



# MONTGOMERY JH NEW STUDENT REGISTRATION

...It's a Great Day to become a BEAR

Wednesday, July 22<sup>nd</sup>- Wednesday, August 12th

**By Appointment Only: ALL registration will be by appointment only, **no walk-ins.****  
**Registration Steps Below:**

- 1. COMPLETE FORMS:** The first step in registration is to **COMPLETE** the Enrollment **ONLINE FORMS**, which you can find on the MISD webpage under the New Student Enrollment tab <http://www.misd.org/page/dis.registration.info>.
- 2. UPLOAD ALL DOCUMENTATION:** Two proofs of residency, birth certificate, social security card, parent identification, and the student's immunization record must be uploaded before an appointment can be set.
  - Proofs of residency must include two of the following:  
One real estate tax certificate or home purchase contract in parent/guardian's name, or lease/rental agreement. AND, one Utility bill (e.g. satellite, cable, water, gas, electric or telephone) clearly indicating parent/guardian's name and residence address as the service address.
  - Texas requires immunization records for both In-Person and Remote/Online Instruction students.
- 3. Fill Out Questionnaire From MISD Admin:** After completing the online registration, administration will send you a questionnaire. We cannot continue on to the appointment until this step is complete.
- 4. We Will Call You to Make an APPOINTMENT:** After you have submitted **ALL FORMS, DOCUMENTATION, and QUESTIONNAIRE**, we will call you to make an appointment to come in and complete the registration process. For those that need Spanish support during registration, a day will be designated upon request.

## SAFETY GUIDELINES



Please sanitize hands with provided hand sanitizer before entering front office.



Masks/face coverings will be required when you come to the campus for registration.

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Only a 2-person limit on campus for registration.

**Registrar:** Tracey Hooton

Tracey.Hooton@misd.org

**For Further Assistance:** Call 936.276.3302