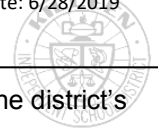


Killeen ISD Online Enrollment

Last update: 6/28/2019



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

Online Enrollment Account Registration

Note: You will need an **active email account** to complete the online enrollment process.

- Launch an Internet browser and go to <https://www.killeenisd.org>.
- From the Killeen ISD home page, select **New to KISD** from the top menu and select the **New to District Student Online Enrollment** link.
- To launch the new student registration application, click the **Online Enrollment** button.
- First time users will need to create a new user account.



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.

- Select the **Create Account** button.
- 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).

- 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 will be 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.
- Fully complete each section and click the **Next** button to move to the next section.
- During the registration process, you will enter required information regarding your child as well as their guardians, emergency contacts, health history, and other items related to their educational programs and preferences. You will also have the opportunity to upload required documents, such as proof of residency and immunization records.

Note: Additional documentation and/or original copies of electronically-provided items may still be required by your child's home campus **starting Monday, August 5th**.

- After completing the Online Enrollment form, you will add your **electronic signature** which will be applied to all associated registration documentation.
- Once signed, you will have an opportunity to **review the registration information** before final submission. Any required fields that have not been completed will be noted, and you will be able to click directly on those fields to return to the form to enter the missing information.
- Click the **Submit** button after reviewing the form. Once submitted, you will have the option to print the registration for your records, as well as start a new registration form for another child in the same household.

Your student is not officially enrolled and ready to attend school until you receive confirmation from the campus.

- If you need to exit the application before it is complete, click on the icon with your initials in the upper-right corner and select **Save & Sign Out**. You can return to the form at any time and complete the in-progress registration.