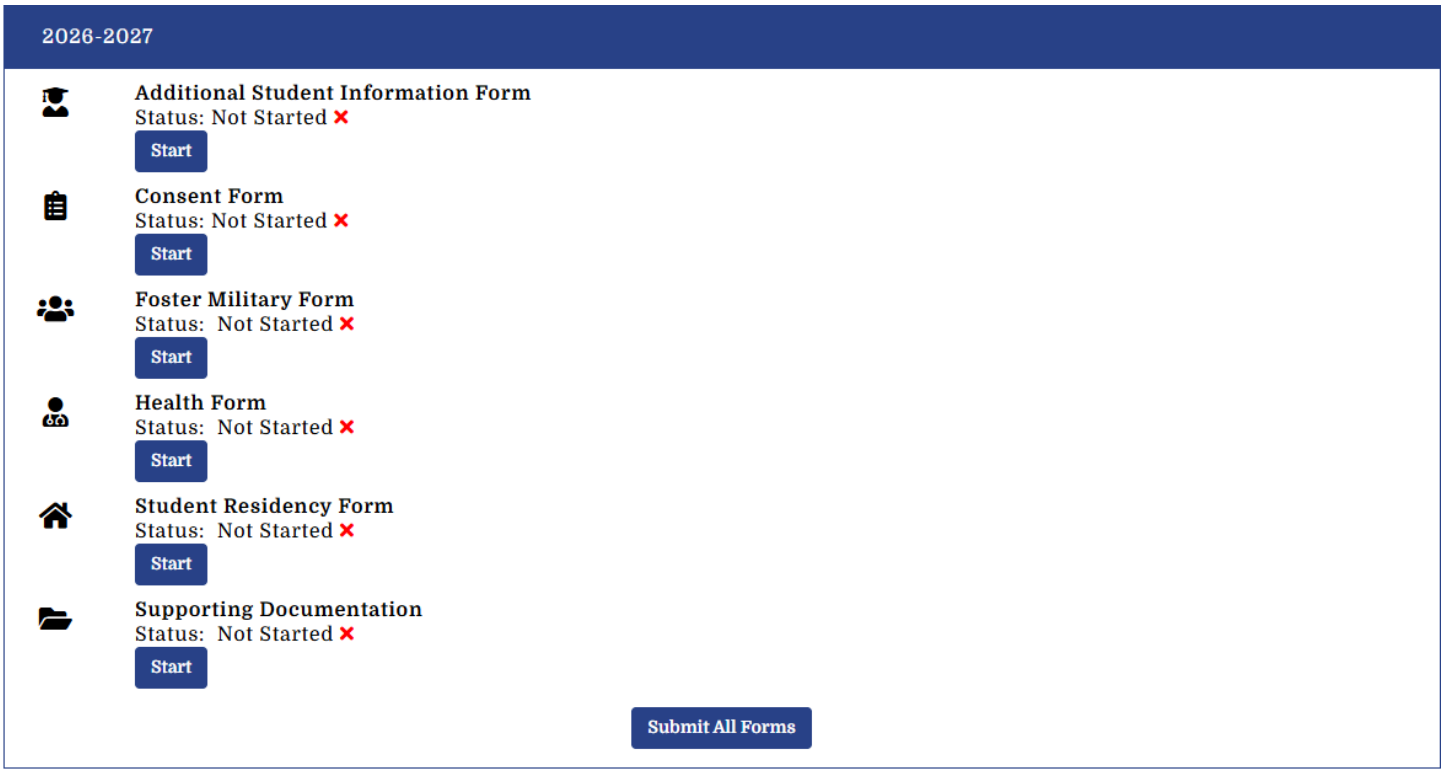


★Once you have completed all family forms, click Submit Family Forms. Each form will then indicate Status: Submitted with a green check.

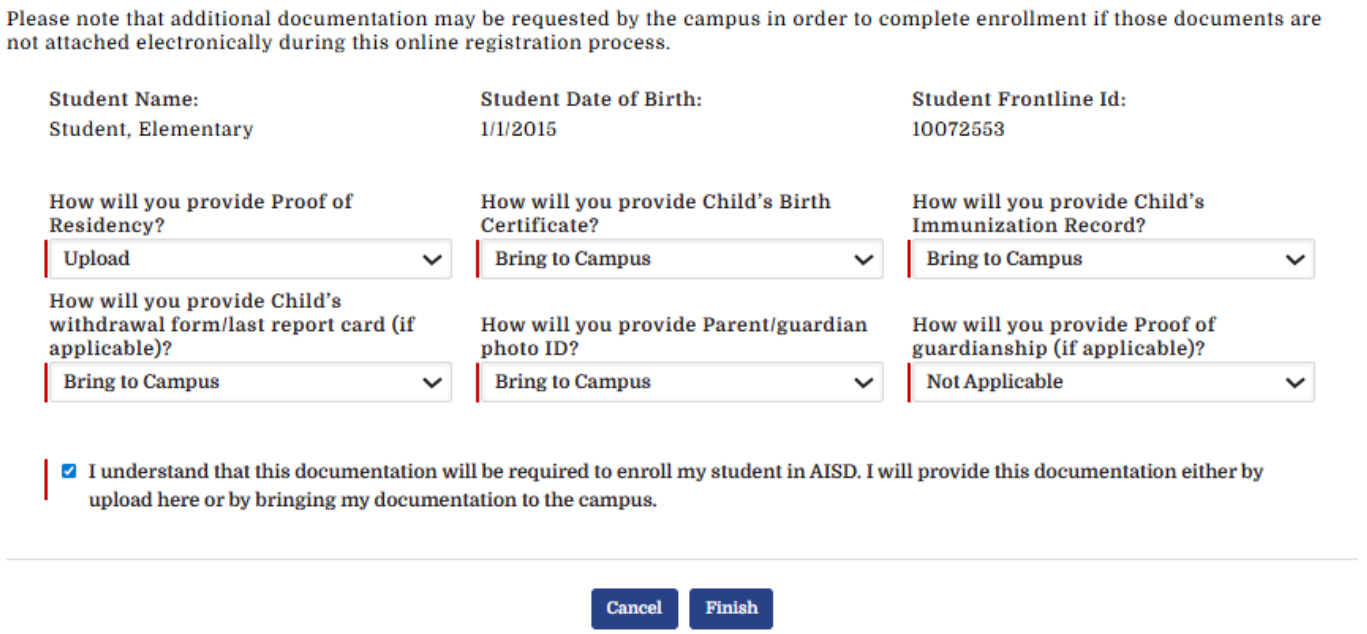
- ➢ *Each form can be edited before you click Submit Family Forms. Forms may not be edited after you click Submit Family Forms. If you need to change information after you have submitted, please contact the front office at your school.*



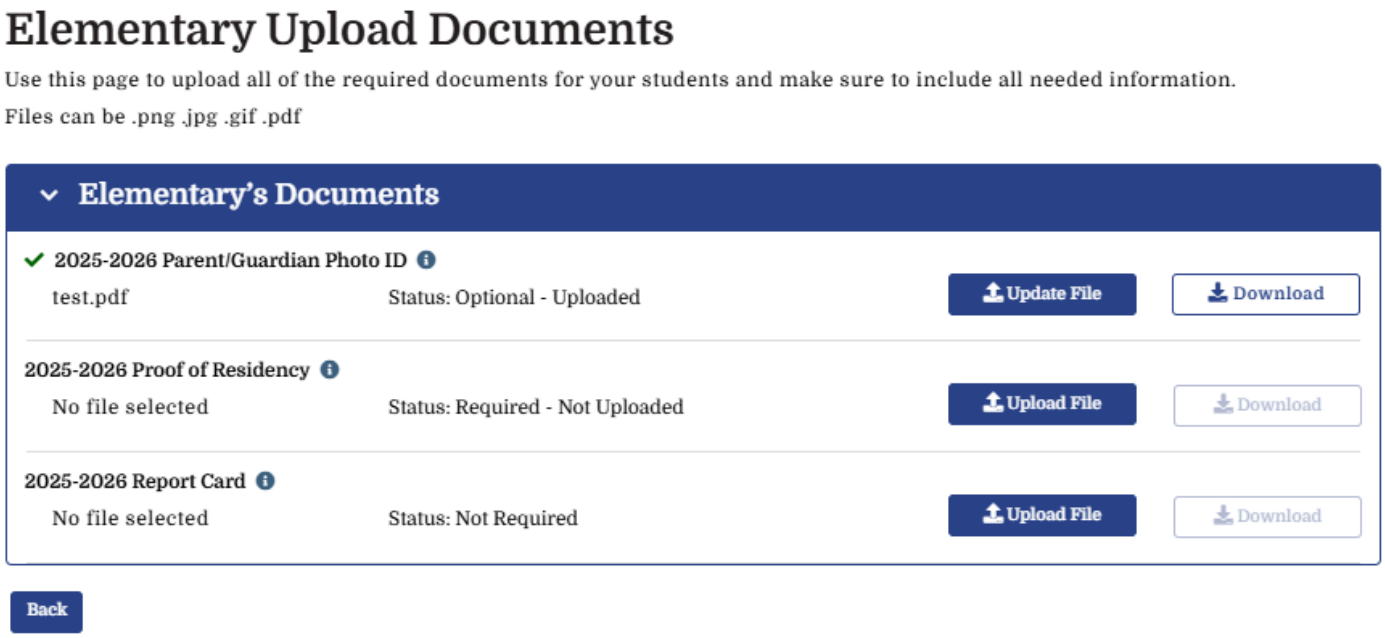
★Next complete the student forms for each student.



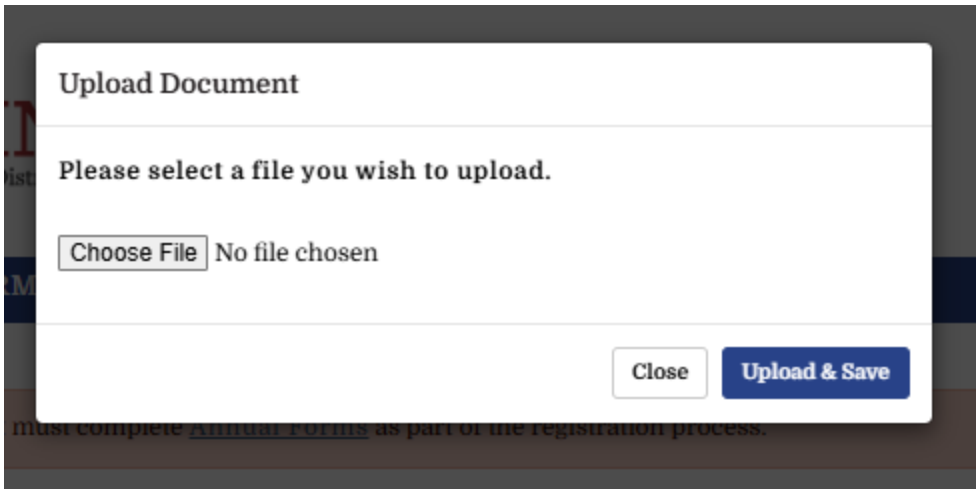
★Special note about the Supporting Documentation form. This form is where you can upload required personal documents, mark that you will bring these documents to your school, or mark Not Applicable (if allowed.)



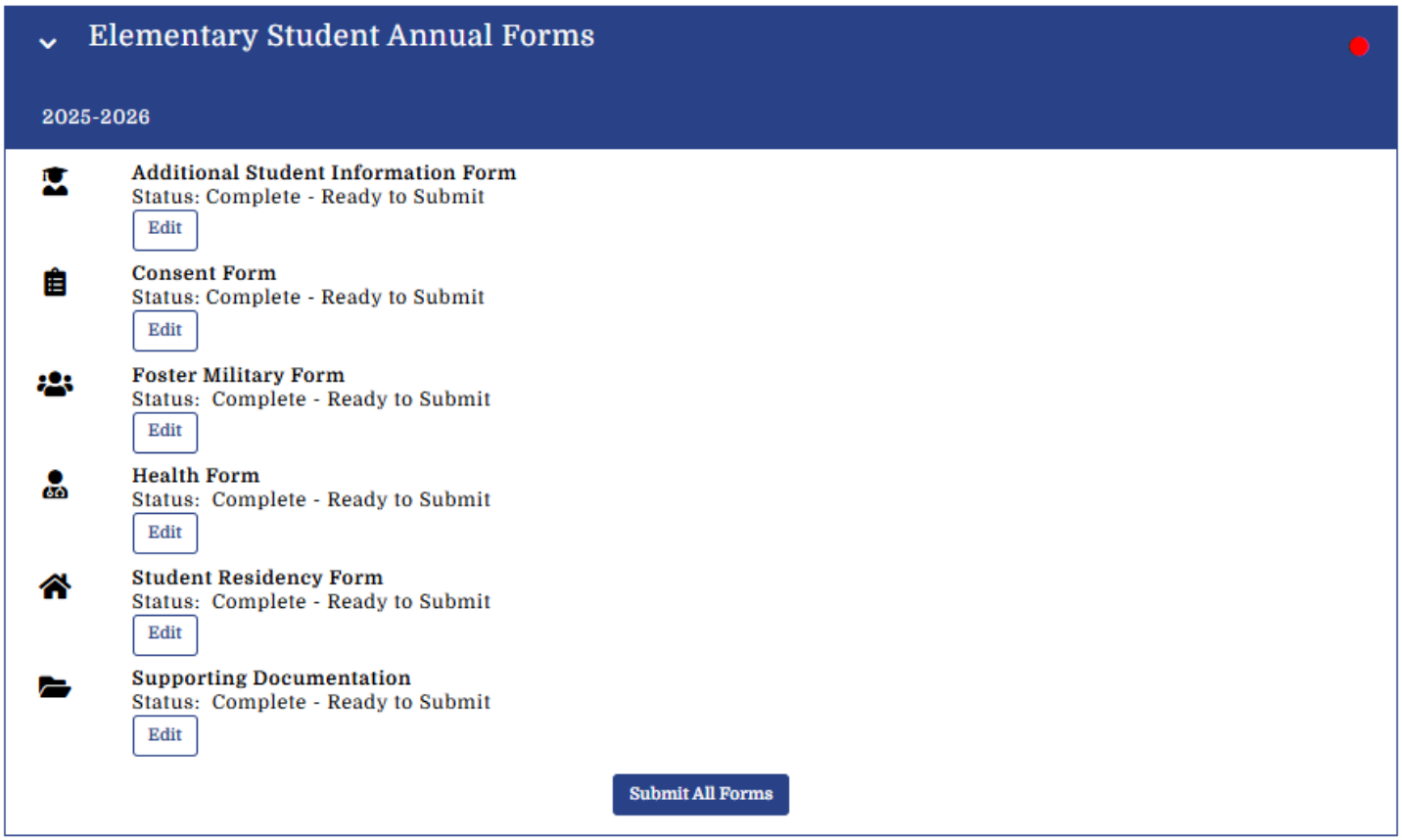
★If you mark Upload on any forms, you will be taken to an upload form after clicking Finish on the Supporting Documentation form.



★Then click Upload File and choose the file to upload. This function works on computers, tablets, and phones.



★Once the forms are Complete-Ready to Submit, then click Submit All Forms.



★Congratulations on completing the enrollment/registration process!

Elementary Student Annual Forms

2025-2026

Additional Student Information Form
Status: Submitted ✔
View Form

Consent Form
Status: Submitted ✔
View Form

Foster Military Form
Status: Submitted ✔
View Form

Health Form
Status: Submitted ✔
View Form

Student Residency Form
Status: Submitted ✔
View Form

Supporting Documentation
Status: Submitted ✔
View Form
View Uploaded Documents

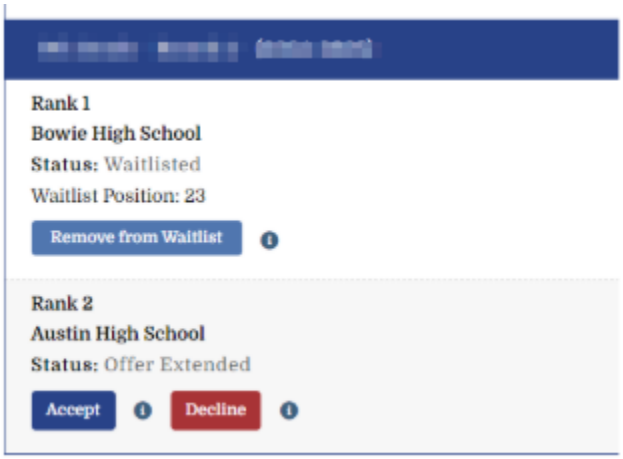
Accepting/Declining a seat offer after the lottery

★Once lottery results are delivered you will be able to see results via email and under “Next Steps”



★If your student has been offered a seat, you must accept or decline the offer within 14 days. The offer will expire if you do not accept it.

-If your student was waitlisted, you will be notified if a seat becomes available. Please note that for some programs, waitlist positions may change as other rounds end.



Status Notifications:

Offer Extended: Student was assigned a seat via the assignment process and needs to accept or decline the offer. Action is required within 14 days of the offer date to prevent this offer from expiring.

Waitlisted: There are currently no available seats. Your student has been assigned a waitlist number. If a seat becomes available, your student may be sent an offer.

Accepted-Pending Registration: After you have accepted an offer, this will be the status. All families must complete Annual Forms. This status will NOT update once Annual Forms are submitted. The confirmation email will be your final status.

Assigned Higher Ranked: Student was assigned a higher-ranked school. Once a seat is assigned during the assignment process all lower ranked schools will receive this status.

Not admitted: student was not eligible for the program

Removed: Parent or Guardian has removed student(s) from the waitlist.

Declined: Parent or Guardian has declined the seat offer.

How to know if you are successfully registered

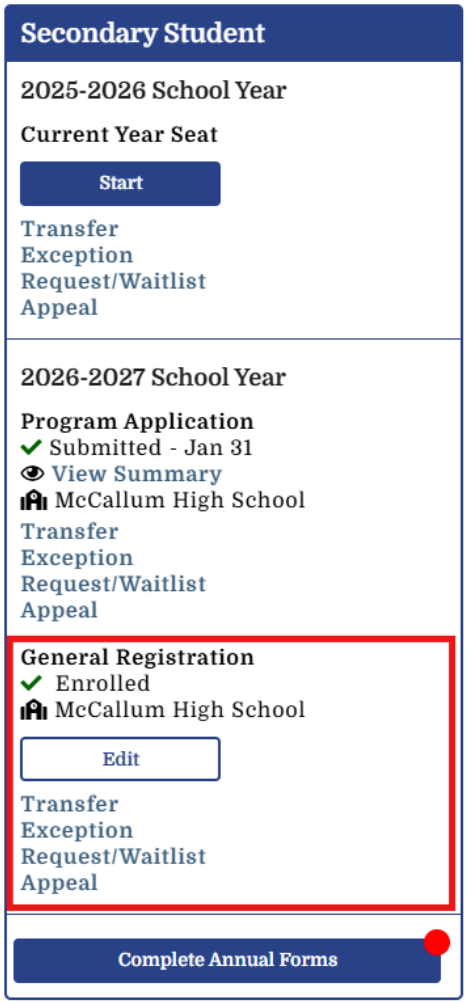
★If you're registered during Round 2 to your current/zoned school your tile will look like the one shown below



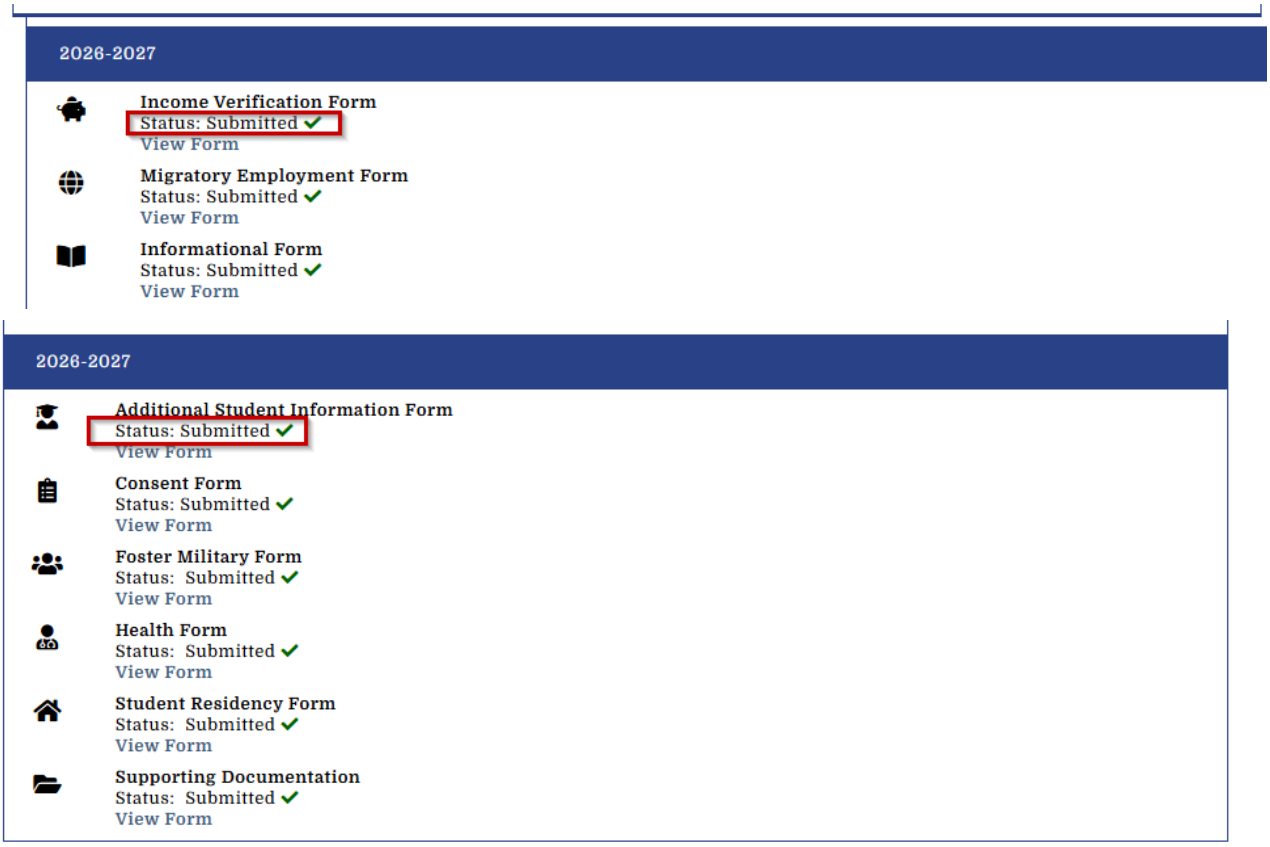
★If you applied during Round Two and were offered and accepted a seat your tile will look like the one shown below



★If you registered during Round Three your tile will look like the one shown below



★If both set of annual forms have been completed and submitted, you will have a green check mark next to each form and the status will show “Submitted”.



Frequently Asked Questions

P1. I have a currently enrolled Austin ISD student and I can not remember my username and password.

If you know your email address used for Austin ISD registration in the past:

- Go to http://portal.austinisd.org
- To retrieve your user name, use the “Forgot User Name” option on the first screen to receive an email with your username.
- Then, return to the portal, enter your username on the first screen, and, if necessary, use the “Forgot Password” link to receive an email that will allow you to reset your password.

If these options do not work, or if you are unsure what email was used to register in the past, contact your school. The front office staff can retrieve your registration email address, user name, and help reset your password.

You may also file an AISD Help ticket at https://www.austinisd.org/aisdhelp

Q2. What should I do if I get a “Single Sign on Error”?



- First: Click the link to austinisd.my.site.com/Enroll . This link will redirect you to the registration page.
- Enter your email address on the registration page.
    - If the email address you enter matches the one associated with your parent portal account, you'll be reconnected to the portal.
    - If you're a new family, you'll have the option to set up a new account.
- Second: If you continue to have issues, please clear your cache and try again.
- Third: If this does not work, contact us for help. [link to Austin ISD Help]

Q3: I have a currently enrolled student who does not have a student tile on my Enroll Austin screen. What do I do if I do not see my student in my account?

Please see the step by step directions in the Family Support Manual. You will need your student's ID number to be able to add them to your profile.

How do I find my student's ID number?

- Log into Parent Portal and check Parent Self Serve,
- Contact your campus
- Find it on a previous Austin ISD report card; or
- Create a ticket