

ONLINE STUDENT REGISTRATION

for 2020-2021 school year



Go to www.cfbisd.edu/registration and follow the directions for Returning Families at the bottom of the page.

Use your existing Parent Self-Serve (PSS) User ID and Password to get started.

Language
English

Parent Self Serve User ID *
Your username

Parent Self Serve Password *

Login Forgot User ID Forgot Password

If you have forgotten your PSS User ID or Password, click the button and a hint will show. If the hint is not enough to remind you, contact the campus records clerk or the helpdesk (972.968.4357).

Across the top of the Student Online Registration application, you will see the 11 steps needed to complete the registration for each student. Information you entered last year will be auto-populated for you to review and update as needed. You can track your progress in the process; however, you are unable to click to a future section. You must click "Next" on each section to advance.

- 1. My Students
- 2. Student Information
- 3. Parent/Guardian Contacts
- 4. Emergency Contacts
- 5. Medical History
- 6. Verify Campus
- 7. Restrictions
- 8. Student Forms
- 9. Documents
- 10. Attachments
- 11. Confirm Enrollment

Step by Step Process to Complete Online Student Registration:

Step 1 ➡ To register a returning student, select a student from the dropdown menu. To add a new student not currently enrolled in CFBISD, choose (Create New Student). **CLICK NEXT.**

Step 2 ➡ Verify or update the Student Information. **CLICK NEXT.**

Step 3 ➡ Verify or update the Parent/Guardian Information. Phone numbers are critical so please pay close attention to ensure accuracy. **CLICK NEXT.**

Step 4 ➡ Add or update Emergency Contacts (other than parent/guardian) paying close attention to phone numbers. **CLICK NEXT.**

Step 5 ➡ Verify or update the Medical History. **CLICK NEXT.**

Step 6 ➡ Review the school selected to Verify Campus for enrollment. **CLICK NEXT.**

Step 7 ➡ Select all Directory Information Restrictions that apply to your student. Descriptions of these restrictions can be viewed by following the link to "Explanation of Directory Information Restrictions". **CLICK NEXT.**

Continue to Next Page

Step 8 → Open, read and sign all required Student Forms. You cannot continue the registration process without opening each of the required forms. Other forms are included for your convenience but are not required to be completed.

The first form is to indicate the Preferred Learning Option for the student. Please complete the form for each student.

2020-2021 Learning Options

New - Select the preferred learning option ("Traditional Onsite Learning" or "Remote Learning") for each student

To Do

Click "Open Form". A new window will open with a description of the Learning Option and a dropdown menu. Please note this is for planning purposes. You will be able to change your preference once the school year begins. Make your selection and **CLICK SUBMIT**.



2020-2021 Learning Options

Carrollton-Farmers Branch ISD will offer the two following academic options, Traditional Onsite Learning and Remote Learning, for the 2020-21 school year.

Option 1: Traditional Onsite Learning: In-person instruction in all content areas delivered on campuses via certified CFB teachers as you have traditionally experienced, with heightened hygiene and disinfection protocols.

Option 2: Remote Learning: Remote instruction in all content areas delivered online via certified CFB teachers through a mixture of face-to-face large group, small group, and individual learning (synchronous learning) along with prerecorded video instruction (asynchronous learning).

Fine arts, athletics and other extra-curricular activities will be available for each learning option. Additional details about each academic offering and extra-curricular activities will be shared with our CFBISD families soon.

To help us prepare, please let us know the learning options preference for EACH CFBISD STUDENT living in your home.

Please note this information will be used for planning purposes. If desired, you will be able to change your preference once the school year begins.

Learning option preference for:

- Traditional Onsite Learning - My student will attend classes at school
- Remote Learning - My student will participate in classes remotely from home

Step 9 → Download and acknowledge all CFBISD notification Documents. **CLICK NEXT**.

Step 10 → Upload any necessary attachments for the student. Returning families do not need to upload attachments unless they have a change of address. Select the type of attachment from the dropdown menu. Choose the file you wish to upload and click Add Attachment. Continue to add attachments until complete. **CLICK SUBMIT**.

Attachments

New Families – Please upload the following required documents:

- Child's Birth Certificate
- Child's immunization records
- Child's withdrawal form/last report card (if applicable)
- Parent/Guardian photo ID
- Proof of guardianship (if applicable)
- Two forms of proof of address (utility bill and lease or mortgage)

Returning Families – If your address has changed, please upload the following required documents:

- Proof of address (utility bill and lease or mortgage)

Attachments *

Attachment File No file chosen

- Birth Certificate
- Immunizations
- Parent/Guardian Photo ID
- Proof of Guardianship
- Proof of Income (Qualifier for Free Pre-K Only)
- Proof of Residency**
- Report Cards
- Test Scores
- Transcript

Step 11 → When all steps are completed, Confirm Enrollment for this student. **CLICK CONFIRM ENROLLMENT**. A web confirmation page will appear. You may print this for your records but it is not necessary to bring it to the campus. If you have more students to register, **CLICK NEXT**. The application will take you back to the My Students section.

THANK YOU FOR COMPLETING THE ONLINE STUDENT REGISTRATION. YOUR STUDENT'S CAMPUS WILL BE IN CONTACT IF NEEDED.