



**2022-2023
HMPS STUDENT ENROLLMENT PROCESS
HANDBOOK**

BOARD APPROVED: 03/02/2023



Horizon Montessori Public Schools

"Tomorrow's Education Today"

2402 E. Business Hwy. 83 Weslaco, Texas 78596

HMPS STUDENT ENROLLMENT PROCESS

TABLE OF CONTENT

I. ADMISSION	2
II. ENROLLMENT	2
III. NEW STUDENT REGISTRATION FOR CURRENT SCHOOL YEAR	3
IV. NEW STUDENT REGISTRATION FOR NEXT SCHOOL YEAR	5
V. RE-ENROLLMENT	7
ACKNOWLEDGEMENT	9
APPENDIX A - Example of Waitlisted Letter to Parents	10
APPENDIX B - Example of Email Notification	11
APPENDIX C - Example of Acceptance Letter	15
APPENDIX D - Example Re-Enrollment and New Student Registration Notice	17

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HMPS STUDENT ENROLLMENT PROCESS

I. ADMISSION

- 1) Speak to the parent and ask for a phone number.
- 2) Send the parent the link to complete the application.
- 3) ONLY the APPLICATION must be completed to continue with the process.
- 4) Ask the parents if they would like a tour.(confirm yes or no schedule date and time)
- 5) If the parent is interested in enrollment, have the parent take a tour with the ID presented at the time of the tour to conduct a RAPTOR screening.
- 6) If the parent would like to continue with the enrollment process, schedule the parent for a Conference if possible right after the tour, or schedule a conference(in person, zoom, or by phone). (admin meet and greet)
- 7) For the initial conference parents must bring the following DOCUMENTS;
 - a) Report Card (*most recent*)
 - b) Discipline records (if applicable)
 - c) Special Services documentation (*if applicable*)

II. ENROLLMENT

- 8) After the initial conference that was conducted by admin (Principal, Asst. Principal or Counselor) select admission placement in school admin by manually moving them to:
 - a) Waitlisted (*no space*)
Appendix A
 - b) **Enrollment in Progress** (*space and parent continues with the enrollment process*)
 - i) *System Email Notification of Acceptance Letter*
Appendix B
 - ii) *Acceptance Letter*
Appendix C
 - iii) *Courtesy Call of Acceptance Notification*
 - (1) Parent Declined
 - (2) Parent Accepted
 - iv) *If parents(s) accept, parents must complete all online forms in the SchoolAdmin account—after 100% completion, students will be automatically enrolled.*

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III. NEW STUDENT REGISTRATION FOR CURRENT SCHOOL YEAR

Enrollment in Progress needs to be 100% Complete by PARENT ONLY to continue with Registration
(PARENT LIAISONS SHOULD NOT MANUALLY COMPLETE CHECKLIST ITEMS)

Checklist

Items required to complete the current workflow

Inquiry	Applicant	Enrollment	0%	<div style="width: 0%;"></div>
<input type="checkbox"/>	Registration Packet			Upload
<input type="checkbox"/>	Counseling Form			Upload
<input type="checkbox"/>	Public Information Release Form			Upload
<input type="checkbox"/>	Food Allergy Information			Upload
<input type="checkbox"/>	Student Code of Conduct Acknowledgement			Upload
<input type="checkbox"/>	Family Survey			Complete Upload
Internal & Optional Items:				
<input type="checkbox"/>	Afterschool Program			Upload
<input type="checkbox"/>	Updated Registration Form			Upload

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9) Invite parents to school to complete the registration process by following the next steps.

10) Registration Documents:

- a) Parent Identification
- b) Utility Bill (notarized letter, if applicable)
- c) Birth Certificate
- d) Social Security Card (if applicable)
- e) Immunization Card
- f) Legal Guardian/Power of Attorney Letter (if applicable)

11) Forms to be filled and signed:

- a) Socio-economic Survey
- b) Home Language Survey
- c) Student Military and Foster Questionnaire
- d) General Information Questionnaire
- e) Student Release and Contact Form
- f) Pre-K Checklist (if applicable)
- g) Pre-K/Kinder Potty Training Requirement (if applicable)

NOTE:

PK3/PK4 need to qualify to continue with the process (PEIMS and Bilingual Department Process)

- a) Socio-economic
- b) Military
- c) Foster
- d) Bilingual (Home Language Survey)

If Bilingual, students need to be tested to qualify before completing registration.

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IV. NEW STUDENT REGISTRATION FOR NEXT SCHOOL YEAR

Enrollment in Progress needs to be 100% Complete by PARENT ONLY to continue with Registration
(PARENT LIAISONS SHOULD NOT MANUALLY COMPLETE CHECKLIST ITEMS)

Checklist

Items required to complete the current workflow

Inquiry	Applicant	Enrollment	0%	<div style="width: 0%;"></div>
<input type="checkbox"/>	Registration Packet			Upload
<input type="checkbox"/>	Counseling Form			Upload
<input type="checkbox"/>	Public Information Release Form			Upload
<input type="checkbox"/>	Food Allergy Information			Upload
<input type="checkbox"/>	Student Code of Conduct Acknowledgement			Upload
<input type="checkbox"/>	Family Survey			Complete Upload
Internal & Optional Items:				
<input type="checkbox"/>	Afterschool Program			Upload
<input type="checkbox"/>	Updated Registration Form			Upload

12) Once the parent completes online enrollment, they will secure the child's seat until registration. Parents will receive registration notification *Appendix D* in May/August to complete the registration process by following the next steps.

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HMPS STUDENT ENROLLMENT PROCESS

13) Registration Documents:

- a) Parent Identification
- b) Utility Bill (notarized letter, if applicable)
- c) Birth Certificate
- d) Social Security Card (if applicable)
- e) Immunization Card
- f) Legal Guardian/Power of Attorney Letter (if applicable)

14) Forms to be filled and signed:

- a) Socio-economic Survey
- b) Home Language Survey
- c) Student Military and Foster Questionnaire
- d) General Information Questionnaire
- e) Student Release and Contact Form
- f) Pre-K Checklist (if applicable)
- g) Pre-K/Kinder Potty-Training Requirement (if applicable)

NOTE:

PK3/PK4 need to qualify to continue with the process (PEIMS and Bilingual Department Process)

- e) Socio-economic
- f) Military
- g) Foster
- h) Bilingual (Home Language Survey)

If Bilingual, students need to be tested to qualify before completing registration.

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V. RE-ENROLLMENT

Enrollment needs to be 100% Complete by PARENT ONLY to continue with Registration (PARENT LIAISONS SHOULD NOT MANUALLY COMPLETE CHECKLIST ITEMS)

Checklist

Items required to complete the current workflow

Enrollment

0%

Registration Packet

Upload

Counseling Form

Upload

Public Information Release Form

Upload

Food Allergy Information

Upload

Student Code of Conduct Acknowledgement

Upload

Family Survey

Complete | Upload

Internal & Optional Items:

Afterschool Program

Upload

Updated Registration Form

Upload

15) Once the parent completes online re-enrollment, they will secure the child's seat until registration. Parents will receive registration notification *Appendix D* in May/August to complete the registration process by following the next steps.

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16) Registration Documents:

- a) Parent Identification
- b) Utility Bill (notarized letter, if applicable)
- c) Immunization Card
- d) Legal Guardian/Power of Attorney Letter (if applicable)

17) Forms to be filled and signed:

- a) Socio-economic Survey
- b) Home Language Survey
- c) Student Military and Foster Questionnaire
- d) General Information Questionnaire
- e) Student Release and Contact Form
- f) Pre-K Checklist (if applicable)
- g) Pre-K/Kinder Potty Training Requirement (if applicable)

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**2022-2023 HMPS STUDENT ENROLLMENT
PROCESS ACKNOWLEDGMENT**

I _____ *(print name)*
hereby acknowledge that I have received read and understand the
"2022-2023 HMPS Students Enrollment Process".

I agree to confirm the HMPS Students Enrollment Process.

I understand that my failure to follow this process will result in
disciplinary action up to and including termination.

(Signature of Employee)

Date

(Signature of Supervisor)

Date

Campus: _____

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Appendix A

Example of Waitlisted Letter to Parents

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HMPS STUDENT ENROLLMENT PROCESS

Dear {{recipient.salutation_parent_first_names}},

On behalf of the faculty, staff, and administration of Horizon Montessori <<campus>>, thank you for your interest in Horizon Montessori <<campus>>.

Unfortunately, at this time, we are currently fully enrolled for the <<school year>> school year. {{contact.first_name}} has been placed on a wait list. You will be contacted as soon as there is availability. Availability may occur throughout the school year.

We appreciate you considering Horizon Montessori <<campus>> as the school of your choice. Should you have additional questions, please contact us at <<campus phone number>>.

Respectfully,

<<First and Last Name>>, Principal

Estimado {{recipient.salutation_parent_first_names}},

En nombre de la facultad, el personal y la administración de Horizon Montessori <<campus>>, gracias por su interés en Horizon Montessori <<campus>>.

Desafortunadamente, en este momento, estamos completamente inscriptos para el año escolar <<school year>>. {{contact.first_name}} ha sido colocado en una lista de espera. Será contactado tan pronto como haya disponibilidad. La disponibilidad puede ocurrir durante el año escolar.

Le agradecemos que considere Horizon Montessori <<campus>> como la escuela de su elección. Si tiene preguntas adicionales, comuníquese con nosotros al <<campus phone number>>.

Atentamente,

<<First and Last Name>>, Director(a)

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Appendix B

Example of email notification

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HMPS STUDENT ENROLLMENT PROCESS

Dear {{recipient.salutation_parent_first_names}},

The Horizon Montessori <<campus>> Admissions Committee has completed their review of {{contact.first_name}}'s application for admission. I am pleased to inform you that **{{contact.first_name}} has been accepted for admission to the {{contact.apply_grade}} grade class for the <<school year>> school year!**

Horizon Montessori <<campus>> is committed to providing your child with the finest preparatory program. We look forward to working with {{contact.first_name}} and providing a wonderful and nurturing experience.

Upon submission of the signed [acceptance letter](#), {{contact.first_name}}'s place will be secured for the <<school year>> school year. Acceptance letter may be submitted via email or by visiting our campus. Do let me know if you have any questions or concerns.

On behalf of the Educational Team, welcome to the Horizon Montessori <<campus>> Family!

Sincerely,

<<First and Last Name>>, Parent Involvement Liaison

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Estimado **{{recipient.salutation_parent_first_names}}**,

El Comité de Admisiones de Horizon Montessori <<campus>> ha completado su revisión de la solicitud de admisión de **{{contact.first_name}}**. ¡Me complace informarle que **{{contact.first_name}}** ha sido aceptado para ser admitido en la clase de **{{contact.apply_grade}}** para el año escolar <<school year>>!

Horizon Montessori <<campus>> se compromete a proporcionar a su hijo/a el mejor programa de preparación. Esperamos trabajar con **{{contact.first_name}}** y proporcionar una experiencia maravillosa y enriquecedora.

Tras la presentación de la [carta de aceptación](#) firmada, el lugar de **{{contact.first_name}}** estará asegurado para el año escolar <<school year>>. La carta de aceptación se puede enviar por correo electrónico o visitando nuestra oficina. Hazme saber si tienes alguna pregunta o inquietud.

¡En nombre del equipo educativo, bienvenido a la familia Horizon Montessori <<campus>>!

Sinceramente,

<<First and Last Name>>, Parent Involvement Liaison

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Appendix C

Example of acceptance letter

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<<insert campus letterhead>>

On behalf of the faculty, staff, and administration of Horizon Montessori <<campus>>, thank you for the privilege of partnering with you to provide the best education possible for your child.

If you wish to accept this invitation for your child to attend Horizon Montessori <<campus>> for the <<school year>> school year, please confirm if you accept or decline admission by signing and completing the information below.

___ YES, I accept admission for my child to Horizon Montessori <<campus>> for the <<school year>> school year.

___ NO, I do not accept admission for my child to Horizon Montessori <<campus>> for the <<school year>> school year, and understand that I will forfeit their guaranteed spot.

Reason: _____

Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____

En nombre de la facultad, el personal y la administración de Horizon Montessori <<campus>>, gracias por el privilegio de asociarnos con usted para brindar la mejor educación posible para su hijo/a.

Si desea aceptar esta invitación para que su hijo/a asista a Horizon Montessori <<campus>> para el año escolar <<school year>>, confirme si acepta o rechaza la admisión firmando y completando la información a continuación.

___ Sí, aceptó la admisión de mi hijo/a a Horizon Montessori <<campus>> para el año escolar <<school year>>.

___ No, no acepto la admisión de mi hijo/a a Horizon Montessori <<campus>> para el año escolar <<school year>> y entiendo que perderé su lugar garantizado.

Motivo: _____

nombre del estudiante: _____ grado: _____

firma del padre: _____ fecha: _____

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Appendix D

Example Re-Enrollment and New Student Registration

Notice

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HMPS STUDENT ENROLLMENT PROCESS

Dear Parents/ Guardian:

Thank you for your interest in Horizon Montessori <<campus>>. We will be having registration for all new students in Pre-K 3 – 8th grade for the <<school year>> school year beginning <<registration window>>.

In order to complete the registration, process the following documentation will be required:

New Students

- Students current Immunization Card
- Students Birth Certificate
- Students Social Security Card
- Current Utility Bill: Water/Light/Gas
- Copy of Parents/Guardian Unexpired Identification Card
- Legal Guardian/Power of Attorney Letter (if applicable)

Returning Students

- Students current Immunization Card
- Current Utility Bill: Water/Light/Gas
- Copy of Parents/Guardian Unexpired Identification Card
- Legal Guardian/Power of Attorney Letter (if applicable)

Please note:

- It is mandatory that the address on the utility bill is a physical address, not a mailing or P.O. Box. This address must match the address provided in the online registration forms. If the name on the utility bill does not match the parents/guardians name, a notarized letter must be submitted along with the utility bill stating that the parent/guardian and child live at that address.

We appreciate you considering Horizon Montessori <<campus>> as the school of your choice.

Respectfully,

<First and Last Name>>, Principal

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HMPS STUDENT ENROLLMENT PROCESS

Estimados padres/ guardián:

Gracias por su interés en Horizon Montessori <<campus>>. Tendremos inscripciones para todos los estudiantes nuevos para Pre-K 3 - 8º grado para el año escolar <<school year>> comenzando el <<registration window>>.

Para completar el proceso de registro, se requerirá la siguiente documentación:

Estudiantes Nuevos

- Tarjeta de Inmunización actual de los estudiantes
- Certificado de nacimiento de los estudiantes
- Tarjeta de seguridad social para estudiantes
- Comprobante de domicilio actual: factura de agua/luz/gas
- Copia de la tarjeta de identificación vigente de los padres/guardián
- Carta de tutor legal/poder notarial (si corresponde)

Estudiantes Que Regresan

- Tarjeta de Inmunización actual de los estudiantes
- Comprobante de domicilio actual: factura de agua/luz/gas
- Copia de la tarjeta de identificación vigente de los padres/guardián
- Carta de tutor legal/poder notarial (si corresponde)

Tenga en cuenta:

- Es obligatorio que la dirección en el comprobante de domicilio sea una dirección física, no una dirección de correo o una oficina de correos. Esta dirección debe coincidir con la dirección proporcionada en los formularios de registro en línea. Si el nombre en el comprobante de domicilio no coincide con el nombre de los padres/guardianes, se debe traer una carta notariada junto con la factura de servicios públicos que indique que el padre/guardián y el estudiante viven en esa dirección.

Le agradecemos que considere Horizon Montessori <<campus>> como la escuela de su elección.

Atentamente,

<First and Last Name>>, Director(a)

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