

Texhoma ISD Registration Instructions

Returning Students

NOTE: Please read each form carefully and answer completely. You **MUST** "SAVE" each form prior to clicking the "NEXT" button. If you do not SAVE, then your information will be lost and you will have to fill out the form again.

1. Login with your username and password from last year.
 - a. Note: if you need to reset your username and password, make sure you use the email address for the primary contact. If you are not sure which email address, please contact the school.
2. Click the "START REGISTRATION" tab (right side of screen)
 - a. Verify all the information is correct (if student information is incorrect please contact the school)
 - b. Click the SAVE button at the bottom of the page
 - c. Then click NEXT
3. Contact information
 - a. Verify each contact person for your student
 - b. Must SAVE after each person
 - c. Once all contact information has been reviewed or updated click NEXT
4. Residency Form
 - a. Update the residency form with current information
 - b. SAVE
 - c. NEXT
5. Student Health Form
 - a. Update the student health form with current information
 - b. SAVE
 - c. NEXT
6. Special Services
 - a. Update the special services form with current information
 - b. SAVE
 - c. NEXT
7. Student Directory
 - a. Update the student directory form with current information
 - b. SAVE
 - c. NEXT
8. Media Release
 - a. Update the media release form with current information
 - b. SAVE
 - c. NEXT
 - d.
9. Bus Transportation
 - a. Update the bus transportation form with current information
 - b. SAVE
 - c. NEXT

10. Food Allergy
 - a. Update the food allergy form with current information
 - b. SAVE
 - c. NEXT
11. Handbook and Code of Conduct
 - a. Update the handbook form with current information
 - b. SAVE
 - c. NEXT
12. Migrant
 - a. Update the migrant form with current information
 - b. SAVE
 - c. NEXT
13. Corporal Punishment
 - a. Update the corporal punishment form with current information
 - b. SAVE
 - c. NEXT
14. You may Print a confirmation page
15. Click the RETURN TO SUMMARY button
 - a. Make sure it says 100% complete
 - b. If updates need to be made, click the REGISTRATION button