PowerSchool Enrollment Online
Killeen Independent School District

Contents
What is Enrollment Online?..............................................................................................................3
Enrollment Online User Account ...................................................................................................3
   How to create a user account........................................................................................................3
Online Enrollment Student Registration .......................................................................................4
   Student Information ...................................................................................................................4
   Parent and Guardian Information ...............................................................................................5
   Emergency Contact ...................................................................................................................6
   Contact Priority .........................................................................................................................6
   Health History .............................................................................................................................7
   Residency .....................................................................................................................................7
   Programs .....................................................................................................................................7
   Additional Information ..............................................................................................................7
   Document Upload .......................................................................................................................8
   Signature .....................................................................................................................................8
Exit Online Enrollment ................................................................................................................10
Questions/Concerns .....................................................................................................................10
What is Enrollment Online?

Enrollment Online allows parents or guardians to electronically begin the enrollment process by completing the district’s standard Registration Form online.

Enrollment Online User Account

A user account must be created to access the Enrollment Online Website. A valid email account is required to complete the online enrollment process.

After setting up a Parent Login ID and password, the parent may log in at any time to complete a new or preexisting registration form.

How to create a user account

1. Launch an Internet browser and go to https://www.killeenisd.org.
2. From the Killeen ISD home page, select New to KISD from the top menu and select the New to District Student Online Enrollment link.
3. To launch the new student registration application, click the Online Enrollment button.

4. **First time users will need to create a new user account.**
   
   ![Sign In](Click Here To Open Enrollment Online)

   **Note:** If you previously created a user account and exited the Online Enrollment application, you can log directly back in from this screen and continue the application in progress.
   
   a. Select the Create Account button.
b. Complete your user profile on the Create an Account screen. Profile information includes your name, phone number, email address, password, and security questions.

**Note:** Passwords must be at least six (6) characters and include at least two (2) character types (upper-case, lower-case, or numbers).

c. A confirmation email will be sent to the email address provided when registered.

**Online Enrollment Student Registration**

Once you have created your login ID and password, you are ready to complete the Online Enrollment application and the Add Student screen will appear.

- Enter your child’s **first name**, **last name**, and **birthdate** and click the Add Student button.
- Complete each section and click the Next button to move to the next section.

**Student Information**

Complete all the required Student Information fields.
• Gender, Race & Ethnicity, Home Language, Place of Birth, Student’s Physical Address, Enrolling Grade.
  o P3 student must be three (3) years old on or before September 1st and must reside in on-post housing. **You must provide a valid proof of residency.**
  o PK student must be four (4) years old on or before September first. You must complete the required Pre-K Qualification section.

<table>
<thead>
<tr>
<th>Pre-K Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please answer all that apply. Some criteria require supporting documentation which can be attached in the Document Upload section of this application. Please note that any pre-qualifications are provisional only and must be verified by the campus before enrollment.</td>
</tr>
<tr>
<td>Military Dependent</td>
</tr>
<tr>
<td>Student is the biological child, adopted child, or step child of a military member who is on active duty, is MIA or was injured or killed during active military duty (includes activated Texas National Guard and all activated Reserves).</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Public Assistance</td>
</tr>
<tr>
<td>Do you wish to apply based on SNAP/Food Stamps/TANF eligibility?</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Household Members and Monthly Income</td>
</tr>
<tr>
<td>Do you wish to apply based on your monthly household income?</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

• Enter the date the student will start school in the following format MM/DD/YYYY.

<table>
<thead>
<tr>
<th>Which day will your child begin attending class? required</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

• Enter Student Phone Information

• Click **Next** to proceed to the next section.

**Parent and Guardian Information**

Enter the Parent and Guardian information. Complete the **required** fields.

<table>
<thead>
<tr>
<th>Parents/Legal Guardians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any court orders custody or visitation pertaining to your child?</td>
</tr>
<tr>
<td>Yes/No</td>
</tr>
<tr>
<td>Please list the parents/guardians for whom the student lives with and their emergency contacts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents/Guardian 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents/Guardian 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

• Click **Next** to proceed to the next section.
Emergency Contact

Enter at least one (1) emergency contact. Complete the required fields.

- If additional contact information is needed, select ‘Yes’. Additional contact fields will populate.

- Click Next to proceed to the next section.

Contact Priority

Enter the priority information. One parent/guardian must have a priority of 1. Then assign a unique priority number to the remaining contacts (example: 2, 3, 4). Complete the required fields.

- Click Next to proceed to the next section.
Health History
Enter your child’s Health History Information. Complete the **required** fields.

- Click **Next** to proceed to the next section.

Residency
Complete the Residency information section. Complete the **required** fields.

- Click **Next** to proceed to the next section.

Programs
Enter all the Special Program services your child received during the previous school year. Complete the **required** fields.

- Click **Next** to proceed to the next section.

Additional Information
Complete the Additional Information which includes the following sections (Complete **ALL** the **required** fields):
- Notification Preference
- Student Right to Privacy
- Military Connected
- Home-Schooling
- Previous School Information
- Family Survey

- Click Next to proceed to the next section.

**Document Upload**

Upload the following documents.
- Birth Certificate
- Proof of Residency
  - Hover over the Help icon to get a list of acceptable proof of residency documentation.
  - If the proof of residency is not attached to the online form, your pre-registration application will be placed on hold until proof of residency is provided.
- Immunizations
- Academic Records (current year)
- Parent ID (Not Military ID)
- Court Order/Custody
- SPED/Disability Program Documentation

- Click Next to proceed to the next section.

**Signature**

Complete the Signature page. Complete the required fields.

- Click Next to proceed to the next section.
Summary
Review the summary page. Make sure to reconcile any pages that are incomplete.

- If required fields are not completed on a specific page, the status column will have a red status icon displaying the number of incomplete fields. The green status icons confirms the information on the page is complete.

   **Note:** You will not be able to submit the application until all pages are complete and have a green status.

- Click the page you need to reconcile or click the, ‘Find Invalid Fields’ at the bottom of the page.

- Once all fields are completed, click the Submit button. Once submitted, you will have the option to print the registration information for your records, as well as start a new registration form for another child in the same household.

**New Student Registration 2020-2021**

**Next Steps**

1. **Print a copy for your records.**
   Your information has been successfully submitted to Killeen Independent School District. Optionally, you may click this New Student Registration link to print a copy for your records.

2. **Access related parent and student resources.**
   Additional resources, program information, and supplemental forms can be found on the Killeen ISD website. Visit the Parents & Students page for details.

3. **Complete a New Student Registration for another student (if applicable).**
   This process must be completed for each child attending Killeen Independent School District. Click the link below and follow the directions on the webpage that opens.

   - New Student Registration

**Note:** Please notify the school if any changes are made, at any time during the school year, to any of the information on this online enrollment application.

**Your student is not officially enrolled and ready to attend school until you receive confirmation from the campus or Killeen Independent School District.**
Exit Online Enrollment
To log out of PowerSchool Enrollment Online, click your initials next to the help icon, then click Save & Sign Out.

Questions/Concerns
If you need assistance or have questions regarding the Online Enrollment process, please contact your child’s campus or email preregistration@killeenisd.org.

• You may also click (Help) in the right corner of the application to be directed to PowerSchool Community Support.
  o Select PowerSchool Enrollment Contact Family Support to Launch Chat Support for immediate assistance during business hours.

• If you forget your PowerSchool Password:
  o Click ‘Forgot Password’ on the main login screen.
  o Enter your Email Address.
  o Click Continue. You will be given the option to recover your password by Email (Temporary Password Sent to Your Email) or Online (By Answering Security Questions).