

# Secure Student Document Upload Instructions

**If you are unable to complete this process after following the directions, please call the campus to schedule an appointment.**

The Online Registration application has been updated with the feature to allow for registration documents to be uploaded.

Please visit [enroll.neisd.net](https://enroll.neisd.net) to securely upload registration documents to NEISD.



Before accessing the Online Registration application, be prepared to have the documents listed below available. The system will only accept the following file types: **PDF** documents, **PNG**, **GIF**, and **JPEG** image files. Most mobile device cameras provide the image file types required.

## **Required documents for online registration:**

- Certified copy of the child's birth certificate
- Social security card of the child being registered
- Parent or Guardian's valid driver's license/ID
- Proof of residency (no subleasing or room rentals permitted):
  - Homeowner (listed in Bexar Cad) – a current copy of the top portion of a water, gas or electric bill showing address, month of bill and bill amount
  - Lease/Renter – current signed lease agreement – parent/guardian must be listed as the lease holder or occupant
  - If parent/guardian is not listed as homeowner, lease, or occupant then an Established Proof of Residency must be completed. The parent/guardian, homeowner and/or lease holder will need to complete the form at the campus
- Withdrawal form from previous school, if applicable
- Current immunization records

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Student and parent/guardian information is required



## Secure Student Document Upload

Use this web site to upload your student's documents securely.

### Student Information

First Name

MI

Last Name

Date Of Birth: (mm/dd/yyyy)

Choose the school that your student will, or currently attends

Note: Selecting a school does not guarantee enrollment at that campus. Eligibility will be verified before enrollment.

### Guardian Information

First Name

Last Name

Email

After all student and Guardian Information is entered, click "Continue"

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## Documents

Document Type

--Select--

- Select--
- Social Security Card
- Proof of Residence
- Student Birth Certificate
- Immunization Record
- Parent Driver License
- Other

Select your document (limited to 20 MB)

Choose File AllApproved.pdf

File types allowed are JPEG, GIF, PNG and PDF.

Upload File

NOTE: Your file name has been modified by adding a prefix to easily identify the document type.

Social Security Card	ssn_00_SSN rf.pdf
Proof of Residence	por_00_Proof of Residency rf.pdf
Student Birth Certificate	sbc_00_Birth Certificate rf.pdf
Immunization Record	imm_00_Immunization rf.pdf
Parent Driver License	pdl_00_Drivers License rf.pdf

Click on Complete when you are done loading your files

Complete

### Step 1

Select **Document Type** (*SSN, Proof of Residence, Driver's License, Immunization, Birth Certificate or Other*).

### Step 2

Click on the "Choose File" button.

### Step 3

Once the Document is chosen, click "Upload File". If using a Smartphone, an option to Use Camera is available to take a picture.

### Step 4

When all the files have been uploaded, click on the "Complete" button to finish the secure document upload process

Repeat steps 1 – 3 for each Registration Document to be uploaded

The process has been completed.  
Thank you!

Return

If the secure documents are uploaded successfully, the following message will appear.