

Clemens High School and Steele High School (9th – 12th grade)

2021-2022 New Student Registration

July 5 – July 19, 2021

Via email and Dropbox

- Gather and scan/take pictures of all required documents listed on the following checklists.
- Complete the required forms in the file, “*High School Reg_Forms to Return_July 2021*”, and save them to your computer.
- Use the secure Dropbox link the registrar provided to upload all required documents and the completed forms.
 - If you have not received your Dropbox link, please check your spam/junk folder.
 - Access to Dropbox links are available for a limited time. If you can no longer access your Dropbox link, please email the campus registrar at the email address below to request access to your link.
 - **Samuel Clemens High School**
 - samuclclemensreg@scuc.txed.net
 - **Byron P Steele High School**
 - byronsteelereg@scuc.txed.net

The campus registrar will be able to begin processing your student’s enrollment once all required documents and completed forms have been received.

Please watch your email for messages from the campus registrar regarding any additional information that may be needed and/or information concerning the next steps to complete your high school student’s enrollment and set up an appointment with a counselor to select courses for your student.

2021-2022 New Student Registration will open in Ascender Parent Portal for students in ALL grade levels on July 26, 2021.

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

BEXAR COUNTY – Contact the Registrar of Vital Statistics Office at 210-207-8754 or 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.

Immunizations Record

Minimum State Vaccine Requirements for Texas School Entrance/Attendance can be obtained from the district website: www.scuc.txed.net/healthservices, or 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). 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

- 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-12th 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)
- T2 – **Bus Rider Survey** – (ALL Students)
- AGR Form** – (ALL Students)
- Falsification Form** – (ALL Students)
- Custody/Legal Document Form** – (All Students)