



# RETURNING STUDENT REGISTRATION

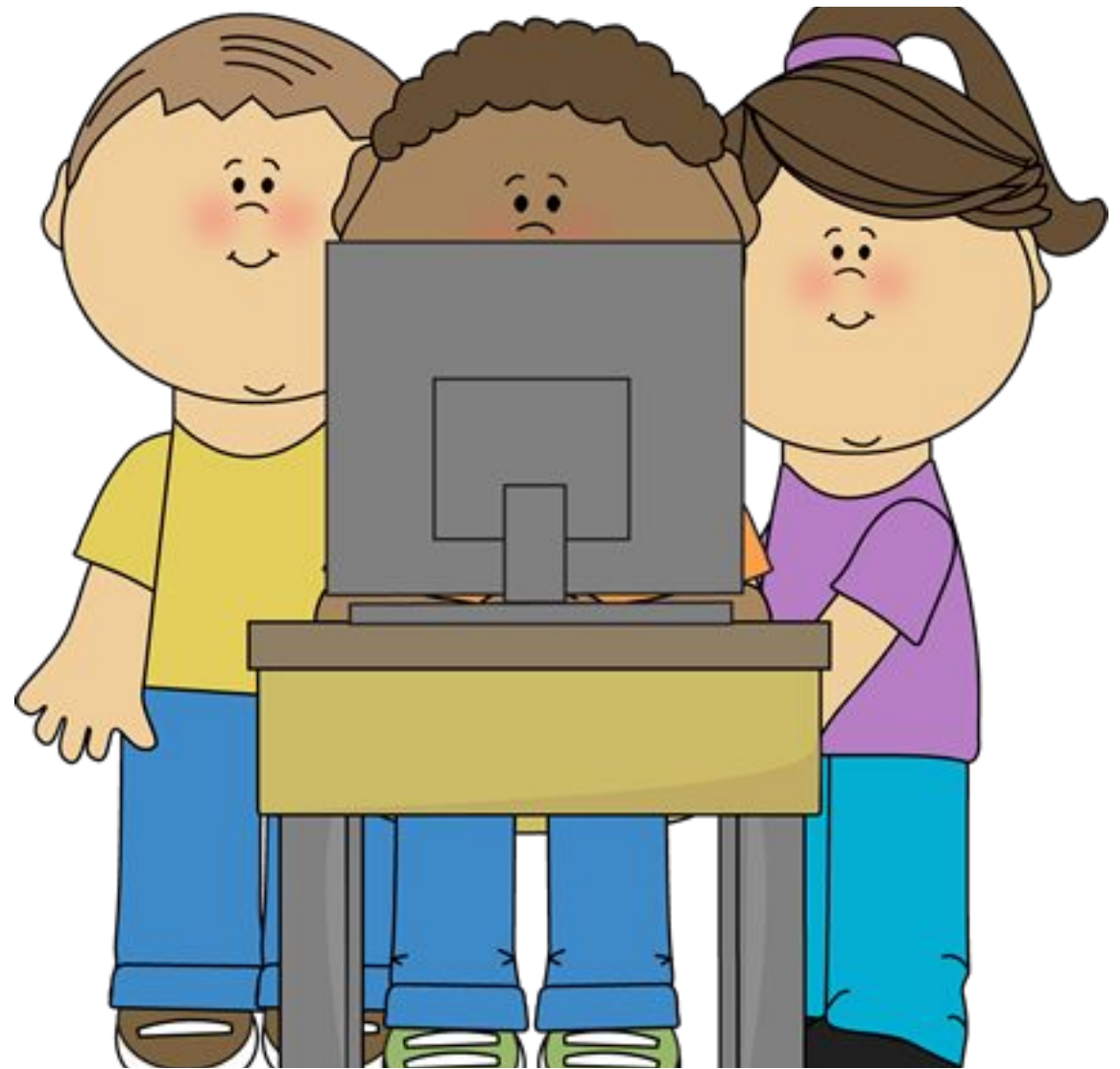
Presented by the YWCA Tulsa

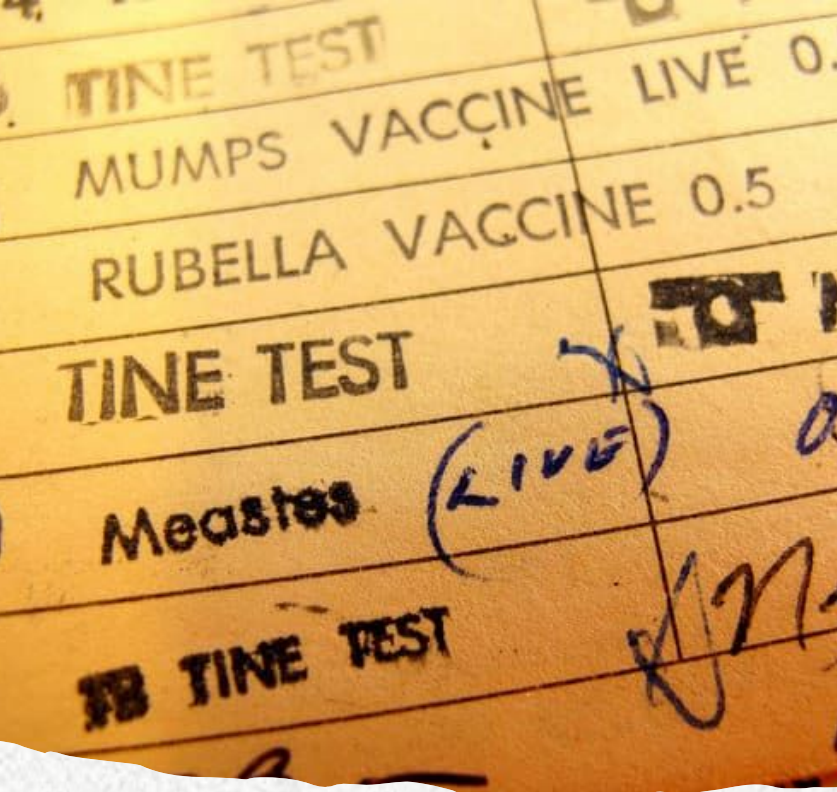


# Returning Student Registration is Open!

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- Please complete the Returning Student Registration for each of your students by the **middle of March**.
- This process must be completed online.
- Visit the Bixby Public Schools website to complete this re-enrollment process.

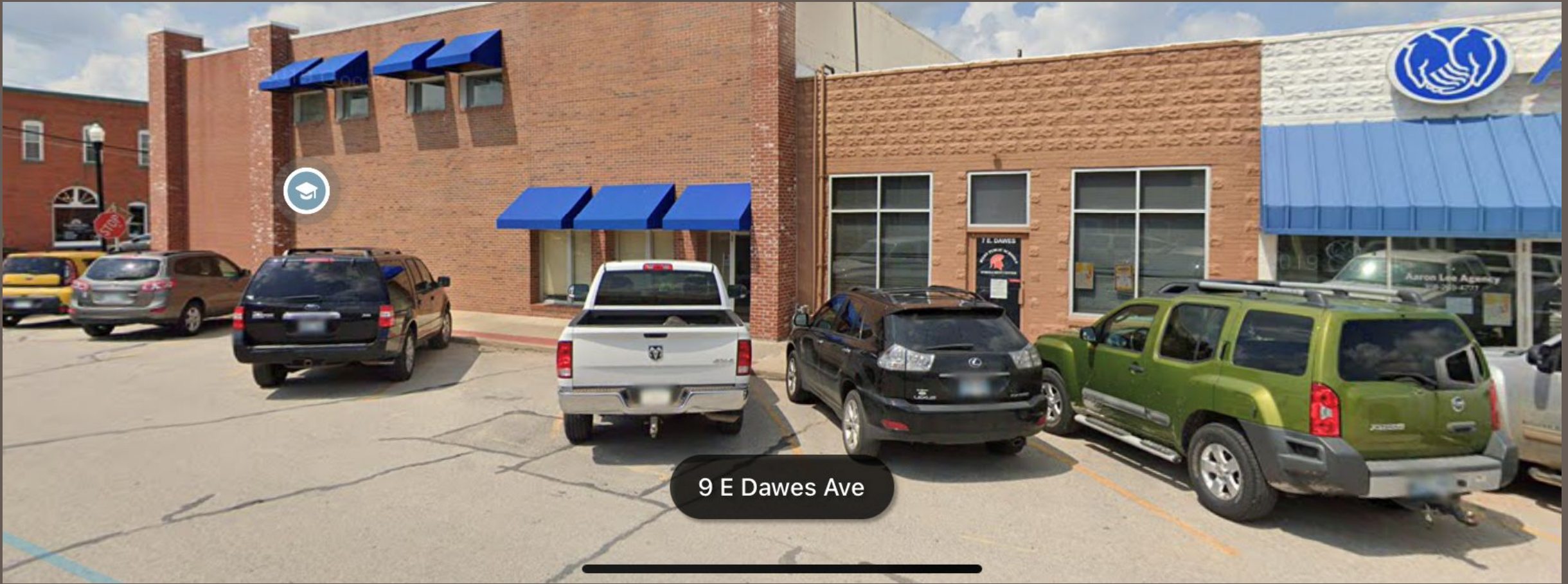




## What You Will Need

- A computer or device
- Proof of residency: water, gas, or electric bill
  - The bill must be within 45 days prior to the date of the returning student registration
- Proof of immunizations
  - Kindergarteners: All 5-year-old shots on record
  - 7th graders: A TDaP booster is required





Visit Bixby Public Schools Enrollment Center if you do not have access to a device.

- Address: 7 E Dawes Ave Bixby, OK 74008
- Hours: 8:00am to 4:30pm
- Contact Information: (918) 366-2340 or [enrollment@bixbyps.org](mailto:enrollment@bixbyps.org)
- Please arrive no later than 3:30pm to enroll

# Enrolling a Returning Student on Your Device

The screenshot shows a web browser window with the address bar displaying <https://www.bixbyps.org/page/enrollment>. The page title is "ENROLLMENT Bixby Public Schools". The main content area is titled "BIXBY ENROLLMENT CENTER". It is divided into two columns. The left column, titled "Contact Information", lists the address (7 E. Dawes - Bixby, OK 74008), phone numbers (918. 366.2340 or 918. 366.1706), fax (918.366-2365), and hours (Monday - Friday 8:00am - 4:30pm). Below this, there are four links: "Returning Student Registration (English)", "Returning Student Registration (Spanish)", "Instructions", and "FAQ's". The first two links are circled in red. The right column, titled "WHEN ENROLLING YOUR CHILD", contains a bulleted list of instructions. The first bullet says to arrive by 3:00 pm. The second bullet states that only a legal guardian can enroll a student and must bring a valid driver's license or ID. The third bullet explains that enrollment cannot be accepted until all required forms are completed. The fourth bullet, labeled "PLEASE NOTE", states that the enrollment center does not obtain documents for you and that you must bring your student's required documents (birth certificate and immunization record) at the time of enrollment. Below the list, there is a paragraph about the InfoSnap program, stating that if you have forgotten your username or password, you should contact Infosnap for assistance at 866-752-6850 or [support@infosnap.com](mailto:support@infosnap.com). The browser's taskbar at the bottom shows the Windows logo, a search bar, and several application icons. The system clock in the bottom right corner shows 9:18 AM on 1/29/2021.

**BIXBY ENROLLMENT CENTER**

**Contact Information**

7 E. Dawes - Bixby, OK 74008  
Phone: 918. 366.2340 or 918. 366.1706  
Fax: 918.366-2365  
Hours: Monday - Friday 8:00am - 4:30pm

[Returning Student Registration \(English\)](#)  
[Returning Student Registration \(Spanish\)](#)  
[Instructions](#)  
[FAQ's](#)

**WHEN ENROLLING YOUR CHILD**

- Please arrive by 3:00 pm to have time to complete the enrollment process. We are located at 7 E. Dawes in downtown Bixby.
- ONLY a legal guardian (parent(s) or court-appointed legal guardian) may/can enroll a student. Legal guardians must bring in a valid driver's license or a valid state-issued picture ID or passport
- Enrollment cannot be accepted until all required enrollment forms are completed and required documents are turned in.
- **PLEASE NOTE:** The enrollment center does not obtain your required documents for you. We only request a student's cumulative file from the previous school to be sent to their new school building *after* a student is enrolled, therefore you must bring in your student's required documents, such as birth certificate & immunization record, at the time of enrollment.

If you are having issues with the InfoSnap program, such as if you have forgotten the unique username and password you created for online registration or if the username and/or password is not working, you must contact Infosnap for assistance: 866-752-6850 (8 a.m. - 5 p.m.) or [support@infosnap.com](mailto:support@infosnap.com).

- Visit Bixby Public Schools website: <https://www.bixbyps.org/page/enrollment>
- Select "Returning Student Registration" on the left in Spanish or English



# Enrolling a Returning Student on Your Device

- You will receive an email with your child's "SnapLink" to register.
  - If you do not have your child's "SnapCode", contact the enrollment center at (918) 366-2340
  - After submitting the "SnapCode", you will create a new account
- You may already have an account
  - A. If you enrolled your child during the school years 2016-2020
  - B. If you have completed this process in the past

A Snapcode is Required to Continue

Enter a Snapcode

To begin **Returning Student Registration**, enter the 15-character snapcode provided by **Bixby School District 4**.

Snapcode

[Continue](#)

[Snapcode Help](#)

Already Entered a Snapcode?

If you have already started your student's **Returning Student Registration** for this year, click the link below to sign in and continue your work.

[Continue Your Work](#)

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Sign In - Bixby School District 4

Sign In

Email Address

Password

☐ Remember me on this computer

[Sign In](#)

[Forgot password?](#)

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history


[Create Account](#)

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# Enrolling a Returning Student on Your Device

- Verify that all demographic information is correct
- Update your address, phone number, and email address as needed
- Make sure you have a current utility bill for proof of residency
- Make sure you have your child's immunization records





**Please contact the Enrollment  
Center at (918) 366-2340  
or the Bilingual line for Spanish  
and English at (918) 366-1726**

**Questions and Further Assistance**





## Reminder:

All Returning Student Registrations are due by the **middle of March!**  
Please reach out if you have any questions. Thank you!