

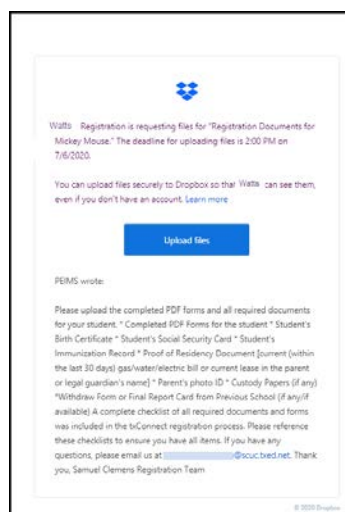
Using Dropbox to Submit Documents

- Complete new student registration through txConnect.
- Complete and save the fillable PDF forms located in **Step 5** of the txConnect registration process. These forms do not save in txConnect – they must be saved to your computer or device before closing them or your information will be lost.
- Click **“Submit to District”** located in **Step 5** of the txConnect registration process.
- Gather all documents required (see checklists located in the form group **“Important Info and Checklists”**).
 - You will be electronically submitting these, so you will need to scan the documents or take pictures of them in order to create the document files.
 - If possible, please name each file with your student’s name and the item description.
 - For example: Smith.Joe_Proof of Residency or Smith.Joe_Document 1
 - Please be ready to submit all items before contacting the campus. Failure to submit all required documents and/or forms will delay the processing of your students’ enrollment.
- Once you have gathered all required documents and forms, email the campus (see campus registration email addresses below) to let the registrar know that you have submitted the new student registration through txConnect, have gathered all required forms and documents and are ready to submit these items and finalize your student’s registration.
 - Please include the following information in your email:
 - The name of your student or students
 - The grade level of your student or students
 - Your name
- The campus will reply to your email and provide a link to a secure Dropbox so that you can upload your forms and supporting documents. Once sent, this link will be open for 7 days. You will be able to upload documents, but you will not be able to retrieve or edit any documents once you have uploaded them.

Sample Subject Line:

Please upload files for "Registration Documents for Mickey Mouse"

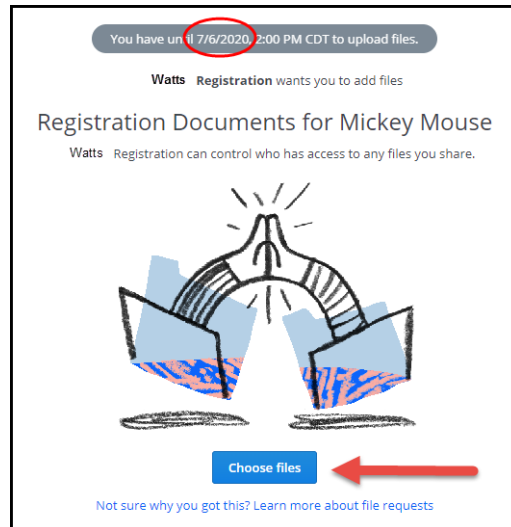
Sample Email:



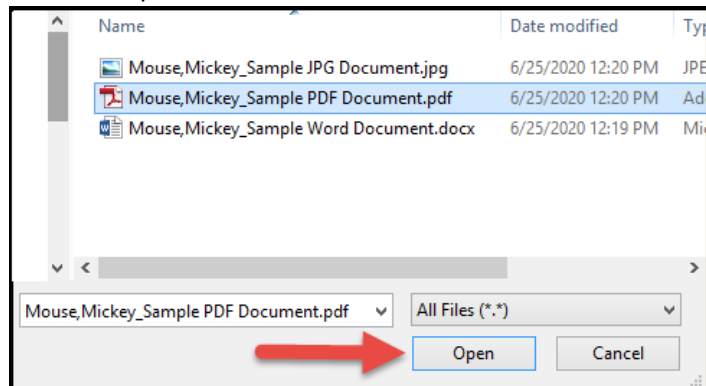
- Click the blue “Upload files” button in the email.

Upload files

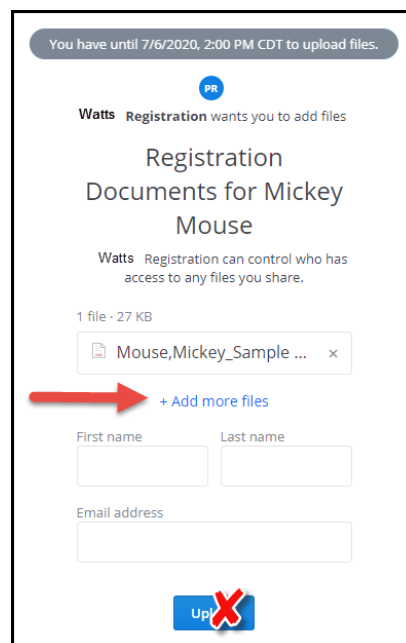
- A new window will open up so that you can choose the files to upload. At the top of the screen you will see the date and time your secure Dropbox link will expire. Click on the blue “Choose files” to select the files you need to upload.



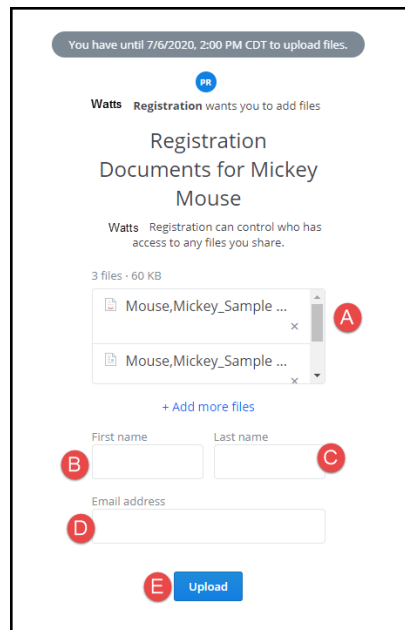
- Select the document(s) you want to upload.



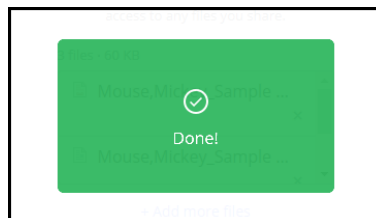
- If you need to upload additional files, click on the blue “+Add more files” located in the center of the page. Do not click on the blue “Upload” button until all of your files have been added.



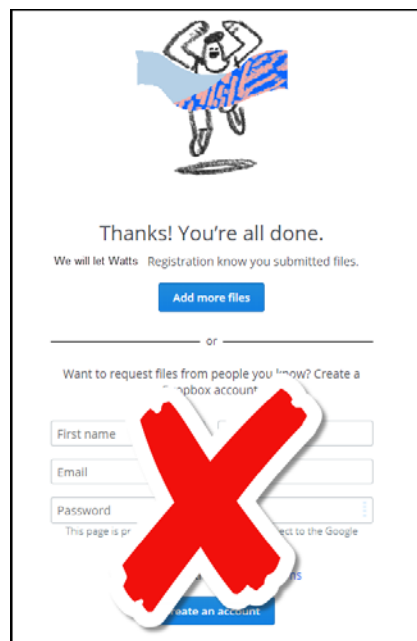
- You can use the scroll bar (A) to see which documents you have uploaded and, if needed, remove a document.
- Once you are done uploading your documents, add your First name (B), Last name (C) and Email address (D) before clicking on Upload (E).



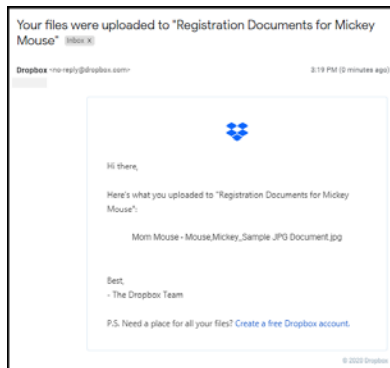
- After you click upload, you will see a status bar. Once the upload is complete, you will see a green box indicating "Done!".



- You will then see a message letting you know you are all done uploading documents. You will also have the opportunity to add more files if needed. There is an option to create a Dropbox account, but you **DO NOT** need to create an account.



- You will receive an email letting you know that your files were uploaded.



- The registrar will process your student’s enrollment once all forms and documents have been submitted to the Dropbox.
- Once the registrar has processed your student’s enrollment, you will be emailed your student’s Portal ID. You will also receive instructions on adding your student to your txConnect account, completing the Data Verification process, and completing the Beginning of Year Forms (when available). Parents of high school and junior high students will also receive information on setting an appointment with a counselor to select courses.
- Your student’s enrollment is complete once you have added your student to your account and completed the Data Verification and Beginning of Year Forms. At this time, the campus will be able to build your student’s schedule and/or assign teachers.
- Please note that during high volume registration times, there may be a delay in receiving a reply and/or advancing to the next step of the registration process. Registrations will be processed in the order received once all required forms and documents are submitted to the campus.

When you are ready, email the campus registrar at the following email address to request your secure Dropbox link:

Elementary campuses: (Elementary campuses will begin processing new student enrollments on July 27, 2020.)

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

Intermediate campuses: (Intermediate campuses will begin processing new student enrollments on July 27, 2020.)

- Jordan Intermediate ----- jordanreg@scuc.txed.net
- Schlather Intermediate ----- schlatherreg@scuc.txed.net
- Wilder Intermediate ----- wilderreg@scuc.txed.net

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

- Corbett Junior High ----- corbettreg@scuc.txed.net
- Dobie Junior High ----- dobiereg@scuc.txed.net

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
- Samuel Clemens High School ----- samuclclemensreg@scuc.txed.net

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

- Allison Steele ELC ----- allisonsteelereg@scuc.txed.net

Thank you for your patience and understanding as we work through the new remote registration process!