

Dear Parents:

Eanes ISD has simplified the back-to-school process to save paper and time. Gone are the days of completing paper forms for each child. Instead, parents are able to update contact information and complete the registration/enrollment process on-line, through Family Access.

To take advantage of this easy process, the primary contact person in each household must be registered with Family Access. Only one Family Access account is required, no matter how many children you have or what campus they attend.

How to Get a Family Access Account

Those who do not currently subscribe to Family Access download the registration form at the website listed below. The form should be faxed or mailed back to the campus to receive log-in information. Please direct any questions about Family Access to the campus your child will attend.

A Family Access account is necessary in order to complete the back-to-school registration process for each child. Parents should have Family Access accounts as soon as possible. Secondary schools are already using the on-line registration process. Elementary schools will share information about the paperless enrollment process in the next week.

How to Verify that the Correct Parent is Designated as the Primary Contact

Only the family member listed as the "first" contact will be able to make changes to a child's demographic information **using the new online process**. For instructions on how to determine whether your Family Access account is the "first" contact in the first family at <http://www.eanesisd.net/students-and-parents/family-access/FPrimaryguardian.pdf> .

How to Get More Information

To print the Family Access Application form, instructions for determining primary guardian, online registration instructions, and the Family Access Frequently asked questions document please go to <http://www.eanesisd.net/students-and-parents/family-access>.

Campuses will provide access to computers at back-to-school events in order to assist parents with on-line registration.

Joint Custody Situations

In joint custody situations, parents may contact the campus registrar to make arrangements for each parent to be able to update the student's contact information.