

Registration for New HISD Students

All parents or legal guardians of students who are not currently enrolled in HISD schools and wish to register must show a photo ID or drivers license and submit written proof of residency within the physical boundaries of HISD. Acceptable documentation **must** have a street address listed; post office box addresses are not acceptable proof of residency. Acceptable documentation of proof of residence includes:

- Current lease agreement or mortgage payment book, mortgage bill, or tax statement in the name of the parent or legal guardian
- Current mail at the same physical address (no ads) in the name of the parent or legal guardian

All parents or legal guardians must also provide the following documents for registration:

- Student's official birth certificate
- Student's social security card
- Immunization record (complete from infancy, required by State)
- Last report card (elementary and middle school)
Unofficial transcript (high school)
- Discipline report (in sealed envelope)
- IEP and Evaluation (if served by Special Education)
- Proof of Guardianship (Court Appointed Documents, Divorce Decree, DFS Placement Papers, Foster Care)
- Income information (Pre-Kindergarten/Head Start only)

Parents must provide withdrawal paperwork from previous school district before the student will be officially enrolled in HISD.

All required documents, including proof of residency documents, must be submitted to the school before any student(s) may attend classes at any HISD school.

Registration can be accomplished by contacting the following persons:

Prekindergarten & Kindergarten - Kim Free, Wylie Primary (903) 655-5105
Grades 1-3, Rita Dennard, Wylie Elementary (903) 655-5205
Grades 4 – 5, Janet Martin, Northside Intermediate (903) 655 – 4305
Grades 6 – 8, Jan Drummond, Middle School (903) 657 – 1491
Grades 9 – 12, Shannon Howeth, High School (903) 657 – 1483