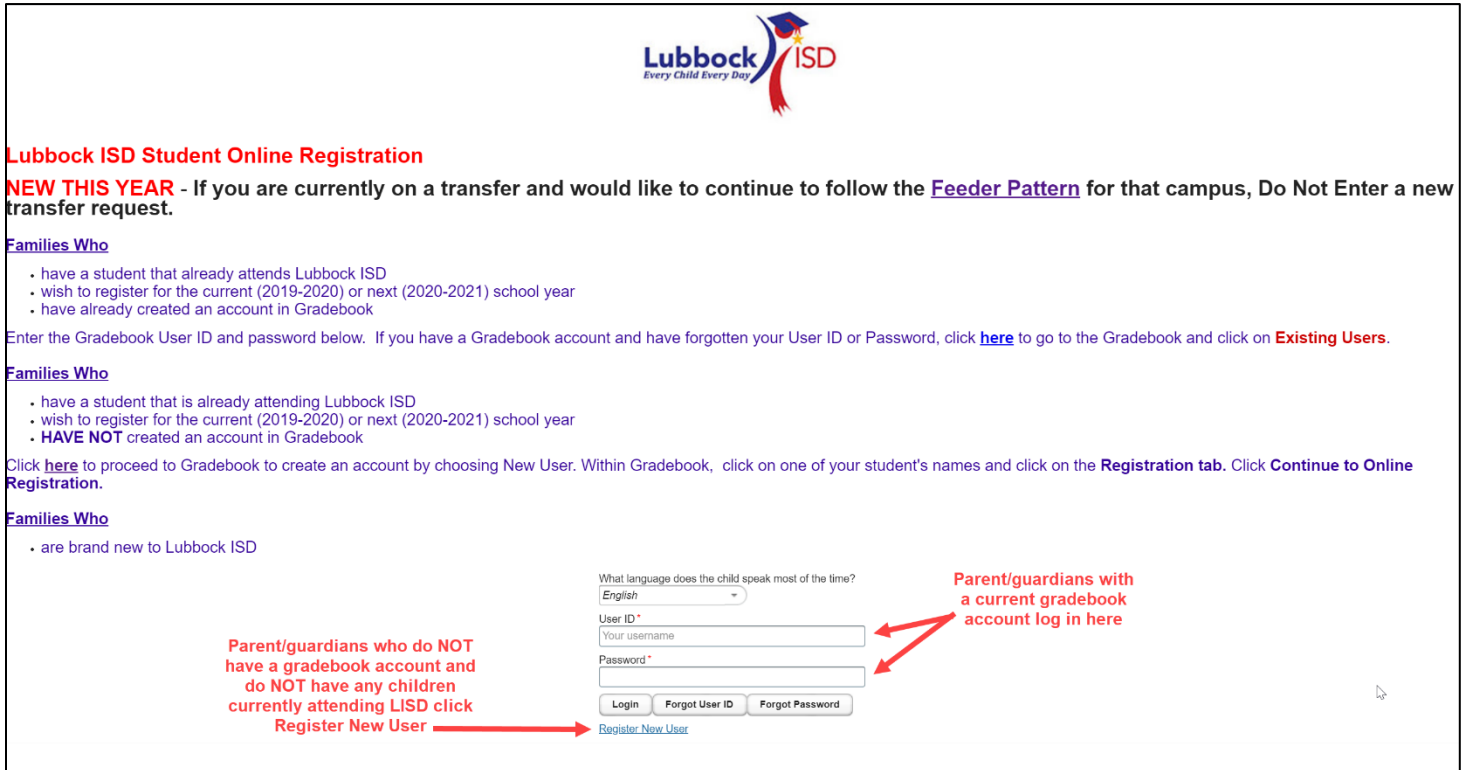


Pre-K Registration and Transfer Application Process

How to Complete the Registration Process for PK Students

1. Click link for access to Online Registration and Transfer Request Application webpage:
<https://teams.lubbockisd.org/registration/#!/login>
2. Families who have a student that already attends Lubbock ISD **will enter their gradebook username and password**. Families who are brand new and have no other students attending Lubbock ISD **will click Register New User**.
Parent/guardians who click Register New Account will follow all steps to create their username and password, then will return to the login screen and log in using their newly created username and password.



Lubbock ISD Student Online Registration

NEW THIS YEAR - If you are currently on a transfer and would like to continue to follow the [Feeder Pattern](#) for that campus, Do Not Enter a new transfer request.

Families Who

- have a student that already attends Lubbock ISD
- wish to register for the current (2019-2020) or next (2020-2021) school year
- have already created an account in Gradebook

Enter the Gradebook User ID and password below. If you have a Gradebook account and have forgotten your User ID or Password, click [here](#) to go to the Gradebook and click on **Existing Users**.

Families Who

- have a student that is already attending Lubbock ISD
- wish to register for the current (2019-2020) or next (2020-2021) school year
- **HAVE NOT** created an account in Gradebook

Click [here](#) to proceed to Gradebook to create an account by choosing New User. Within Gradebook, click on one of your student's names and click on the **Registration** tab. Click **Continue to Online Registration**.

Families Who

- are brand new to Lubbock ISD

What language does the child speak most of the time?
English

User ID *
Your username

Password *
[]

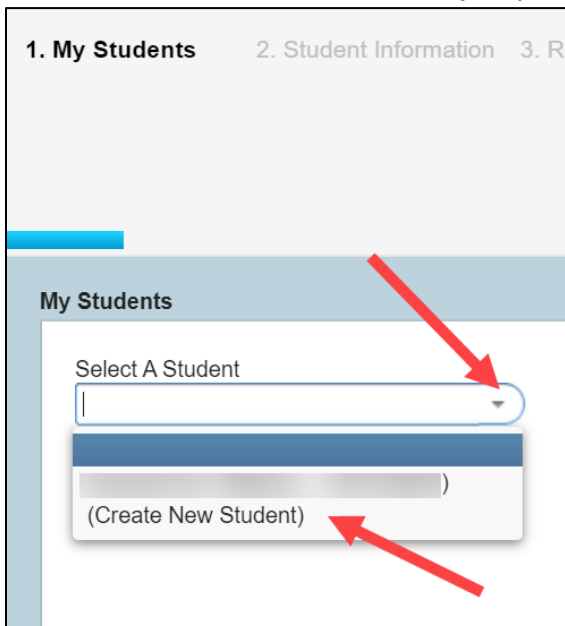
Login Forgot User ID Forgot Password

[Register New User](#)

Parent/guardians who do NOT have a gradebook account and do NOT have any children currently attending LISD click Register New User →

Parent/guardians with a current gradebook account log in here →

3. After logging in, the parent/guardian will click the drop-down arrow on **Select A Student** and choose **Create New Student** and click next.
The PK student's name could be listed if they attended LISD as an EE student. If so, select the student's name.



1. My Students 2. Student Information 3. R

My Students

Select A Student

(Create New Student)

Pre-K Registration and Transfer Application Process

4. On step 2, the parent/guardian will choose **school year 2020-2021**, **grade level Pre-K**, and the **home campus** for the enrollment requested campus. If the student lives out of district, the parent/guardian should select the campus they would prefer their child attend. **Transfer requests are NOT submitted during this step.**
- Parent/guardians who live within the LISD boundaries will submit a transfer **after** registration is completed for their home campus.
 - Parent/guardians who live outside of the district will submit a transfer **after** they complete registration for their preferred campus.

1. My Students 2. Student Information 3. Request Transfer to Other School 4. Parent/Guardian Contacts 5. Other/Emergency Contacts 6. Medical History 7. Verify Campus 8. Restrictions 9. Student Forms - Please make sure to scroll to the bottom and across each form and complete all fields highlighted in yellow. 10. Parent/Guardian Forms 11. Confirm Enrollment

Student Information

Enrollment School Year Current (2019/2020) or Next Year (2020/2021)* 2020-2021

Enrollment Requested Grade Level* Pre-Kindergarten

NEW THIS YEAR - If you are currently on a transfer and would like to continue to follow the Feeder Pattern for that campus, Do Not Enter a new transfer request.

If you are requesting a transfer, please select **Request Transfer to Other School** even if the school you plan to attend is in the list below. If you are NOT requesting a transfer, choose the campus listed below to complete registration.

Enrollment Requested Campus*

Social Security Number

Birthdate

Student Last Name (as it appears on Birth Certificate)

Student First Name (as it appears on Birth Certificate)

Student Middle Name (as it appears on Birth Certificate)

Student Generation

Gender

Hispanic/Latino

Please select at least one option

Race American Indian or Alaska Native Black or African American White

5. The parent/guardian will enter the remaining student information on step 2, click next and complete steps 3-11. On step 11, they will click **Confirm Enrollment** which will generate a confirmation number.

1. My Students 2. Student Information 3. Request Transfer to Other School 4. Parent/Guardian Contacts 5. Other/Emergency Contacts 6. Medical History 7. Verify Campus 8. Restrictions 9. Student Forms - Please make sure to scroll to the bottom and across each form and complete all fields highlighted in yellow. 10. Parent/Guardian Forms 11. Confirm Enrollment

Click **Confirm Enrollment** and bring your students'

- official birth certificate
- Social Security card
- immunization record
- proof of address

to the campus to complete enrollment, if you have not previously done so.

Students registering for Pre-K must meet with a Pre-K Specialist to determine eligibility. Please contact the campus.

The User ID and Password for Online Registration will be used for Gradebook Access and to apply as a Volunteer.

Confirm Enrollment

6. Parent/guardians will see their confirmation number.

Online Enrollment Confirmation

Student Name: [REDACTED]

Enrolling Parent/Guardian Name: [REDACTED]

Campus of Enrollment: Centennial Elementary Sch

Grade Level: 05

Fiscal Year: 2017-2018

Online Registration Confirmation Number: 135

Local ID: [REDACTED]

Resides With Parent/Guardian Name: [REDACTED]

Home Address: [REDACTED]

Date/Time Printed: 01-04-2017 12:29

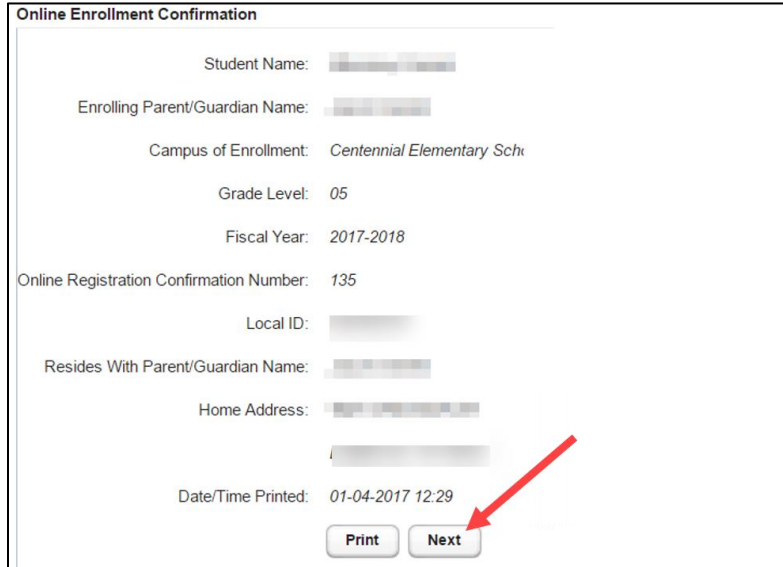
Print **Next**

Pre-K Registration and Transfer Application Process

- Those who do not wish to submit a transfer request are finished and do not need to follow anymore steps. Parent/guardians who want to submit a transfer will proceed with the steps below.

How to Submit a Transfer Request for PK Students

- After completing registration for their home campus, the parent will click next on the confirmation page. This will take the parent back to step 1.



Online Enrollment Confirmation

Student Name: [REDACTED]

Enrolling Parent/Guardian Name: [REDACTED]

Campus of Enrollment: Centennial Elementary Sch

Grade Level: 05

Fiscal Year: 2017-2018

Online Registration Confirmation Number: 135

Local ID: [REDACTED]

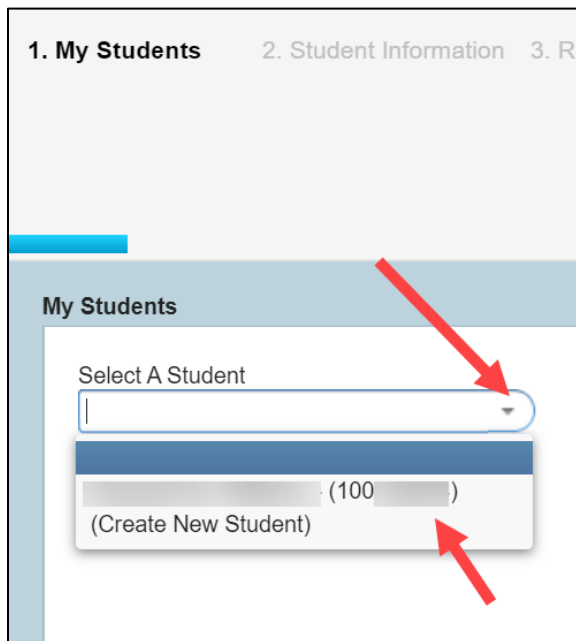
Resides With Parent/Guardian Name: [REDACTED]

Home Address: [REDACTED]

Date/Time Printed: 01-04-2017 12:29

Print Next

- They will click the drop-down arrow on **Select A Student** and **choose their PK student's name** and click next.



1. My Students 2. Student Information 3. R

My Students

Select A Student

[REDACTED] (100)

(Create New Student)

Pre-K Registration and Transfer Application Process

- On step 2, the parent will **change their home campus to Request Transfer to Other School** on Enrollment Requested Campus and click next.

After clicking next, a message will appear about the web confirmation number being cleared. Click OK or confirm to continue.

1. My Students **2. Student Information** 3. Request Transfer to Other School 4. Parent/Guardian Contacts 5. Other/Emergency Contacts

Student Information

Enrollment School Year Current (2019/2020) or Next Year (2020/2021) * 2020-2021

Enrollment Requested Grade Level * Pre-Kindergarten

NEW THIS YEAR - follow the Feeder P

If you are requesting a transfer list below. If you are NOT req

Enrollment Requested Campus * Request Transfer to Other School

- The parent/guardian will choose **PK Open Campus** for the Transfer Request Type and **select the campus they want their student to transfer to** on Transfer To School. The parent/guardian will also upload the birth certificate and/or shot records and click next.

1. My Students 2. Student Information **3. Request Transfer to Other School** 4. Parent/Guardian Contacts 5. Other/Emergency Contacts

Request Transfer to Other School

- Behavior/Discipline Documentation on school letterhead (Fall 2019)
- If the student is in a self-contained special education class, requires a specified s

If your student is new to Lubbock ISD and applying to upload their student's:

- Birth Certificate
- Current Immunization Records

If your student is coming from outside of Lubbock ISD services your student receives.

Please select the type of transfer requesting
Out of District - Lives outside of LISD District
Open Campus - Campus to Campus within the District

Transfer Request Type * PK Open Campus

Please select the reason for your transfer request.
Transfer Reason

Please select the school to which you would like to request

Transfer To School *

Transfer Documentation * Transfer Documentation-1 2020-2021

Choose File No file chosen Add Attachment

Pre-K Registration and Transfer Application Process

5. The parent/guardian will continue to click next until they are stopped at step 7. Their screen should show the following message. This means the transfer was submitted and the parent does not need to follow anymore steps.

Thank you for completing the online transfer application. If you have applied to attend:

- Talkington School For Young Women Leaders
- Any of our dual language campuses
 - Harwell Elementary
 - McWhorter Elementary
 - Atkins Middle School
- Spanish Immersion Campus
 - Ramirez Elementary

Please contact that school and/or visit the website for additional information that is required in order to transfer to those campuses.

Applications to all other campuses are completed at this time.

Your transfer application will be reviewed and you will be notified by the end of March.
Thank you.