

Staff Information
Changes to NEW Student Enrollment in SCUCISD for the 2020-2021
school year while the district is closed due to COVID-19:

- During the district's closure due to COVID-19, we are aware that registrars may or may not be working and that those that are will be working varying hours and days. During the closure, we will filter all new student registration for the district through the PEIMS Department (Carrol and Paula).
 - Should a campus registrar be working (only as approved according to the guidelines given to principals by ELT and with the permission of campus administrators), registrars should contact Carrol Short and Paula Carroll to see if their campus has any registrations on deck that need to be processed.
- For the safety of everyone, during the district's closure for COVID-19, the entire student registration process will take place online through txConnect and through email via scucstudentregistration@scuc.txed.net .
- During this time, we have made it so that all forms can be digitally signed
 - Forms include a note stating that once normal operations resume, the campus may need to the parent to physically sign the forms.
- Parents will complete the registration process through txConnect and click **"Submit to District"** once they complete the txConnect portion.
- Parents will complete the PDF forms available in txConnect and save the file to their computer to send to the district via email.
- Parents will create a file with all required documents (birth certificate, shot records, proof of residency, transcript/last report card, etc.) to send to the district via email. At this time we will be accepting scans and/or pictures.
 - See **"Important Registration Information"** in the txConnect registration process for a complete list of documents needed
- Once the parent completes the registration process and clicks **"Submit to District"**, the parent will need to email the district at scucstudentregistration@scuc.txed.net and include the following information:
 - Student's full name and date of birth
 - Date student will begin their enrollment and participation in e-learning with SCUCISD
 - Attachment of the completed PDF
 - A contact phone number (district staff will need to call the parent as we process your student's registration)
 - Attach completed PDF forms
 - Attach all required documents (birth certificate, shot records, proof of residency, etc.)
- The PEIMS Department will monitor the registration email address and process new student registrations as they come in.
- Once the PEIMS Department has processed the new student's registration, we will email the campus administrator serving as the point of contact so that the campus can assign a teacher/build a schedule, have the nurse check the shot records, etc.
 - We will also cc the campus registrar so that they have all necessary information in order to build the student's permanent file once the registrar returns to work.

- Each campus will need to complete the google doc, Campus Point of Contact List for Registration, indicating which administrator will be the point of contact for student registration. Carrol Short will be inviting you to access the google doc Monday afternoon (3/23/2020).
 - All information will be sent electronically through district emails, but we will ask for the campus point of contact's cell phone number in the event that there is a pressing item that needs to be resolved right away.
- Please have just one administrator on your campus designated as the point of contact that will share out the information as needed to the rest of the team on your campus.
- The PEIMS Department will contact the parent with the Portal ID to assist them with getting their student added to their txConnect account and complete both Beginning of Year Forms for the 2019-2020 school year and Continuing Student Registration for the 2020-2021 school year.
- The PEIMS Department will request all records from in state schools via TREx.
 - The campus will need to request records for students from outside of Texas and any private schools. If the registrar is not working, the counselor or another admin team member will need to contact the out of state campus/private school to request records.
 - A copy of the records request will be included in the information we send you.
- The PEIMS Department will send the transcript/last report card to the secondary campus and records to all campuses as soon as they are received.
- **Elementary – 5th grade:** Once a teacher is assigned, notify the PEIMS Department and we will build the student's schedule.
- **6th– 12th grade:** The counselor/designated administrator will need to build the student's schedule.
- **All grades:** the campus point of contact will need to notify the appropriate teacher(s) that they have a new student that will be participating in e-learning with their class to ensure the student is able to take part properly.
- When the registrar is working, they will need to build the student's permanent folder and make sure everything is in order.
- The PEIMS Department will update registration information in txConnect, update registration information on our district registration webpage and announce this information on our txConnect Facebook page.
- Each campus should make arrangements to add the posting information attached to this email to the campus webpage as well.

Please Note: In addition to the temporary changes listed above, we will also be temporarily adjusting the Residency Affidavit process. During the closures due to COVID-19, we will not require that the Residency Affidavits be notarized. The forms do indicate that once the COVID-19 threat is over, the campus may request that a new residency affidavit be signed and notarized for the 2020-2021 school year.

Thank you for your flexibility and understanding during the district closure due to COVID-19