**How to Complete the New Student Enrollment Process for New Students**

The following document walks through the process of creating an **Account** **Request** for parents that have students who will be new to the district. After creating an account, parents will then have access to create a **New Student Application** for new enrollment at the district.

Parents/Guardians of existing students also have the option to complete **New Student Enrollment** through their existing **Family** **Access** portal. Parents/Guardians with existing students in the district should not create a new account for new student enrollment.

**NOTE**: An email account is required to complete an **Account** **Request** as a new parent to the district.

1. Start by visiting <https://www.hooksisd.net/> from your computer or tablet. This process is not supported on a smartphone. Proceed to select the **Parents & Students** from the menu options available at the top of the page and then locate the **Enrollment** link from the menu on the left of the screen.

 

1. Please reviewinstructionscarefully on each screen. Once you arrive to the [account creation](https://skyward.hooksisd.net/scripts/wsisa.dll/WService%3DwsEAplus/skyenroll.w) screen, proceed to enter your **First** and **Last** **Name**, a valid **Email** **Address**, re-type your **Email** **Address** to confirm, and enter your **Primary Phone Number**. Once finished, select the **Click here to submit Account Request** button.



1. The account request will send an email to the address used and will provide you with a link to the **New Student Enrollment** portal, your **username** (which is the email address that was used to create the account), and a 5-digit **password**. Use this information to log into the portal.

 

1. After accessing, **carefully read the instructions** for each **Step** of the student application process. Complete each field (fields with a **red asterisk** are required) starting with **Step #1**.



1. **IMPORTANT**: As part of completing **Step #1**, review the important details for the **Expected Enrollment Date** as well as selection of your child’s **Expected Grade Level** **and Expected School to Enroll into**. Choose carefully before continuing.



1. When a **Step** has been completed, proceed to click on the **Complete Step** button near the bottom to save the information and to access the next **Step** of the process.





1. Continue through each **Step** of the enrollment process thoroughly. **Step #5** of the process offers you an option to upload **Proof of Residency**. **Proof of Residency** is required for enrollment at **Hooks ISD**. If not uploaded here, you will need to provide **Proof of Residency** along with other required documentation in-person at your child’s school to complete the enrollment process.



1. **Step #6** provides access to both the required and optional enrollment forms for your child. Carefully follow each set of instructions to complete each form and choose the **Save**. Each form must display as **completed** before you will be allowed to save and continue.



1. **Optional** **Forms** are available for students with health conditions. These forms are important if you answered **Yes** to any questions on your child’s **Student Health Information** form. Please, do not complete these forms unless they apply to your child’s health conditions.



1. After completing **Step #6** and verifying each Step shows a green check mark along with a **Date** **Completed** to identify completion, click on the **Submit Application to the District** button.





1. After selecting the **Submit Application to the District** button, you have one chance to **Cancel and Keep Screen Open**, or you can proceed to **Submit Application**. Once submitted, you will no longer have the option to edit details. Any changes required will need to be provided in-person or by contacting the child’s school of enrollment.



1. After submitting, an important **pop-up** will display with vital information on how to proceed with completing your child’s enrollment with the district.

**IMPORTANT**: You must now proceed to contact your child’s school of enrollment to proceed with completing the enrollment process. This includes providing the required documents below to the child’s school of enrollment. These documents will be required in-person after you schedule an appointment with the school.

