Carrollton Farmers Branch ISD Online Student Enrollment Registration Quick Guide

General Information:
- Chrome is the suggested browser to use for online student enrollment registration.
- Gather social security cards, phone numbers and addresses before beginning the process.
- Click logout to exit the Student Online Enrollment Registration application.
  Parents/guardians may return to the application and continue with the registration process or modify previously entered data.
- When a signature is required, enter your full name.
- Use proper case when entering information. Capitalize the first letter of names. Do not type information in all caps.
- When entering an address, please use the Post Office standard.
  *Apartment addresses:* Enter the address to which mail is delivered, not the address of the apartment complex office.
  Enter the address followed by a comma and the apartment number. Do not include Apt. or # in the apartment number.
- Print or save copies of completed documents/forms for your records. Campuses will print documents/forms to meet record retention criteria.

Login Information:
- CFBISD employees use your TEAMS user ID and password.
- Parents/guardians of *current students* must have a Parent Self Serve account to use online student enrollment registration.
- If you are the parent/guardian of a *current student* and already have a Parent Self Serve account, use your PSS userID and password.
- To sign up for Parent Self Serve, click the following link [https://cfbisd.edu/students-parents/parent-self-serve/](https://cfbisd.edu/students-parents/parent-self-serve/) and select *New User Registration*.
- Parents/guardians of *current students* who need to enroll an additional student will enroll the student using the existing Parent Self Serve account.
- Parents/guardians of students *new* to the district will access the online registration application as a *new user*.
- Parents/guardians of *students who have had interrupted enrollment in CFBISD schools* will need to contact the campus to get directions for using the online registration application.

New Students:
- *New Students must come to the campus to complete enrollment.*
- Enrollment confirmation page, proof of residency, home language survey and immunization records will need to be brought to the campus.
- Proof of residency is required for all new students. Acceptable proof of residency documents include: gas bill, water bill, electric bill, lease/mortgage agreement.
- Please print and sign the Home Language Survey. Please print the enrollment confirmation page.