

# 26-27 New Student Online Enrollment (open May 18th)

A portal is available to electronically enroll your new student to attend Lampasas ISD for the 26-27 school year, **beginning May 18<sup>th</sup>**. This process will allow you to submit your child's information as well as complete forms electronically.

New Student Online Enrollment is for students who: (1) have never enrolled at LISD before or (2) were enrolled with LISD previously but not on the last day of school last year. **Proceed with Step 1** as shown below.

Parents/guardians who have students currently enrolled at LISD and wish to enroll a new student for the 26-27 School Year, must log into their [Family Access Account](#) **beginning May 18th** and select "NEW to District Enrollment" to complete the enrollment process. **Proceed with Step 8** for guidance on the application.

## Parent/Guardian Procedures (as of May 18th)

1. If you are unsure if you reside in-district or not, contact the Campus Registrar for assistance. If you are **not** zoned for Lampasas ISD, [Transfer paperwork](#) must be submitted to the campus **and** must be approved *prior* to completing the New Student Online Enrollment application. For the transfer process, please contact the campus for assistance.

If you are unsure as to what campus your elementary student (PK-5) is zoned for, call the elementary campus to determine the campus your elementary student is zoned for. For the transfer process between LISD elementary campuses, please contact the campus for assistance.

2. The enrollment process requires a valid email address. If you don't have an email account, you'll be required to create one before you may proceed with [New Student Online Enrollment](#) as of **Monday, May 18th**.

Go to the [lisdtx.org](http://lisdtx.org) website, select the "**Parents**" drop-down menu, and click on "**26-27 Student Enrollment**". Expand the "**Documents Needed for Enrollment**" tab to view the required documents needed for enrollment as you will need them readily available to upload to help expedite the online enrollment process. Expand the "**How to Enroll Your New Student**" tab to find the link to New Student Online Enrollment.

3. After selecting the [Skyward for New Student Online Enrollment](#) link, you will be prompted to an "**Account Request**" page where you must proceed to complete the information required to create a parent account. This account will then give you access to the **New Student Enrollment** application process to build your child's information, complete enrollment forms and upload documentation.

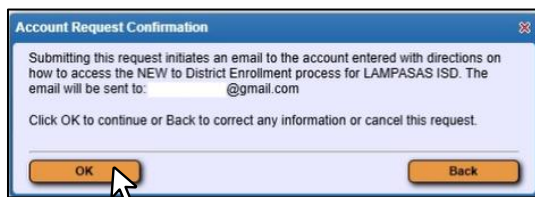
Follow instructions and read pop-up notifications carefully. This information is designed to walk you through the process and guide you to success.

4. In the "**Account Request**" page, enter your **name, email address, and phone number**, followed by checking the box for "**I'm not a robot**" and select the "**Click here to submit Account Request**".

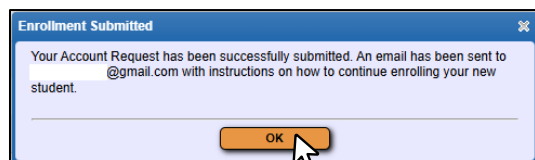
The screenshot shows a web form titled "Enter the name of the legal parent/guardian of the student you want to enroll". The form is divided into several sections:

- Name Section:** Includes fields for \*Guardian Legal First Name, \*Guardian Legal Last Name, Guardian Legal Middle Name, Guardian Legal Name Prefix (dropdown), and Guardian Legal Name Suffix (dropdown).
- Guardian contact information:** Includes fields for \*Guardian Email Address, \*Re-type Email Address, and \*Guardian Primary Phone Number.
- Complete the security dialog:** Features a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "Privacy - Terms" link.
- Footer:** A note states "Asterisk (\*) denotes a required field" and a prominent orange button labeled "Click here to submit Account Request".

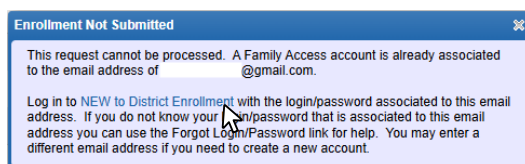
5. A confirmation pop-up will verify your email before you continue. Click “OK” to proceed or click on “Back” to make changes, if necessary.



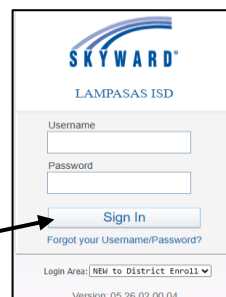
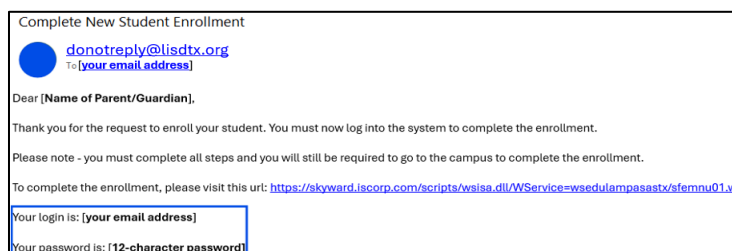
6. If your email address is *not* associated with a Family Access account, a notification will indicate that your login information has been sent to the email address you used to create the account. Click “OK” to be redirected to the application process sign-in screen. **Proceed with Step 6.**



- a. If your email account is already associated with a Family Access account, a notification will indicate that your account request cannot be processed. Click “NEW to District Enrollment” to be redirected to the Family Access log in screen to proceed with New Student Online Enrollment. **Proceed with Step 7** once you are logged in.



7. Go to your email account and locate the automated email that was sent to you, titled “Complete New Student Enrollment”. It includes a link to the **New Student Enrollment** portal, your username (which is the email address you used), and a 12-digit passcode to log in with. Proceed to log into the portal



\*\*\*If you need to log back into your application due to having to pause, go to the [Skyward log in page](#). Ensure that the following drop down shows as - **Login Area: NEW to District Enrollment**. Your **Username** is your email address you used to create your Application Account, and your **Password** is the 12-character password you received in the email (as shown above).

8. Once logged in, proceed to **carefully read the instructions** for each **Step** of your student’s application. Complete as many fields as possible for each section in each **Step**, by starting with **Step 1: Student Information**.

Continue through each **Step** of the enrollment application process thoroughly. All fields marked with the **\*red asterisk** are **required fields**.

You may only work in one **Step** at a time. Make sure you “**Save**” each **Step** before proceeding with the next **Step**. Once a **Step** is completed and correct, select “**Complete Step # and move to Step #:**” to proceed with the following **Step**.

**Application Form**

Save and Continue to Fill Out Application   Save and go to Summary Page   Print Application   Leave WITHOUT Saving

**Instructions for completing the student application**  
 Answer the questions to progress through the application form.  
 Please enter the student's LEGAL NAME AS IT APPEARS ON THE CERTIFIED BIRTH CERTIFICATE.  
 Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.  
 Click 'Save and go to Summary Page' to save your progress and return to the summary page.  
 Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (\*) denotes a required field   Please Note: Only one step may be edited at a time

**Step 1: Student Information**   Edit   View Only   Save   Save and Collapse Step

\* Last Name: Bird   \* First Name: Little   Middle Name:   
 Name Suffix:   Other Name:   \* Gender: Male   
 \* Date of Birth: 04/22/2022   \* Age: 4   Birth City: Killeen   Birth State: TX - TEXAS   
 Birth Country: US   Birth County: Bell   
 Student's Home Email:   
☒ Does student live within this school district?   
 Social Security Number: 000-00-0001   
 \* Is Student Hispanic/Latino? ☒ No, My Child is not Hispanic or Latino   
☐ Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race   
 \* Federal Race (select all that apply): ☐ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment   
☐ Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam   
☐ Black or African American - A person having origins in any of the black racial groups of Africa   
☐ Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands   
☒ White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa   
 \* Language Spoken Most: ENGLISH   \* Language Spoken at Home: ENGLISH   
 \* Language District should use: ENGLISH   
☐ Has student attended a state school?   ☐ Has student attended this district previously?   
 Previous School District: Killeen   School in the District Student Previously Attended: Killeen Elementary   
 You are enrolling your student into the Current School Year (2026-2027)   
 \* Expected Enrollment Date: 08/13/2026   (The first day of school is 08/13/2026)   
 \* Expected Grade Level: PK   \* Expected School to Enroll into: HANNA SPRINGS ELEMENTARY   
 Additional Information: (on the Student for the District) [You can enter 'additional information' on your student here and include any additional attachments later in Step 5 below]   
 Maximum characters: 5000, Remaining characters: 4878   
 Complete Step 1 and move to Step 2: Family/Guardian Information   Complete Step 1 Only

9. Continue with entering your student's information in **Step 1**. If you would like to enroll your student for the first day of school, be sure to check the box for the First Day of School [**08/13/2026**] or enter the date you want your student to start school in the \*Expected Enrollment Date box.
10. Once completed, select “**Complete Step 1 and move to Step 2:**” to proceed with the following **Step**.
11. Proceed with **Step 2: Family/Guardian Information** to enter parent/guardian information. Once completed, select “**Complete Step 2 and move to Step 3:**” to proceed with the following **Step**.
12. Proceed with **Step 3: Emergency Contact Information** to include emergency contacts for your student. Once completed, select “**Complete Step 3 and move to Step 4:**” to proceed with the following **Step**.
13. Proceed with **Step 4: Requested Documents**. Here you will need to upload your students' required documents such as: Certified Birth certificate, Proof of Residency, Social Security Card, Immunizations, Parent driver's license/ID, Withdrawal forms, any legal documents, **and** any additional documents (special programs, etc.). Once all documents have been uploaded, select “**Complete Step 4 and move to Step 5:**” to proceed with the following **Step**.
14. Prior to completing **Step 5: Additional District Forms**, all prior Steps must be completed. You will need to complete all District Forms regarding student information and campus forms. After each District Form is completed, you will see a check mark to the right of the form. Once completed, select “**Complete Step 5**”  
 You will not be able to submit the application until all the District Forms have been completed.
15. You can review all Steps to ensure you have entered all the information correctly. Each step will have a check mark to the right with “**Date Completed: MM/DD/YYYY**”. Select “**Submit Application to the District**”

Asterisk (\*) denotes a required field   Please Note: Only one step may be edited at a time

Step 1: Student Information   Edit   View Only   ✓ Date Completed: 05/18/2026

Step 2: Family/Guardian Information   Edit   View Only   ✓ Date Completed: 05/18/2026

Step 3: Emergency Contact Information   Edit   View Only   ✓ Date Completed: 05/18/2026

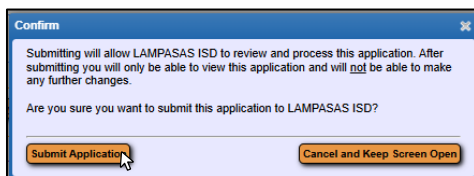
Step 4: Requested Documents   Edit   View Only   ✓ Date Completed: 05/18/2026

Step 5: Additional District Forms   Edit   View Only   ✓ Date Completed: 05/18/2026

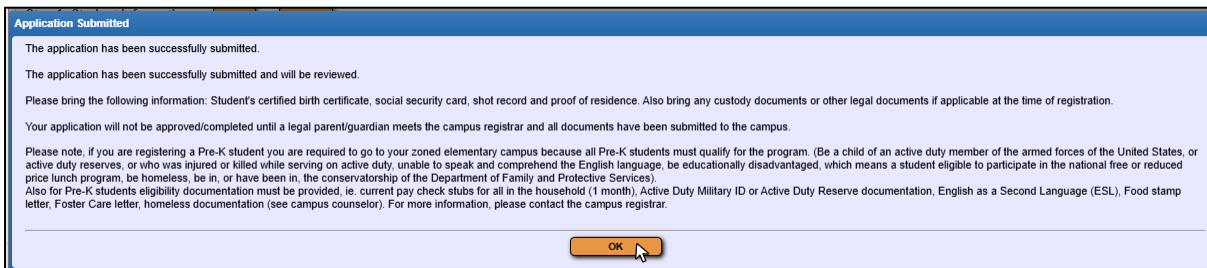
Submit Application to the District

\* All steps must be Completed before an Application can be Submitted \*

16. A confirmation pop-up will verify that you are submitting the application. Click “**Submit Application**” to proceed or click on “**Cancel and Keep Screen Open**” to make changes, if necessary. If the pop-up does not populate, go back to each **Step** to ensure that *all* **required fields** with the **\*red asterisk** have been filled.



17. Once submitted, you will receive a pop-up confirming that the application has been submitted. If you need to enroll another new student, you may click on the “Click to Enroll Additional Students” button at the top right corner of the page.



18. Once you have submitted the online enrollment application, **after July 23, 2026**, you must go to your students’ campus to meet with the Campus Registrar to confirm that we have all documentation and to sign paperwork to complete the enrollment process for your student with LISD for the new 26-27 school year.

*\*You may attend New Student Enrollment on July 23<sup>rd</sup> at the LHS Cafeteria from 9AM-6PM to complete the enrollment process.*