

# New to Plano ISD? Do You Need to Enroll Your Student?

**Who:** Any family that needs to enroll their student in Plano ISD for the first time

**Where:** Bird Education Center Drive –Through located at 1300 19<sup>th</sup> Street Plano, Texas 75074

**What:** Pick up enrollment packets to enroll your student in Plano ISD

**When:** July 30<sup>th</sup> to September 8<sup>th</sup> from 9:00am to 1:00pm daily

## Customer Service Provided:

- Families may utilize our drive-through enrollment packet pick up and/or drop-box option to return packets upon completion.
- We will provide a copy service of documents needed for enrollment if you need copies
- Information and support stations will be set up in Bird Education Center Parking Lot
- School finder support so that you know which school your students will attend
- School Contact Information for enrollment, school counselor, and administration
- District Support Contact Information (Special Education, 504, bilingual education, ESL, health services etc...)

## Documents Required for enrollment are:

- **Birth certificate**, (or certified copy which includes a certificate number and is issued by the state), passport or other documents suitable as proof of the student's identity.
- Current **immunization record** signed by a physician
- **Proof of residency in Plano ISD** (natural gas or electricity bill, original lease agreement, or approved certificate of eligibility to enroll form)
- Most recent **report card/withdrawal slip** from previous school
- High school **transcript** (if applicable)
- **Parent's valid driver's license**, or state identification card

**\*\*Packets that are completed and dropped off will be delivered to your student's school!\*\***

Bird Education Center

1300 19<sup>th</sup> Street Plano, Texas

Located across the street from Mendenhall Elementary School!

Please Enter M Street at 19<sup>th</sup> Street and M Street Corner

Pick up your enrollment packets here!

Please remain in your car. (Drive-Through)

Please turn right on 18<sup>th</sup> Street after you have received your enrollment packet.

Please do Not enter at the corner of 18<sup>th</sup> Street and M Street

Plano ISD