

Registrar's Office

Staff

Priscilla Hernandez

Registrar

Instructional Secretary

priscilla.hernandez@lcisd.org

832-223-3204

Registration Information

Central Registration for All Campuses and All Grade Levels (PK-12)

- Dates: June 10 - July 18

- Times: 8:30 AM to 5:00 PM (Monday and Tuesday); 9:30 AM to 7:00 PM (Wednesday and Thursday)

- Location: Wertheimer Middle School, 4240 FM 723, Rosenberg, 77471

- Closed on July 19 for Juneteenth Holiday and July 1-4 for Independence Day

Students Who Are New to LCISD:

Parents are responsible for providing all enrollment documentation, including completed 2023-34 report card. Since most school registrar offices are closed during the summer, parents cannot depend on the previous school to send records in a timely manner. The registration process cannot be completed without these records.

How We Can Help

The Registrar's Office can assist in any of the following items. Please keep scrolling for detailed information about each item.

- New Student Enrollment
- Student Withdrawals
- Skyward Family Information Maintenance (address changes, email/phone number updates, etc.)

Reports Cards

Click the link below to learn **How to Find Report Cards:**

[Access Report Cards Link](#)

2024-2025 Registration Information

Please follow the steps below to complete the process.

New student registration at LJH can be done electronically or in person.

Step 1: Verify that your address is zoned to Lamar JH by [entering it here](#).

Step 2: Complete the [online pre-registration application](#).

NOTE: DO NOT complete Step 2 IF you are transferring within the LCISD district or your student has attended LCISD at some point in the past. You only need to schedule an appointment below and bring a copy of your ID and current proof of residence (this includes any other high school in LCSID, ALC, DAEP and JJAEP)

Step 3a - (Electronic): Submit all required documents listed below to priscilla.hernandez@lcisd.org. Scanned/PDF copies required. The process will then be completed over email through our office. (If you do not have access to a scanner, there are many free scanner apps available for smartphones. Examples of free scanner app options: Notes App for Apple, Genius Scan for both Apple and Android)

Step 3b - (In Person): Please [schedule an appointment here](#). We do not accept walk-ins at this time. Bring all documents listed below to your appointment.

Documents to bring with you:

- Proof of Address: Parent's/legal guardian's current utility bill with service address listed (gas/water/electric ONLY), [Texas Disclosure](#) from Final Home Closing Documents OR Entire Signed Lease Agreement
- Copy of parent's/legal guardian's ID (Example: driver's license, passport, military ID). Parent name must be on Proof of Address.
- Student's Birth Certificate or Current Judge Signed Court Documents for Guardianship
- Immunization Record
- Withdrawal Paperwork from the student's last school
- Most recent report card
- Power of Attorney OR Dual Residency paperwork (IF APPLICABLE)

**** Guardianship:** Only a parent or legal guardian may enroll a student at Lamar Junior High School. To give guardianship to another person, the parent must complete the LCISD Power of Attorney form and have it notarized. The person assuming guardianship must complete the LCISD Acceptance Form and have it notarized. Both parent and POA must provide a valid ID (TX ID or Government Issued ID) and proof of residency.

[LCISD Power of Attorney Packet](#) [LCISD Power of Attorney Packet \(Spanish\)](#) [Power of Attorney Coversheet \(Spanish\)](#)

[POA Additional Documentation](#)

**** Dual/Co-Residence Affidavit:** If you are living in another person's residence, you must complete the Dual/Co-Residence Affidavit with the homeowner, and both the parent and homeowner must complete the two forms and have them notarized. All documentation must be provided at enrollment. Valid ID for parent and Homeowner is required (TX ID or Government Issued ID) as well as utility bill from Homeowner and piece of mail from parent with Homeowner's address.

[Dual Res and Bonfide](#) [LCISD Dual Residency Packet \(Spanish\)](#)

[DR Additional Documentation](#) [Additional Documents \(Spanish\)](#)

Student Withdrawals

If your student needs to be withdrawn from Lamar Junior High, you're able to do this in-person by coming to the front office (no appointment needed) OR by sending the following information via email to the Registrar's Office priscilla.hernandez@lcisd.org

- Name of Student
- Grade of Student
- Student ID#
- Student's Date of Birth
- Name of the District/School your student will be enrolling at
- Attach a copy of Parent/Legal Guardian's valid ID (TX ID or Government Issued ID).
- If you are homeschooling, please also submit a letter of assurance (linked below).

[LCISD Withdrawal Form](#)

[Homeschool Form](#)

Skyward Family Information Maintenance

At the beginning of each school year, families complete the Beginning-Of-Year online forms to update any information that may have changed. However, it is critical that all information is kept up-to-date throughout the year, including phone numbers, emails, and current address.

Any changes that need to be completed after the Beginning-Of-Year forms close must be submitted in writing. Please email the Registrar's Office with a copy of parent/legal guardian ID along with detailed information about what needs to be updated for your student(s).

**** FOR ADDRESS CHANGES ****

Proof of address is required to complete any address change. You will need to submit a current utility bill that shows service address (gas, water, or electric only; no phone or cable bills). If a utility bill is unavailable, we will also accept a lease agreement listing parent and student(s) or finalized home closing documents (final statement or Texas Disclosure with date signatures, and property address). If you attempt to change your address through Skyward, the request will be denied until we receive proper proof of address documentation.

