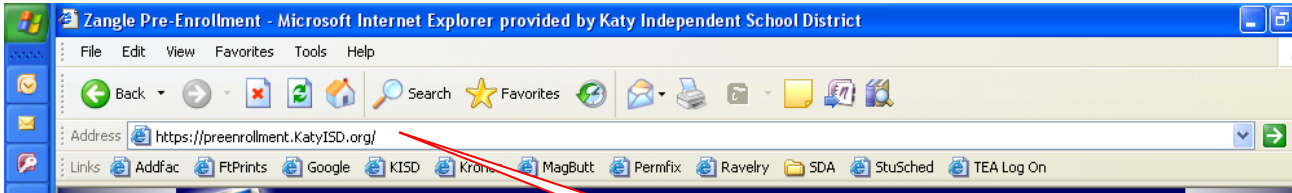


How to Pre-Enroll a Student

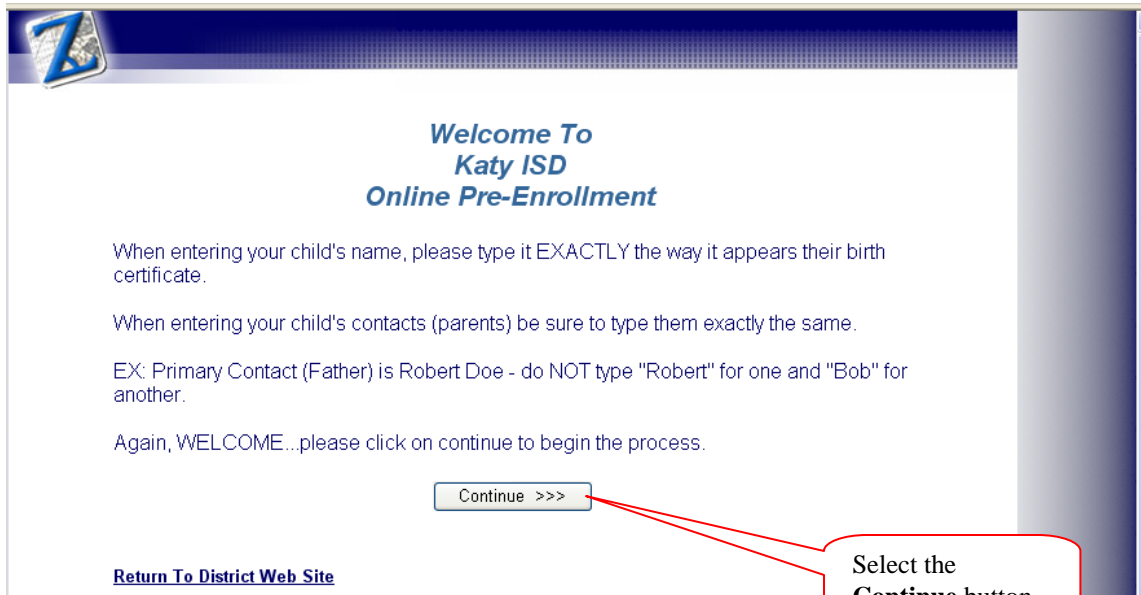
1. Open an internet browser window
2. Type the following address into the URL window

<https://preenrollment.KatyISD.org>



3. The On-Line Pre-Enrollment screen will display
4. Select the **Continue** button

Enter address into URL window



Select the **Continue** button

5. Enter **Household Address** information
6. Enter **Mailing Address** information (*if different from Household Address*)
7. Enter **Household Telephone** information
8. Indicate number of Students that will be pre-enrolled

Note: Required fields are indicated by an asterisk (*) next to the field name. In order to continue to the next screen and/or save the student's information, these fields must be completed.

The screenshot shows the 'Katy ISD Online Pre-Enrollment' form. It is divided into four main sections: 'Household Address', 'Mailing Address (# Different From Above)', 'Household Telephone', and 'Student Pre-Enrollment'. The 'Household Address' section includes fields for House #, Street, Suite, City/State/Zip, and Complex. The 'Mailing Address' section includes fields for Address Line 1, Address Line 2, City/State/Zip, and Zip Code. The 'Household Telephone' section includes fields for Telephone Type, Telephone Number (Area Code, Prefix, Number), and an Unlisted Number checkbox. The 'Student Pre-Enrollment' section includes a field for the Number of Students. At the bottom, there are 'Cancel' and 'Continue >>>' buttons. A red callout bubble points to the 'Continue >>>' button with the text 'Select the Continue button'. A note at the bottom states: 'Note: Required fields are indicated by an asterisk (*)'.

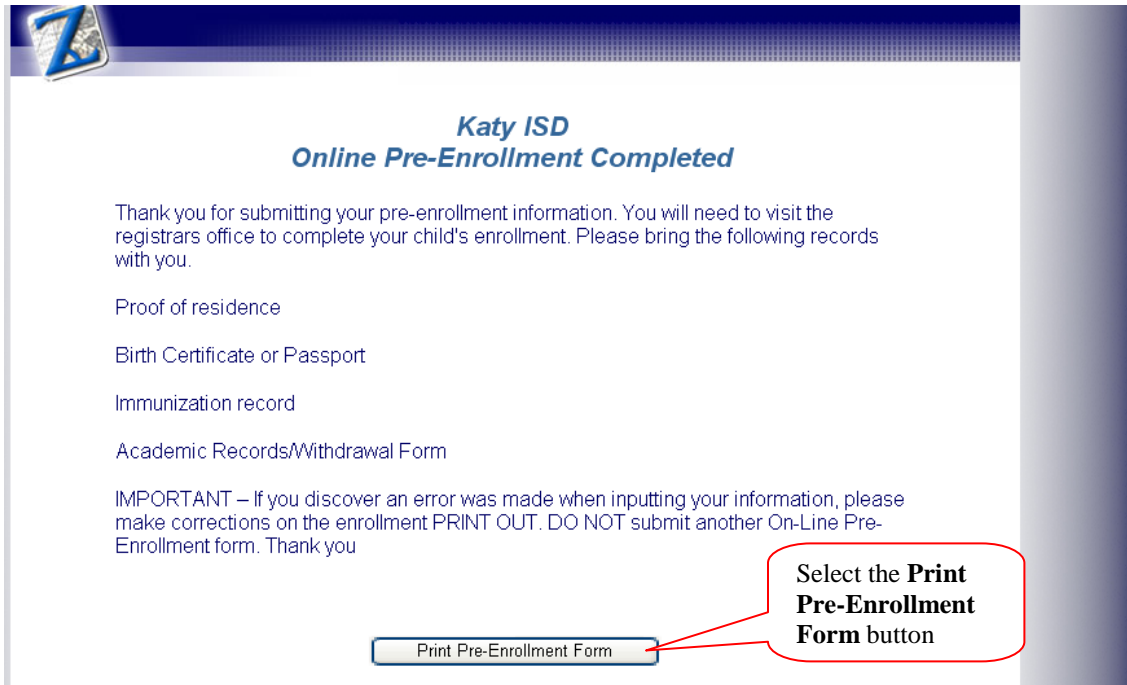
- 9. Select the **Continue** button
- 10. Enter **Student Information**

Note: The Social Security Number is an optional field. However, if you choose not to provide one, the campus will issue a State ID that will be used by the On-Line Grade application.

The screenshot shows the 'Katy ISD Online Pre-Enrollment' form, specifically the 'Student Information' section. It includes fields for Legal Name (First Name, Middle Name, Last Name, Suffix), Nickname, Social Security Number, Birth Date (mm/dd/yyyy), Birth Place, Gender, Ethnicity, Home Language, Student Primary Language, Citizenship, Country, Grade Level, and Email Address. There are 'Cancel' and 'Continue >>>' buttons at the bottom. A note at the bottom states: 'Note: Required fields are indicated by an asterisk (*)'. Three red callout bubbles are present: one pointing to the 'Legal Name' field with the text 'Enter Legal Name as it appears on the birth certificate', one pointing to the 'Social Security Number' field with the text 'SSN is an optional field', and one pointing to the 'Continue >>>' button with the text 'Select the Continue button'.

- 11. Select the **Continue** button
- 12. Enter **Contact Information**
- 13. Enter **Home Address** – select the check box if **Contact Lives with the Student** and the address information will auto-populate with the address entered on the previous screen
- 14. Enter **Contact's Work Address**
- 15. Enter **Contact Telephone Numbers**
- 16. Enter **Other Information**

Note: Required fields are indicated by an asterisk (*) next to the field name. In order to continue to the next screen and/or save the student's information, these fields must be completed.



20. Select the **Return To District Web Site** link when enrollment process has been completed

Note: The following documents are required by the campus in order to complete the enrollment process:

- Signed copy of On-Line Pre-Enrollment form
- Completed Enrollment Packet
- Proper Identification (i.e. birth certificate, Social Security card)
- Immunization Records
- Proof of Residency (gas, water, electric bill or lease agreement or purchase contract for home)