



INFORMATION FOR PARENTS

PRE-REGISTRATION PACKETS:

Pre registration packets with all necessary forms will be sent home with all current students and will be made available at each campus office and on the district website, www.crystalcityisd.org, to be downloaded. Packets should be filled out by the parent or guardian and should be returned to the campus office on the date specified by the campus or prior to end of the school year. Packets will also be available for both new and returning students at each campus office to be filled out and returned before August registration. Receipt of these completed packets will speed up the registration process.

REGISTRATION :

All students are required to register even if parents have already filled out their preregistration packets. This insures that all information is accurate and current.

KNOW WHO CAN REGISTER A STUDENT

A parent or legal guardian must register the student. If the person accompanying the child is not the biological parent or guardian, he/she must be cleared by the designated Registrar at each respective campus. Step parents may be given authority by a biological parent or legal guardian to interact with the school on behalf of the parent. The permission must be written, signed and dated. The permission will be verified as being from the biological parent or guardian.

KNOW WHEN REGISTRATIONS CAN BE ACCEPTED

Families needing to register should do so at their designated campus(es). School contact information can be found on the campus web page.

Families with students receiving special education services will need to contact the Special Education Office at 830-374-2367 to schedule an ARD (Admission, Review, and Dismissal) meeting .

DOCUMENTATION NEEDED FOR RETURNING STUDENTS:

Prior to the first day of school, the following documents are required for enrollment and need to be brought to registration or submitted with the pre-registration packets:

- Proof of residency (Home Owner- a current copy of the entire water, gas or electric bill showing address, month of bill and amount. **Leaser/Renter-** Current signed lease/rental agreement.)
- Current immunization record (See Immunization Requirements web page on www.crystalcityisd.org.)

NEW STUDENTS



1. CHECK RESIDENTIAL ELIGIBILITY

Children who reside within the boundaries of the Crystal City Independent School District are eligible for enrollment in district schools. The district does not accept tuition students from outside of its boundaries. To verify if your residence is in CCISD, contact Central Office or Adelia Leeper, Federal Programs Director, at 830-374-2367.

2. BRING THE PROPER PAPERWORK

Prior to the first day of school, the following are required for enrollment and need to be brought to registration:

- Proof of residency (**Home Owner**- a current copy of the entire water, gas or electric bill showing address, month of bill and amount. **Leaser/Renter**- Current signed lease/rental agreement.)
- Current immunization record (See Immunization Requirements web page on www.crystalcityisd.org).
- Birth certificate- If no birth certificate is provided, the parent/guardian has 30 days to provide one. If one is not provided, the child's name must be reported to the local law enforcement agency as a possible missing child.
- Social Security card - If a Social Security Card is not available or parent does not want this number used, a state ID will be assigned.
- Report Card from previous school (if applicable)- If no records are provided, the school will make a request directly to the prior school.

Please Note: Presenting a false document or false records in connection with enrollment of a child in public school is a criminal offense under Penal Code 37.10 (Tampering with Governmental Records) and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below. Education Code 25.002(d)

Please note: Once a child is enrolled in public school, state compulsory attendance laws will apply. Under the law, is a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a six month period in the same school year or on three or more or parts of days within a four week period, then (1) the student's parent is subject to prosecution under Section 25.093 and (2) the student is subject to prosecution under Section 25.094 of the Texas Education Code.