

Coulson Tough K-6 School Registration Instructions for 2018-2019

Click on this link to “Find Your Neighborhood School” in Conroe ISD:

https://routeinfo.conroeisd.net/infocatorrcc/info.aspx?OrgGuid=ORG-CONROE&profileguid=conroe_1718

If you are moving to the Coulson Tough school zone from another CISD school zone, please make an appointment using the link in #4 at top of page 2 and bring the Proof of Residency for the new address (see page 2) and the parent’s photo ID.

Pre-K students must be 4 years old on or before September 1st and meet eligibility requirements. If eligible, they will attend a half-day program at Glen Loch Elementary in the afternoon.

*If your child was not a Conroe ISD student in 2017-2018, you will need to register online and fax or scan and email the **COMPLETED** checklist **PLUS A COPY** of the actual immunization record to the school nurse. (See #3 below) Immunization records will be periodically reviewed when the nurse is off June 2 - August 3, 2018. The nurse returns to campus on August 6, 2018.

New-to-Conroe ISD students will need to register online & complete the steps below:

Go to www.conroeisd.net

- click on “Parents/Students” near top of webpage
- click on “Enrollment and Transfers”
- scroll down to “New Student Registration 2018-2019” (orange rectangle)
- click on “Create Account” in lower left,
- then log in and select “2018-2019 School Year”

Please note: If you are not already residing in your home in the Coulson Tough school zone when you register your child online, then you will also need to apply online for either an IntraDistrict Transfer if you are residing inside Conroe ISD or an InterDistrict Transfer if you are residing outside of Conroe ISD. The links for these transfers are found on: www.conroeisd.net > “Parents/Students” > “Enrollment & Transfers.” The links for the two types of transfers are found on the right side of the webpage. Then email your “Proof of Residency” (fully-executed lease or sales contract -- all pages) in the Tough school zone to studenttransfers@conroeisd.net.

If you do not have a computer available, please email Carolyn Duncan in our registration office at cduncan@conroeisd.net or call 281-465-5906 to arrange a day and time for you to come in and use one of the school’s computers during school hours or in the summer during registration hours.

2. After you have completed and submitted the online registration, please email Carolyn Duncan at cduncan@conroeisd.net to make sure your child’s online registration was received.
3. *The electronic Immunization Checklists for Pre-K and for KG-6th grade are found on the CTough Registration webpage. At least one school day prior to making your appointment to complete the registration process (see #4 on next page), please send the completed checklist **PLUS** a copy of the original immunization record to Nurse Cyndi: **email: cschulken@conroeisd.net, fax: [936-709-9909](tel:936-709-9909)**. You can also take a picture of the forms with your phone and email them.

HELPFUL HINT: You may want to download one of the free apps for scanning with your phone such as CamScanner from the Apple store or Google Play. Nurse Cyndi will contact you if your child is missing any required immunizations. If your child does not have all the immunizations required by Texas public schools, please be aware that an updated record with the missing immunizations will be necessary to start school.

Please Note: Bring the child’s original/official immunization record to your registration appointment so that we can make a copy.

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4. After your child's immunizations have been approved by Nurse Cyndi, please use this link to schedule your registration appointment:

***** Please schedule a separate 30-minute appointment for each child. *****

<http://www.signupgenius.com/go/5080a4faca2eaa8-20142015>

Bring the following original documents to your appointment even if you have uploaded the documents to your child's online registration – this is needed for verification purposes and to ensure we have clear copies of the documents:

- Original/Official Immunization Record
- Completed and signed 2018-2019 Immunization Checklist -- the links for the interactive KG-6th and the PreK Immunization Checklists are on the CTough Registration webpage
- Child's original Birth Certificate
- Child's original Social Security Card (or original Passport if born outside of U.S.A.)
- Proof of Residency – recent (within past 30 days/4 weeks) original utility bill for gas, water or electricity with new address showing as "Service Address/Location" and a parent/legal guardian's name showing as customer -- or a fully-executed (signed and dated by all parties) and complete (all pages) original lease, sales contract, or disbursement statement from closing on purchase of a home. If not already residing in home in Coulson Tough school zone, then an approved IntraDistrict or InterDistrict Transfer is required. See Item #1.
- Original Photo ID of parent/legal guardian registering child
- Military ID or foster care paperwork, if applicable
- Grades 1 – 6 must also provide: most recent original report card from previous school. Please also provide any standardized testing, i.e. Stanford, Olsat, STAAR, etc. if possible.
- For KG students please bring a small, approximately 2 inch x 3 inch photo of the child for their KG Placement card.