



Highland Park Elementary School

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

635 Rigsby Avenue – San Antonio, TX 78210

PHONE: 210-228-3335 E-FAX: 210-228-3044

Principal: *Dr. Rose Engelbrecht*

Assistant Principal: *Laura Romero*

Dear Parents/Guardians,

In effort to make the registration process easier for the 2021 – 2022 School Year, the following time line is being provided to assist you. For a list of documents needed for enrollment please see the back of this letter.

January – March: New Family Sign-Up (for incoming PK – 5th grade families)

New Families are encouraged to contact the school office to sign up to receive notices regarding enrollment for the 2021-2022 School Year.

You may call the office or email:

Crystal Flores, FACE Specialist: cflores13@saisd.net

Alice Meza, Data Clerk: ameza@saisd.net

Sylvia Castillo, Secretary: scastillo@saisd.net

February – March: PK and Kinder Round-Up

Parent information Zoom sessions will be available to answer any questions parents may have regarding enrollment. **All currently PK3 students will need to re-apply for PK4.

More information on meeting dates to be sent end of January. Actual enrollment dates will also be provided during these sessions.

Contact the school office to receive the link to the meeting.

February – March: 1st – 5th Grade New and Returning Student information sessions

Parent information Zoom sessions will be available to answer any questions parents may have regarding enrollment.

More information on meeting dates to be sent end of January. Actual enrollment dates will also be provided during these sessions.

New Families: Contact the school office to receive the link to the meeting

Returning Families: Contact your child's teacher

March: New & Returning Students Kinder – 5th Grade Enrollment

Online enrollment available to all families for grades Kinder – 5th

April: New & Returning Pre-Kinder Enrollment

Online enrollment available to all families

Documents Required for Enrollment

ALL PRE – KINDERGARTEN STUDENT REQUIREMENTS (New & Returning)

1. Birth Certificate (Must be the certified copy)
2. Social Security Card
3. Current Proof of Address
4. Immunization Record
5. Parent ID
6. Current Proof of Income for both parents
7. *If applicable: Last report card if previously enrolled in PK3
8. *If applicable: All legal documentation
9. *If applicable: Current SNAP and/or TANF Eligibility Award Letter

NEW KINDER – 5TH GRADE STUDENTS

1. Birth Certificate (Must be the certified copy)
2. Social Security Card
3. Current Proof of Address
4. Immunization Record
5. Parent ID
6. Last report card from previously enrolled campus
7. *If applicable: All legal documentation
8. *If applicable: Current SNAP and/or TANF Eligibility Number
9. *If applicable: All Special Program documents from previous campus

RETURNING STUDENTS

1. Current Proof of Address
2. Parent ID
3. *If applicable: Updated Immunization record as required by the school nurse
4. *If applicable: All legal documentation
5. *If applicable: Current SNAP or TANF Eligibility Number