



Bridge City ISD New Student Enrollment

You will use these instructions if:

- You do NOT have any other students in the district
- You have other students but do NOT yet have a parent portal account

Steps:

1. Create a parent portal account by going to:
<https://txeis05.txeis.net/ParentPortal/login?distid=181901> and selecting 'Create Account'
2. Once your account is created, you will need to login. Be sure to check your email and VERIFY your account.
3. Go to the 'My Account' page once you have logged into the parent portal.
4. Select the button that says 'Enroll a New Student'.
 - a. Only use this for a student who is not currently enrolled in a BCISD school.
5. Complete all information for your student. Please do the following:
 - a. Check for spelling and capitalization errors
 - b. Use standard capitalization for names. Do not use all caps.
 - c. Make sure you complete as much information as possible. The site will not move to the next step until each part has been completed. Missing information that is required will be highlighted in RED if you try to move forward without completing it.
6. You must complete EACH step before you are able to submit the student information to the district. You will receive a confirmation page after successfully completing online registration.
7. Upload the following documents during the registration process:
 - a. **proof of residency** (current utility bill in parent's name or lease agreement that includes names of all occupants)

- b. **current immunization record** (must be up-to-date with shots)
- c. **state certified birth certificate** (not the hospital form w/ footprints)
- d. **student's social security card**
- e. **parent/guardian driver's license**

Due to COVID-19 restrictions, each campus will schedule a time for parents to come to campus and turn in additional required documents as needed. Please watch the website and social media pages for updates.