

---

## ***Important 2020-2021 Registration Information During Social Distancing-Due to COVID-19***

***\*\*\*Please read this page for important tips to help you through the registration process\*\*\****

---

- For the safety of everyone, during social distancing-due to COVID-19, all student registration will be completed remotely through txConnect, through email with district staff, and through the use of a secure electronic Dropbox to transfer documents to the campus. See email information below for the registration email for each campus.
- You will need to save all completed forms and all documentation items listed on the following pages – **“Completed Forms Required for New Student Registration”** and **“Documents Needed for Registration”**. The forms can be electronically filled out, saved and submitted to the district through the secure Dropbox. You can either scan or take pictures of your documents in order to submit them to the district.
- You will need to open the PDF form group **“2020-2021 Information Sheets”** to review the information. This form group is for your information only and does not need to be returned to the campus.
- You will need to open and complete the forms in the form groups **Forms to Complete & Return** and **AGR/Falsification**. These forms will be submitted to the campus using a secure Dropbox.
  - Open/download the fillable PDF forms.
  - Fill out each form completely.
  - Save the forms to your computer before closing the PDF file. If you close the forms without saving, your information will be lost. These forms do not save to txConnect.
  - At this time, the district will be temporarily accepting digital signatures. The campus may ask you to sign the forms once the district resumes normal operations



After you have completed the forms and gathered your documents, please email the campus registrar at the email address below to let her know that you are ready to submit your completed forms and required documentation. The campus will then email you a secure link so that you can submit the required forms and documents.

**IMPORTANT**

- Please make sure you have all completed forms and required documents listed on the checklists **“Documents Needed for Registration”** and **“Completed Forms Required for Registration”** saved and ready to submit before emailing the campus. The link to your secure Dropbox will only be accessible for a limited time.
- Please include the following information in your email:
  - your student’s full name and date of birth (you will receive a separate secure Dropbox link for each of your students)
  - a contact phone number (district staff may need to call you as we process your student’s registration)
- For additional information on submitting the completed forms and required documentation using the secure Dropbox, please see the form group **“Using Dropbox to Submit Documents”**.
- The registrar will process your student’s enrollment once she receives all required forms and documentation.

- Once the registrar has processed your student’s enrollment, you will receive an email containing your student’s Portal ID along with instructions on adding your student to your account and completing the Data Verification and, if available, the Beginning of Year Forms.
- **Please note:**
  - **During heavy registration times, there may be a delay in receiving a response and progressing to the next step of registration.**
  - **Once ALL completed forms and required documents have been received, New Student Enrollments will be processed in the order they are received.**

Thank you for your patience and understanding as we navigate these new remote registration procedures.

### SCUCISD REGISTRATION EMAIL ADDRESSES

**Email Addresses for elementary campuses: (Elementary campuses will begin processing new student enrollments on July 27, 2020.)**

Cibolo Valley Elementary ----- [cibolovalleyreg@scuc.txed.net](mailto:cibolovalleyreg@scuc.txed.net)  
 Green Valley Elementary----- [greenvalleyreg@scuc.txed.net](mailto:greenvalleyreg@scuc.txed.net)  
 Paschal Elementary ----- [paschalreg@scuc.txed.net](mailto:paschalreg@scuc.txed.net)  
 Rose Garden Elementary ----- [rosegardenreg@scuc.txed.net](mailto:rosegardenreg@scuc.txed.net)  
 Schertz Elementary ----- [schertzreg@scuc.txed.net](mailto:schertzreg@scuc.txed.net)  
 Sippel Elementary ----- [sippelreg@scuc.txed.net](mailto:sippelreg@scuc.txed.net)  
 Watts Elementary ----- [wattsreg@scuc.txed.net](mailto:wattsreg@scuc.txed.net)  
 Wiederstein Elementary ----- [wiedersteinreg@scuc.txed.net](mailto:wiedersteinreg@scuc.txed.net)

**Email Addresses for intermediate campuses: (Intermediate campuses will begin processing new student enrollments on July 27, 2020.)**

Jordan Intermediate ----- [jordanreg@scuc.txed.net](mailto:jordanreg@scuc.txed.net)  
 Schlather Intermediate ----- [schlatherreg@scuc.txed.net](mailto:schlatherreg@scuc.txed.net)  
 Wilder Intermediate ----- [wilderreg@scuc.txed.net](mailto:wilderreg@scuc.txed.net)

**Email Addresses for Junior High campuses: (Junior high campuses will begin processing new student enrollments on July 27, 2020.)**

Corbett Junior High ----- [corbettreg@scuc.txed.net](mailto:corbettreg@scuc.txed.net)  
 Dobie Junior High ----- [dobierreg@scuc.txed.net](mailto:dobierreg@scuc.txed.net)

**Email Addresses for high school campuses: (High school campuses will begin processing new student enrollments on July 7, 2020.)**

Byron P Steele High School ----- [byronsteelereg@scuc.txed.net](mailto:byronsteelereg@scuc.txed.net)  
 Samuel Clemens High School ----- [samuelclemensreg@scuc.txed.net](mailto:samuelclemensreg@scuc.txed.net)

**Email Addresses for Allison Steele ELC: (Allison Steele will begin processing new student enrollments on July 22, 2020.)**

Allison Steele ELC ----- [allisonsteelereg@scuc.txed.net](mailto:allisonsteelereg@scuc.txed.net)

# Completed Forms Required For New Student Registration

The following forms are required to complete registration for your student(s). Submit the completed forms to the campus along with all required student documentation to complete the New Student Registration Process.

Please make sure all forms are:

- Completely Filled Out
- Signed (during remote registration, we will be accepting digital signatures) and
- Dated

– **COVID-19 Survey** – (All Students)

1 – **Home Language Survey** – (All Students)

2 – **Special Programs Information** – (All Students)

3 – **History of School Attendance** – (All Students)

4 – **DoDEA Grant Survey** – (All Students)

5 – **Directory Information Consent** – (All Students)

6 – **Transcript Request** – (All KG-12<sup>th</sup> Grade Students)

7 – **Compulsory Attendance Letter** – (All Students)

8 – **Ethnicity and Race Questionnaire** – (ALL Students)

N1 – **Health History Form** – (All Students)

N2 – **Request for Food Allergy Information** – (All Students)

T1 – **Transportation Stop Supervision Waiver Form** – (KG Students Only)

T2 – **Bus Rider Survey** – (ALL Students)

**AGR Form** – (ALL Students)

**Falsification Form** – (ALL Students)

# Documents Needed For Registration

## Proof of Residency with Schertz-Cibolo-Universal City ISD

All students enrolled in the District must provide a physical address. This need for a physical address is in keeping with the Texas Education Agency (TEA) requirement to show a physical address in the computer database for all students. The acceptable documents are a current copy of your electric, water or gas bill, or the deposit receipt given when you have the electricity, water or gas turned on. We can accept a lease but only if it is currently dated and signed (If you lease month to month we would need a new copy every renewal) if you do not have access to one of these documents the following are contacts for parents to obtain proof of a physical address:

GUADALUPE COUNTY – Contact the Guadalupe County Appraisal District Office 210-945-9708

BEXAR COUNTY – Contact the Bexar County Appraisal District Office at 210-224-8511

-Or- Contact your Electric, Water or Gas Company and ask them to provide you with dated proof of service at your residence.

IF YOU ARE LIVING WITH ANOTHER FAMILY, THERE IS A RESIDENCE FORM THEY MUST FILL OUT AND HAVE NOTARIZED, AND THEY MUST PROVIDE PROOF OF RESIDENCE.

## Birth Certificate

Call the Bureau of Vital Statistics or the Birth & Death Record Office in the County of Birth for information on applying for birth certificate. Most counties have a website from which you can order a birth certificate.

GUADALUPE COUNTY – Contact the Birth & Death Records Office at 830-303-4188 ext. 239 or [www.co.guadalupe.tx.us](http://www.co.guadalupe.tx.us)

BEXAR COUNTY – Contact the Registrar of Vital Statistics Office at 210-207-8754 or [www.sanantonio.gov](http://www.sanantonio.gov)

## Social Security Card

Contact the Social Security Administration at 1-800-772-1213 (national number) or 830-379-8802 (in Seguin) for applying or replacing social security card. The website is [www.socialsecurity.gov](http://www.socialsecurity.gov).

## Immunizations Record

Minimum State Vaccine Requirements for Texas School Entrance/Attendance can be obtained from the district website: [www.scuc.txed.net/healthservices](http://www.scuc.txed.net/healthservices), or [www.immunizetexas.com](http://www.immunizetexas.com). You may also obtain this information from your child's school clinic.

For Clinic Information contact:

|  |                                      |
|--|--------------------------------------|
| Texas Department of State Health Services (Seguin) | 830-372-0841                         |
| San Antonio Metropolitan Health District           | 210-207-8750/51                      |
| Comal County Health Department                     | 830-221-1150                         |
| Methodist Healthcare School Based Clinic           |                                      |
| Marion ISD   | (M-W) 8-5:00      830-420-2291       |
| Schertz Clinic                                     | (Tu.-Th.-F) 8-5:00      210-658-4875 |
| 757 Curtiss St.                                    |                                      |
| Schertz, TX 78154                                  |                                      |

**Custody Papers** - In cases where there are legal issues involving biological parents, legal guardians or step parents, you are required to provide the school with court recorded papers showing possession times, records access and any other legal documents concerning the student.

**Power of Attorney** - Must be done on district provided forms and notarized. (notary available on each campus) All Power of Attorney must be renewed every school year.

**Residency Affidavits** – Must be done on district provided forms and notarized. All Residency Affidavits must be renewed every school year.

**Parent/Guardian ID** - The Parent or Guardian registering a student will be asked to provide a picture ID that will be photocopied (with parent permission) and placed in the child's permanent school record.

**Withdraw Form or Final Report Card from Previous School**