



Ranchview High School

Carrollton-Farmers Branch ISD
Student Services Office
8401 East Valley Ranch Parkway
Irving, TX 75063
Phone: 972-968-5034 Fax: 972-968-5011

ENROLLMENT INFORMATION

Please complete the online enrollment process before bringing paperwork to the campus. We cannot complete an enrollment without the online application which is available here: <https://cfbisd.edu/students-parents/admission-enrollment/>

New students enrolling in the Carrollton-Farmers Branch Independent School District are required to furnish the following information to enroll:

1. Proofs of Residence (2 documents required) **THESE DOCUMENTS MUST BE IN THE PARENT'S or STATE APPOINTED GUARDIAN'S NAME!** (*State appointed guardian includes ONLY court ordered placement signed by a judge, foster child placement with appropriate signed documents from Texas, or CPS placement with appropriate signed documents from Texas.)
 - a. Current lease or home mortgage (can be mortgage payment coupon or tax records)
 - b. Second proof must be a utility bill or proof of utility deposits current within the last 30 days. (Bill can be electric, gas, or water. No phone bills accepted.)
2. Birth certificate. If you are new to the country, a passport should be included with the birth certificate if the birth certificate is not in English.
3. Immunization record. We are not allowed to enroll any new students who are coming from an out-of-state or out-of-country previous school without student's health records, which must be brought current before we can enroll. Students who are coming from another Texas school must provide proof of immunizations, and MAY be given a 30 day provisional enrollment until all immunizations are brought current, depending upon the circumstances. Please ask for an immunization requirements sheet if you are unsure what is required.
4. Student's social security card if available. Please provide a passport if there is no social security card.
5. Unofficial transcript and/or credit summary. We will request official records from the student's previous school. Official transcripts are required if you are coming from out of the country, as we cannot request officials from a foreign entity.
** All students coming in from 8th grade will be required to bring in their 8th grade final report card if they are enrolling at the beginning of the school year, or a withdrawal and transcript if they are enrolling after the beginning of the school year. If your student has high school level credits which were awarded in middle school, we will need a transcript showing those credits. **
6. Withdrawal form and withdrawal grades from previous school IF you are enrolling after the start of the school year.
7. Also, we are required to make a copy of the driver's license of the parent/guardian enrolling the child.

If you cannot furnish any of the above documents due to extenuating circumstances, please speak to our records department.

Sandi Higgins A-K: 972-968-5033 higgins@cfbisd.edu
Mendy Barajas L-Z: 972-968-5032 barajasm@cfbisd.edu

The above items are all that is required if you are the natural parent or state appointed guardian, living in our attendance zone, with your name on the lease or mortgage.

If you are:

- NOT the natural parent or state appointed guardian, but wishing to enroll a student who is living with you. (form 4: Admission Hearing)
- The natural parent or court appointed guardian, but NOT living in an apartment or house under your name, such as living with another family member or family friend (form 1A: Living with another C-FB family), or living somewhere where you do not have a lease or mortgage (form 1B: Renting without a lease).
- OR a student who is 18 or older and living on his or her own, with no guardian. (form 1C: Adult Student)

Please look at the Special Circumstances list on the right hand side of the enrollment page and complete the required online and printed documentation for your circumstance. <https://cfbisd.edu/students-parents/admission-enrollment/>

You will need to bring additional paperwork to the campus. Please contact the records department for more information.

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