

# Wondering about enrollment for School Year 2017-2018?

## Revised Round UP Date-see below

**If you have a student already attending UP this year and intend to attend UP or MIS next year your student will simply roll up to the next grade!** You do **NOT** need to go online to enroll your child as your child is already enrolled! *We will simply send home a paper confirmation form in Feb. and ask that you send that back to us.*

**If you are enrolling a sibling of a student currently attending any campus within HPISD, keep reading for your instructions.**

1. **IF** you have a sibling of a student currently enrolled and attending school at any HPISD campus **starting Feb. 1<sup>st</sup>**, you will log in to Skyward Family Access and on the top left you should see a button that says: "Enroll a New Student". If you do not see this button, email Paula [richarp@hpsid.org](mailto:richarp@hpsid.org) to correct this. (the person that was listed first in the guardian list from parents at Back to School Sign UP After completing enrollment through Skyward you are able to turn in your paperwork for your incoming student the week prior to round up. Starting on Tuesday, Feb. 21<sup>st</sup> through Friday Feb. 24<sup>th</sup> (from 7:30-3:00 pm daily) we will accept your **completed** packet in the main office here at UP. (*packets will not be accepted after 3:00 pm on any day*) Your packet will be date and time stamped upon rcpt. **There is no need to attend New Student Round UP if you qualify to turn your packet in early.**

**We will only accept complete packets. Incomplete packets will not be accepted at any time.**

**ALL items are required on new students enrolling, we do not pull items from siblings packets.**

**If you are completely new to UP and have NO one enrolled now or in the past, keep reading for your instructions.**

2. On Feb. 1<sup>st</sup> the district plans to have the online enrollment set up for school year 2017-2018. Go to [www.hpsid.org](http://www.hpsid.org) and click on the parent section. Then click on "Enroll a New Student". If you are not given a choice of enrolling in 2017-2018 **STOP** and try again the next day. Do **NOT** enroll if you do not have a choice to enroll for the correct school year or you will need to enroll again! Once you complete this online enrollment, the system will prompt you to print some of the pages. Please print those pages in order to turn in a complete packet. One of these pages is a checklist of items that must be brought to the school to complete enrollment. These items will include the following:
  - a. *Warranty deed OR HUD statement OR Settlement Statement on your home OR Lease*
  - b. *Current water OR electric bill*
  - c. *Driver's license with the home address*
  - d. *Immunization record (student)*
  - e. *Birth Certificate (student)*
  - f. *Social Security card (student)*

**Completed packets will be brought to the New Student Round UP on Feb. 28<sup>th</sup> at 9:00 am at UP.**

We will date and time stamp the completed packets at that time.

Please feel free to email us with any questions you may have about this process and refer any of your friends and neighbors to us also. **Thanks!**

Priscilla Hazen [hazenp@hpsid.org](mailto:hazenp@hpsid.org)

Paula Richardson [richarp@hpsid.org](mailto:richarp@hpsid.org)

If you (**brand new families not currently enrolled**) have a contract or closing statement on a property within HPISD boundaries that you are not residing in at this time please contact us ASAP!