

## REGISTRATION PROCESS

In order to register your child for classes at Lopez Middle School, please call us at 481-4060. We will be glad to make an appointment with your child's counselor. You will be required to bring the following items you with to begin the registration process:

1. Proof of Residency\* (one of the following):
  - City Public Service or Water Bill
  - Signed and Dated Lease Agreement
  - Signed and Dated Contract on Home
2. Student's Original Birth Certificate
3. Student's Current Immunization Record
4. Student's Social Security Card
5. Parent's I.D.
6. Student's Last Report Card (if last school attended was not in NEISD).

~~Items #1 - #3 MUST be provided prior to registration in the computer.

\* If you are new to the Lopez boundary area and will not be able to move into your home due to construction, it will be necessary for you to make an appointment to visit with our Pupil Personnel Department at the NEISD home office prior to registration. Their address is 8961 Tesoro Drive and their phone number is 804-7070. You will need to bring your signed settlement papers to the appointment.