

# 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.



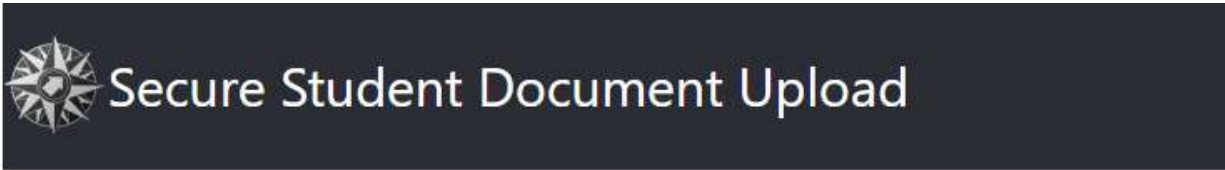
Before accessing the Online Registration application, be prepared to have the documents listed below available. The system will only accept the following file types: **PDF** documents, **PNG**, **GIF**, and **JPEG** image files. Most mobile device cameras provide the image file types required.

## **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

# Secure Student Document Upload Instructions

Student and parent/guardian information is required



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

## Student Information

First Name	MI	Last Name
<input type="text" value="Student First"/>	<input type="text" value="MI"/>	<input type="text" value="Student Last"/>

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
<input type="text" value="Guardian First Name"/>	<input type="text" value="Guardian Last Name"/>

Email



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

# Secure Student Document Upload Instructions

## 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 r1.pdf
Proof of Residence	por_00_Proof of Residency r1.pdf
Student Birth Certificate	sbc_00_Birth Certificate r1.pdf
Immunization Record	imm_00_Immunization r1.pdf
Parent Driver License	pdl_00_Drivers License r1.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.