



2023-2024 WEST U REGISTRATION PROCESS

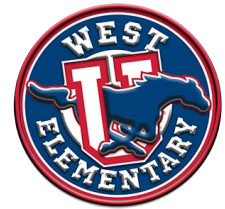
Registration is for new K-5th grade students (and PreK who have been offered a seat) who want to enroll for the 2023-2024 school year. Students must be zoned to West U; no transfers will be accepted.

- **Step 1:** Verify that your home address is within the West U Elementary zone: <http://schoolfinder.houstonisd.org>
- **Step 2:** Register with HISD online at <http://houstonisd.org/enroll>. Click on “New Student” on the right side of the page. Be sure to select the 2023-2024 Academic Year:
- **Step 3:** Download and fill out the West U Pony Pack <http://wues.org/enroll>. Please print single-sided.
- **Step 4:** Book an appointment with our registrar. **NO WALK-INS WILL BE ACCEPTED.** All required paperwork (checklist below) must be brought to the appointment to complete the enrollment process. **Parents/Guardians who arrive at the enrollment appointment without all the required documentation will be asked to reschedule.** Please do not drop off documents at the school or email documents to the registrar. Book an appointment here: <http://wues.org/register>

WHAT TO BRING TO THE ENROLLMENT APPOINTMENT:

- Completed HISD online application at <http://houstonisd.org/enroll>
- Completed Pony Pack <http://wues.org/enroll>
- Copy of student's birth certificate
- Copy of student's immunizations record. **Required:** <https://wues.org/immunizations>
- Copy of student's social security card
- Copy of parent's driver license
- Proof of Residency – **THREE** documents are required.
 - » You will need **ONE** of the following:
 - A **Property Tax Receipt** showing a *Homestead Exemption* for the 2022 tax year or a Warranty Deed if you recently purchased a home. If you are purchasing a home in the school zone, bring a signed contract with a closing date within the next 30 days. Final closing documents must be submitted, and you must live in the residence before the school year begins.
 - Lease Agreement. We need the entire lease agreement if you are currently leasing a house or apartment. All lease agreements will be verified with the landlord.
 - » You will need **TWO** of the following:
 - Most current electric bill showing residential service.
 - Most current gas bill showing residential service.
 - Most current water bill showing residential service.
- Proof of grade level (for entering 1st - 5th grade): Copy of Dec. 2022 report card
- Withdrawal form (*if enrolling 2 weeks after the start of school*)
- Gifted & Talented identification matrix (*if applicable, may be turned in after registration*)
- LEP/ESL/504/IAT/IEP/Special Education documents (*if applicable, may be turned in after registration*)
- Certified copy of divorce decree/custodial documentation (*if applicable, may be turned in after registration*)
- Private testing or reports (*if applicable, may be turned in after registration*)

Please email our registrar with any questions: Alma.Estrada@houstonisd.org



FALSIFICATION OF REGISTRATION PENALTY ACKNOWLEDGEMENT

Texas Penal Code §37.10 TAMPERING WITH GOVERNMENTAL RECORD

- (a) A person commits an offense if he:
- (1) knowingly makes a false entry in, or false alteration of, a governmental record;
 - (2) makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record;
 - (5) makes, presents, or uses a governmental record with knowledge of its falsity;
- (c)(2) An offense under this section is a felony of the third degree if it is shown on the trial of the offense that the governmental record was:
- (A) a public school record, report, or assessment instrument required under Chapter 39, Education Code, data reported for a school district or open-enrollment charter school to the Texas Education Agency through the Public Education Information Management System (PEIMS) described by Sections 48.008 and 48.009, Education Code, under a law or rule requiring that reporting, or a license, certificate, permit, seal, title, letter of patent, or similar document issued by government, by another state, or by the United States, unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the second degree;
- (c)(3) An offense under this section is a Class C misdemeanor if it is shown on the trial of the offense that the governmental record is a governmental record that is required for enrollment of a student in a school district and was used by the actor to establish the residency of the student.

TEXAS EDUCATION CODE SUBTITLE E. STUDENTS AND PARENTS; CHAPTER 25. ADMISSION, TRANSFER, AND ATTENDANCE; SEC. 25.001(h). ADMISSION:

In addition to the penalty provided by Section 37.10 (Tampering With Governmental Record), Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 25.038; or
- (2) the amount the district has budgeted for each student as maintenance and operating expenses.

WE MAY FILE CHARGES AGAINST ANYONE WHO FALSIFIES ENROLLMENT RECORDS. ADDITIONALLY, FALSE CLAIMS OF RESIDENCY WITHIN OUR SCHOOL ATTENDANCE ZONE (OR WITHIN HISD FOR APPROVED TRANSFER STUDENTS) WILL RESULT IN THE IMMEDIATE WITHDRAWAL OF YOUR CHILD FROM OUR SCHOOL. REGISTRATION IS SUBJECT TO VERIFICATION OF RESIDENCE

Parent Acknowledgement

I have read the above excerpts from the Texas Penal Code and Texas Education Code. I understand that fraudulent enrollment of a student under false pretenses is an offense and crime under Texas law. I furthermore attest that I am a full-time resident of the Houston Independent School District, living at the address indicated below which is within the School Attendance Boundary of West University Elementary School. I understand that verification of my residence may be investigated by school officials or area law enforcement officers.

Student Last Name: _____ Legal First Name: _____ Grade(2023-24): _____

Student's Address: _____
Street, Apartment Number, City, State, Zip

Parent/Guardian's Printed Name: _____ Relationship to Student: _____

Parent/Guardian's Signature: _____ Date: _____



Houston Independent School District

Enrollment Information

2023-2024

Homeroom Teacher:

Has student ever attended an HISD School? Yes No Last School/Daycare Attended HISD Student ID Date of Enrollment Date of Birth Gender Male Female Grade Student Last Name Legal First Name Middle Name Generation (Jr., III, etc.) Student SS# / State Alt. # Student Birthplace: (City, State, Country) Month/Year Started School in US Student Lives with Mother Father Other Both Parents

Federal Student Ethnicity (Select One) Hispanic/Latino Not Hispanic/Latino Student Race (Select all that apply) American Indian or Alaska Native Asian Black or African American Native Hawaiian/Other Pacific Islander White

Student Address: (Street, Apartment Number, City, State, Zip) Phone

Texas Education Code §25.002(f) requires the school district to record the name, address, and birth date of the person enrolling a child.

Legal Guardian #1 Name (Last, First) Relationship Street Number Street Name Apartment City State Zip

Employer Occupation Home Phone Work Phone Cell Phone

Preferred Language English Spanish Vietnamese Other Translator Needed? Yes No e-mail Address

Legal Guardian #2 Name (Last, First) Relationship Street Number Street Name Apartment City State Zip

Employer Occupation Home Phone Work Phone Cell Phone

Preferred Language English Spanish Vietnamese Other Translator Needed? Yes No e-mail Address

Contact #3 Name (Last, First) Relationship Street Number Street Name Apartment City State Zip

Employer Occupation Home Phone Work Phone Cell Phone

Preferred Language English Spanish Vietnamese Other Translator Needed? Yes No e-mail Address

IF ANY OF THIS INFORMATION CHANGES, PLEASE CONTACT OUR REGISTRAR ALMA.ESTRADA@HOUSTONISD.ORG

List the names of all brothers and sisters under 18 years of age. (If additional room is needed, write on reverse side.)

Table with 5 columns: Last, First, and Middle Names, Gender, Birthdate, Grade, Address of This Child

Signature below certifies that all the information above is true and accurate.

Enrollment of the child under false documents subjects the person to liability for tuition or costs under Texas Education Code §25.001(h).

Signature of Legal Guardian #1 TX Driver's License Number Date of Birth (Legal Guardian #1) Signature of Legal Guardian #2 TX Driver's License Number Date of Birth (Legal Guardian #2)

Total Monthly Family Income: Total Number In Household:

HOUSTON INDEPENDENT SCHOOL DISTRICT

HOME LANGUAGE SURVEY

19 TAC Chapter 89, Subchapter BB, §89.1215
(Home Language Survey applicable ONLY if administered
for students enrolling in prekindergarten through grade 12)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12):

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:

To determine if your child would benefit from Bilingual or English as a Second Language program services, please answer the two questions below.

If either of your responses indicates the use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if Bilingual or English as a Second Language program services are appropriate and to inform instructional and program placement recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

This survey shall be kept in each student's permanent record folder.

Student Last Name: _____ First Name: _____ Student ID#: _____

Address: _____ Phone #: _____

Campus: [West University Elementary](#) 2023-24 Grade Level: _____

NOTE: Please indicate only ONE language per response.

1. What language is used in the child's home **MOST** of the time? _____

2. What language does the child use **MOST** of the time? _____

Signature of Parent/Guardian

Date

Signature of Student if Grades 9-12

Date

NOTE: If you believe you made an error when completing this Home Language Survey, you may request a correction, in writing, only if:
1) your child has not yet been assessed for English proficiency; and
2) your written correction request is made within two calendar weeks of your child's enrollment date.



2023-2024 NEW STUDENT BACKGROUND INFORMATION FORM

Student Last Name: _____ Legal First Name: _____ 2023-24 Grade: _____

Nickname (if the student goes by a different name other than legal first name): _____

Has this student ever attended an HISD school? Yes No Is your family new to West U? Yes No

If answered No above, has the student ever attended a TEXAS school? Yes No

List previous 2 schools attended starting with the most current school/daycare attended. **1st-5th grade students cannot be placed in a class without submission of a recent report card. A withdrawal form is required if applying mid-year.**

Name of School	City, State	Phone Number	Grade (s)

Will student have sibling(s) in the same grade? Yes No Prefer to be placed in the same class? Yes No

Sibling name(s) in same grade: _____

If this student took the HISD Gifted & Talented/Vanguard/Magnet test, did they qualify? Yes No

At which HISD school did the student test? _____ Approximate date (mo./year): _____

Please attach the GT Matrix to this form even if they did not qualify. If your child was tested privately or at a non-HISD school, please attach test/report results to better aid us in class placement.

Has this student ever been in/received services for:

YES NO

ESL/ELL/EL/LEP/BIL/DL/EB Program and/or screened in Texas?		
Tested for a learning disability?		
FIE/IEP/Special Education?		
504?		
Speech Therapy?		
IAT?		
Diagnosed with dyslexia?		
Diagnosed with ADHD or displays similar behavior?		
Any other special program or services (OT, PT, etc.)? If so, please describe:		
Retained? If so which grade(s):		

Please submit any pertinent paperwork if answered "YES" to any questions above.

Parent/Legal Guardian filling out this form (Please Print)

Relationship to student

Signature of Parent/Legal Guardian filling out this form

Date



2023-2024 KINDERGARTEN PARENT INPUT FORM

Office Use Only

GFO	
M#	
E	
S	
A	

Student Last Name: _____ Legal First Name: _____

Nickname (indicate the student's preferred name if different from above): _____ Gender: M F

Does/Can your student:	YES	SOME	NO
Recognize all the letters in the alphabet?			
Know letter sounds?			
Sound out 3-letter words from printed text?			
Read sight words (ex: the, at, is, and)?			
Read a book (without memorization)? If YES, please list an example:			
Legibly write upper and/or lowercase letters?			
Count to 20?			
Do simple addition (i.e., 2+1, 3+2, 1+1, etc.)?			
Do simple subtraction (i.e., 4-1, 5-3, 2-1, etc.)?			

Is your family new to West U? Yes No

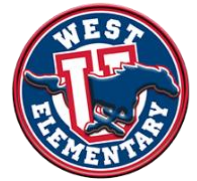
Please describe your child's preschool work habits & conduct (ex: the ability to stay on a task, focus, ability to sit still, etc.). Include any behavioral issues or social/emotional concerns you would like us to know. Include any other information you feel would be important for us to know for class placement.

Parent/Legal Guardian filling out this form (printed)

Relationship to student

Signature of Parent/Legal Guardian filling out this form

Date



Scott C. Disch, *Principal*

RECORDS RELEASE

Previous School:		Date Last Attended:			
<i>School Address Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country</i>
Registrar/Contact Person Name:					
Phone:			Email:		

Dear Registrar,

We have enrolled the following student who formerly attended your school:

Student's Legal Last Name:	Student's Legal First Name:	Date of Birth:	Grade:
Social Security #:		State ID:	

It would be appreciated if we could receive all information concerning this child such as:

1. Health Records
2. Academic Records/Report Cards
3. Attendance Records
4. Test Records
5. Special Program Records (including 504, SPED, IEP, etc.)
6. Behavior Records/IAT
7. Gifted and Talented Status
8. ESL/LEP records
9. Original Home Language Survey
10. Custodial/Legal Documents

Please send this documentation to: West University Elementary School c/o Registrar 3756 University Blvd., Houston, TX 77005	If email is preferred: Alma.Estrada@houstonisd.org
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I give permission for these records to be released to Houston Independent School District:

Printed Name of Parent/Guardian

Relationship to Student

Signature

Date