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## ***Important 2019-2020 Registration Information During District Closure Due to COVID-19***

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

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- For the safety of everyone, during the district's closure due to COVID-19, all student registration will be completed online through txConnect and through email with district staff at [scucstudentregistratoin@scuc.txed.net](mailto:scucstudentregistratoin@scuc.txed.net).
- You will need to save and email all documentation listed on the forms below called **"Documents Needed for Registration"** and **"Completed Forms Required forms Required For Registration"** to [scucstudentregistratoin@scuc.txed.net](mailto:scucstudentregistratoin@scuc.txed.net). You can either scan or take pictures of your documents in order to email them to the district.
- You will need to open the PDF forms below. Some of them are information for you to read and others must be filled out. With regards to the forms that must be filled out, you will need to complete the following steps.
  - 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; you will need to attach the forms and send them to the district via at the following email address: [scucstudentregistratoin@scuc.txed.net](mailto:scucstudentregistratoin@scuc.txed.net).
  - At this time, the district will be temporarily accepting digital signatures and the campus may ask you to sign the forms once the district resumes normal operations
- At the bottom of Step 5 there are 2 forms that are submitted through the system, the **Falsification of Information Form** and the **Ethnicity and Race Data Questionnaire**. You will need to open these forms, fill them out and submit or save them. You will not need to print these forms.
- Once you have completed all of the forms in Step 5, and saved the PDF forms to your computer, please be sure you have clicked on the button at the bottom of Step 5 that says **"Submit to District"**. This will complete the online portion of new student registration process. If you have not clicked on "Submit to District", this can cause delays in processing your student's registration.
- After you have clicked "Submit to District", please email us at [scucstudentregistratoin@scuc.txed.net](mailto:scucstudentregistratoin@scuc.txed.net) to let us know that you have submitted your student's registration information and are ready to have your student enrolled in SCUCISD.
  - You will need to attach the documents listed under **"Documents Needed for Registration"** and **"Completed Forms Required forms Required For Registration"** to your email
  - Please include the following information in your email:
    - your student's full name and date of birth
    - the date they will begin their enrollment and participation in e-learning with SCUCISD
    - a contact phone number (district staff will need to call you as we process your student's registration)

# 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**

# Completed Forms Required For New Student Registration

The following forms are required to complete registration for your student(s). Bring 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 and
- Dated

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 – **PK-KG Compulsory Attendance Letter** – (PK and KG Students Only)

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)