


Online Registration Parent's Checklist

√	Steps	Notes/Comments
	Log into Parent Access Center in the Harlingen CISD (www.hcisd.org)	Go the HCISD –For Parents page Parent's user name and password (provided by school) Same account used during the year.
	Go to ' Registration ' 	icon is on the right side of screen
	Select the ' Update Registration ' tab	
	Click on the ' Update Student Enrollment Form '	
	Read All the instructions before beginning the form	Click the Save button after each section
	Review Student's Information on file	You cannot change items in gray. Other items can (race, ethnicity)
	Student's Address and Phone	Review and verify information. For address change, effective date is required. Please provide a copy of a utility bill to the campus.
	Click Save	
	Contact Information	Parent/Guardian Click 'Edit/Review' Parent's Contact Information Review/Verify Name, Address, Phone, email and Language of Correspondence
	Click Save	
	Additional Information	Directory information, Electronic Communication Permission, Insurance Rejection, Release Card, Residency Questionnaire, Migrant Survey, MEDICAL Card information, Military Connect
	Click Save	
	Additional Questions	Add sibling(brother/sister) information
	Click Save	
	Documents	Proof of Residence (if possible, UPLOAD option available)
	Click Save	
	Click Agree	
	Submit to finalize	