

**Welcome to Returning Student Registration for the 2023-2024 school year.  
We are so excited to welcome you to a new school year!**

**First day of school for the 2024 school year is August 16th.**

Applications to receive Free/Reduced meals will be available on August 1st. At that time, we will post an online form in Family Access. An announcement will be sent via email, our website, and our Facebook page at time announcing the availability of the application.

The grade listed for your student will be the grade they were in for the 2023 school year. Your student's grade will be updated to reflect their grade for the 2024 school year when our Student Information System is rolled over to the new school year on July 21<sup>st</sup>.

### **Updating your address?**

You will be able to enter your new address during the returning student registration; however, all address changes require district approval.

All address changes require a new proof of residency to be submitted prior to approval.

(Examples: water bill, electric bill, copy of lease, or mortgage statement)

To expedite the approval of your address change please upload a new proof of residency in step 3 of the registration process. A picture or PDF file may be uploaded.

You may also submit your updated proof of residency to [mlsanche@mabankisd.net](mailto:mlsanche@mabankisd.net) or bring a copy to the MISD administration building at 310 E. Market St. Once an updated POR has been received your request to update your address will be approved.

Please contact Marsha Sanchez at [mlsanche@mabankisd.net](mailto:mlsanche@mabankisd.net) or 903-880-1300 ext 9230 with any questions regarding Returning Student Registration.

# MISD Returning Student Registration “How to”

## To login to Family Access

Go to [www.mabankisd.net](http://www.mabankisd.net) → Select parents and Students → Select Family Access  
Enter your Login and Password

### Select the Returning Student Registration Link under the Home button on the left.

Select your student to enter the online registration portal. *If you have multiple students enrolled, you will have to complete the Returning Student Registration for each student.*

**Step 1:** MISD Electronic Signature Policy – Select Complete Step

**Step 2:** Student Information – Select Complete Step once you have verified all areas.

- A. Student Information
- B. Family Address – ***A new Proof of Residency is required before an address change will be approved.***
- C. Family Information
- D. Emergency Contacts

**Step 3:** Ethnicity/Race Questionnaire Information – Select Complete Step

**Step 4:** Student Health History – Select Complete Step

**Step 5:** Health Form (Allergies, Medication, Illnesses) – Select Complete Step

**Step 6:** FERPA Acknowledgement – Select Complete Step

**Step 7:** Student Residency Questionnaire – Select Complete Step

**Step 8:** Migrant Form – Select Complete Step

**Step 9:** Foster Care Form – Select Complete Step

**Step 10:** Military Connected Form – Select Complete Step

**Step 11:** Mandatory Drug Testing Form (Junior High/High School Only) – Select Complete Step

**Step 12:** Electronic Acceptable Use Policy – Select Complete Step

**Step 13:** MISD Chromebook Agreement – Select Complete Step

**Step 14:** Compulsory Attendance Notice – Select Complete Step

**Step 15:** Student Handbook/Student Code of Conduct – Select Complete Step

**Step 16:** School Parent Involvement Policy – Select Complete Step

**Step 17:** Parent Student Compact/Involvement Policy – Select Complete Step

**Step 17:** Complete Online Registration for Returning Students Only – Must Click and Save

**This step must be done in order for Online Registration to be coded as complete.**

**The Primary Parent/Guardian will receive an email confirming Online Registration is complete.**

*If you have any questions or experience issues completing the Returning Student Registration, please contact Marsha Sanchez at [mlsanche@mabankisd.net](mailto:mlsanche@mabankisd.net).*