## Families New to Magnolia ISD

## Families who

- are brand new to Magnolia ISD
- have no other existing students in Magnolia ISD
- will proceed to Online Registration found on the Magnolia ISD website under Parent/Students, Back to School, Online Registration

Visit <a href="https://magnolia.teams.hosting/registration/#!login">https://magnolia.teams.hosting/registration/#!login</a>

## How to register for the new school year

- Select *Register New User* at the bottom of the screen
- Fill in the contact information and click Submit
- Create a username and password

Be sure to remember your username and password you created. These Will be the same credentials used to access Magnolia ISD Parent self-Serve (PSS)

- Login to the *Online Registration* site using the newly created username and password
- Select Create New Student and complete registration information
- The following information (any that are applicable) will be completed as part of the registration process:
  - Student Residency Questionnaire
  - Foster Care Military Connection
  - Home Language Survey
  - Directory Information Release
  - School Program Information
- Upload student documents on the Attachment tab to complete the registration process.
  - Official Birth Certificate
  - Social Security Card (if available)
  - Immunization Record
  - Proof of address
  - Parent/Guardian ID (picture ID)
- \*\*Parent/Guardians may be asked to present physical copies of attached documents, once campuses have reopened.
- After registration is completed, a confirmation page will display a Web Confirmation number that may be printed for your records
- Users may select to register another student or log out.
- All information is saved; therefore, users may log in with their username and password to complete registration anytime

## Questions

- Contact Campus
- Email psshelp@magnoliaisd.org
- Visit Magnolia ISD New Student Registration Info

