

New Student Registration

Welcome to Birnham Woods Elementary! While this will be a different kind of year, we are excited to get started and are so happy to have you join us! Please see below for registration for new families.

New student registration can be done completely online

<https://www.conroeisd.net/parents/enrollment-information/> - (you will create an account and register your student in the **Family Portal 2020**). All Original Documents for Registration can be scanned and uploaded allowing the whole process to be completed online.

If you do not have access to the internet

Schedule an appointment below to register. Face to face registration is by appointment only and is for those who are unable to register online.

- Schedule a face to face appointment: <https://forms.gle/6SaUWWWEFDYVm4Bt5> or call 832-663-4200, Monday - Friday, 8:30 - 3:00.
- Only the adult completing the paperwork should come. Any other family members who come will be asked to wait outside.
- We are unable to give school tours at this time.
- Make sure to bring the **Original Documents** for Registration

Original Documents for Registration

Original documents must be provided to school staff.

They will copy them and return to you.

Student's Birth Certificate

Student's Social Security Card (If non-citizen, a passport is required)

Student's Immunization Record

Proof of Residency: Original current utility bill for gas, electricity, bundled cable/phone, or water. An original of a fully-executed, signed and dated by all parties, closing statement or a lease agreement will be accepted, but an original current utility bill must be provided within 30 days of first day of school.

Please note: If the Parent/Guardian's name is not listed on the current bill/lease provided, you will need to complete a Residency Verification Form.

Photo Identification of Adult Registering Student(s) (Parent or Legal Guardian)

Additional documentation is needed if the adult registering the student is not listed on the Student's Birth Certificate.

Most recent report card and/or withdrawal paperwork (not required for KG students)

Documentation of any educational program such as Gifted & Talented programs, Speech, Special Education, etc. (Parent/Guardian may need to complete additional release form.)

Any Legal paperwork (Legal Name Change, Custody Information, Divorce Decree, and or Restraining Orders - if needed)