

How to register new student for the 2023-2024 School Year:

- Use computer, not cell phone, and Google Chrome as browser and go to www.conroeisd.net
- Click on **Parents/Students**
- Under **Parent Resources**, click on **Enrollment & Transfers**
- Scroll down and click on **Family Portal 2023-2024**
- Create a Family Portal account using right side of web page
- Log out
- Log back in and go to **Family Portal 2023-2024** and log in on left side
- Complete online registration and upload scans or photos of registration documents below -- “CamScanner” app or others improve quality of cell phone photos of paper documents:
 - o Child's Immunization Record
 - o Immunization Checklist for **2023-2024** -- provided on CTough Registration webpage for both PreK and for KG-6th in **2023-2024**
 - o Child's Birth Certificate
 - o Child's Passport if child was born outside of the U.S.A.
 - o Child's Social Security Card if they have one – if not, please complete and upload a **State ID Number letter form** – it is available on the Coulson Tough Registration webpage.
 - o Parents' Photo IDs (valid driver's licenses, passports, etc.)
 - o Proof of Residency – a fully executed lease or sales contract (all pages of main document, signed and dated by all parties) **OR** a recent (dated within 30 days of online registration submission date) Water Bill, Gas Bill or Electric Bill with the page(s) showing the Service Address or Meter Location and one of the parent's names showing as Customer.
 - o School Records – for 1st – 6th grade students: most recent report card and any standardized testing from current or previous school years. If it is not the final report card then please email to cduncan@conroeisd.net if you receive it after you have submitted the online registration. For students going into 2nd – 6th grade it would be helpful to have the final report cards for the past two school years if possible and any STAAR testing or standardized testing, i.e. Stanford, OLSAT, CogAT, Iowa, etc.
 - o Please email cduncan@conroeisd.net after you have submitted your child's online registration.

Please note:

Please use **“The Woodlands”** as the **City name** for your address so that your child's online registration will match to Tough K-6 School as the school zoned for that address.

If both parents live at same address, then please use **“Parent 1”** screen for both names.

If parents have different last names, please use this format:

First Name: Mary Smith and John

Last Name: Jones

“Parent 2” screen is for **non-custodial parent** when parents are not living together/are separated or divorced.

Please be sure to list **two** adults who are **not the child's parents** as **“Emergency Contacts.”**

Check the Tough website for information about COVID procedures, the Student Handbook, the school newsletter the **“Titan Tribune”** and other important information.

<https://tough.conroeisd.net/>