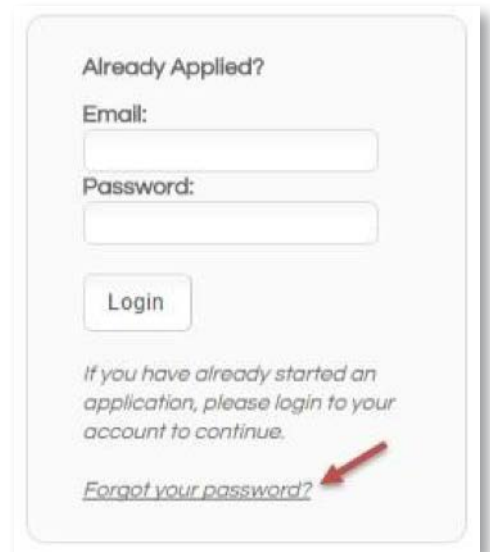


## TEXAS ONLINE APPLICATION INSTRUCTIONS

### Step 1: Creating or logging into your student's account\*

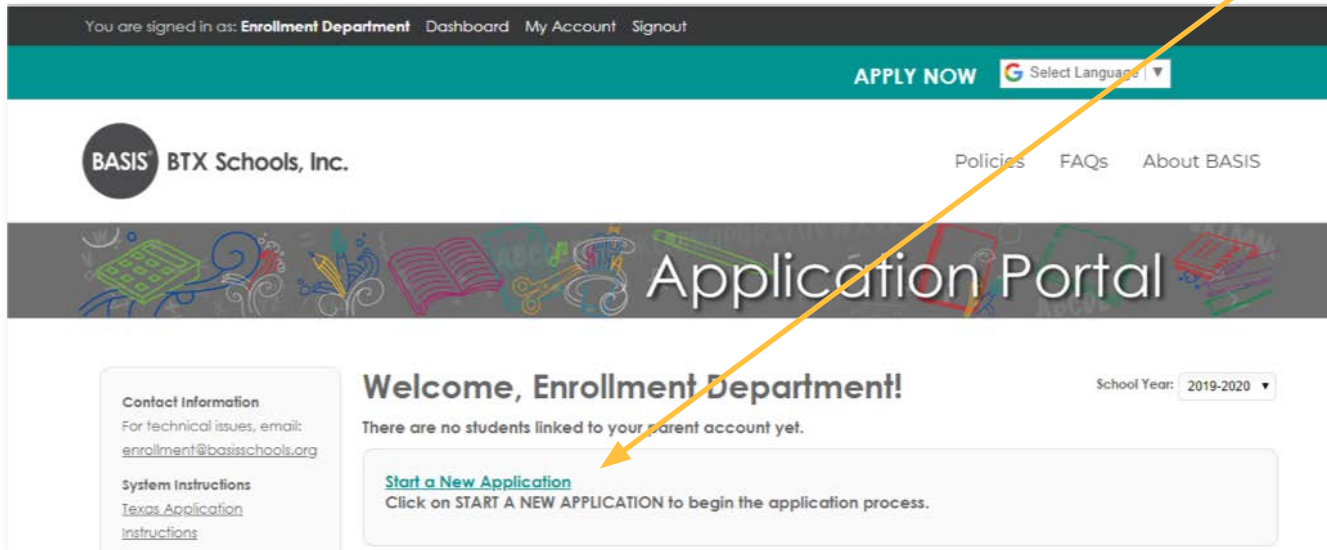
1. Go to <https://apply.btxschools.org/apply/>
  - a. If you have an account: fill in your information and click the **LOGIN** button on the left side of the page.  
**Please note:** If you have applied before, use the same **USERNAME** and **PASSWORD** that you used previously.
2. If you already have an account, but have forgotten your password:
  - a. Click **FORGOT YOUR PASSWORD**.
  - b. Enter your email address.
  - c. Click **GET PASSWORD**.
  - d. Password reset instructions will be sent to the email address you provided.
3. To create a new account:
  - a. Scroll down the webpage and click on the **DESIRED SCHOOL** button
  - b. Go to the section labeled "If you DO NOT have an account" and enter your information.
  - c. Click **CREATE ACCOUNT**.
4. You can now log in to your account:
  - a. Enter your username.
  - b. Enter your password.
  - c. Click **LOGIN**.



*\* To enrollment portal users: The parent who creates the applicant's enrollment portal account (application portal) is the primary user. A secondary user may be added at the primary user's discretion. BASIS Charter Schools will only make user access changes to the application portal if presented with (a) written consent by the applicant's parents, or (b) applicable court orders. BASIS Charter Schools cannot restrict user permissions or monitor parent actions in the portal. Therefore, parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS Charter Schools will rely and act upon decisions made on behalf of the applicant through the application portal, unless made aware that the parents disagree about the decision.*

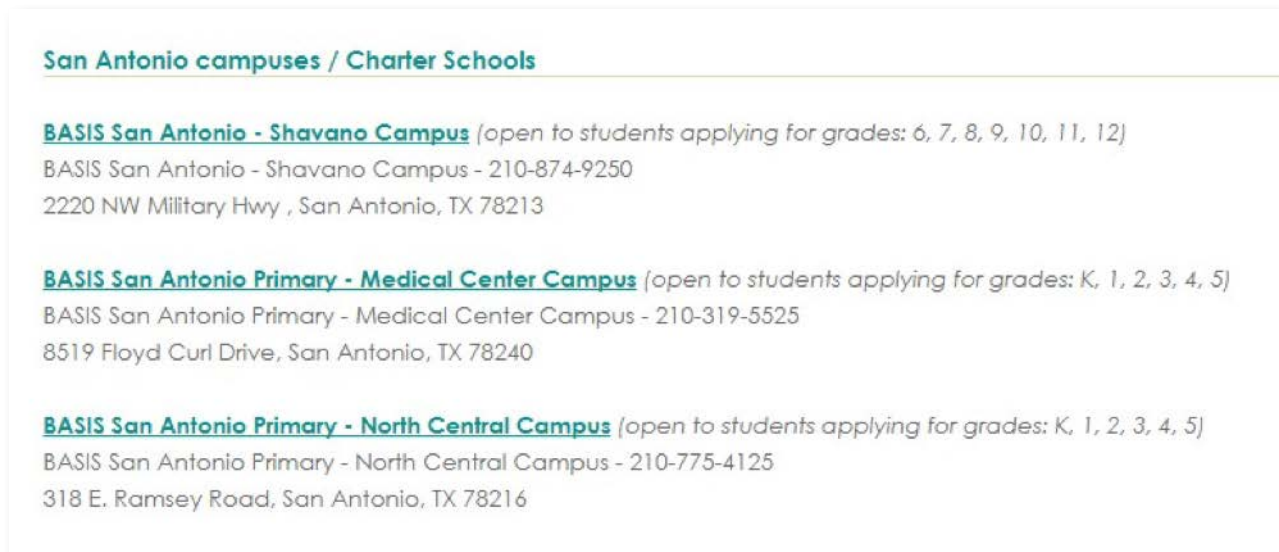
## Step 2: Adding a new child/application to your account

1. Click on the **START A NEW APPLICATION** link.



The screenshot shows the BASIS Application Portal interface. At the top, there is a navigation bar with 'You are signed in as: Enrollment Department', 'Dashboard', 'My Account', and 'Signout'. Below this is a teal header with 'APPLY NOW' and a language selector. The main header includes the BASIS logo, 'BTX Schools, Inc.', and links for 'Policies', 'FAQs', and 'About BASIS'. A large banner reads 'Application Portal'. On the left, there is a 'Contact Information' section with an email link and 'System Instructions' for Texas. The main content area says 'Welcome, Enrollment Department!' and 'There are no students linked to your parent account yet.' A yellow arrow points to the 'Start a New Application' link, which is accompanied by the text 'Click on START A NEW APPLICATION to begin the application process.' A 'School Year' dropdown menu is set to '2019-2020'.

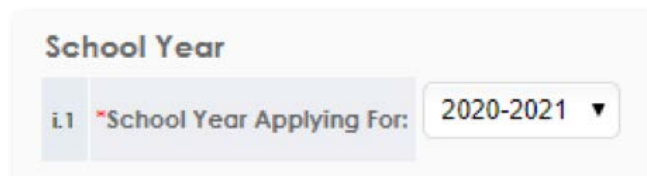
2. Scroll down to locate the name of your desired school.
3. Click on the school name



This screenshot shows a list of schools under the heading 'San Antonio campuses / Charter Schools'. The list includes three entries, each with a link to the school's page, its name, and its address:

- [BASIS San Antonio - Shavano Campus](#) (open to students applying for grades: 6, 7, 8, 9, 10, 11, 12)  
BASIS San Antonio - Shavano Campus - 210-874-9250  
2220 NW Military Hwy , San Antonio, TX 78213
- [BASIS San Antonio Primary - Medical Center Campus](#) (open to students applying for grades: K, 1, 2, 3, 4, 5)  
BASIS San Antonio Primary - Medical Center Campus - 210-319-5525  
8519 Floyd Curl Drive, San Antonio, TX 78240
- [BASIS San Antonio Primary - North Central Campus](#) (open to students applying for grades: K, 1, 2, 3, 4, 5)  
BASIS San Antonio Primary - North Central Campus - 210-775-4125  
318 E. Ramsey Road, San Antonio, TX 78216

4. Select the school year you are applying for (see example below).



The screenshot shows a 'School Year' dropdown menu. The text 'i.1 \*School Year Applying For:' is followed by a dropdown menu that has '2020-2021' selected.

5. Read through the requirements and policies.
6. Click the box to confirm you have read and agree to the requirements and policies.

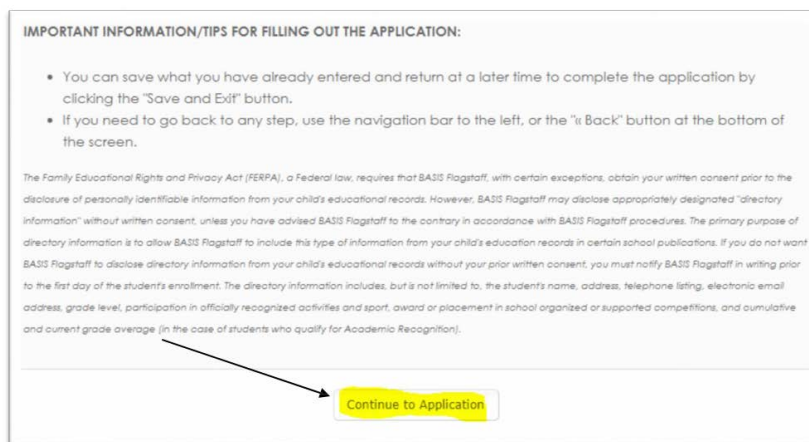


**Requirements & Policies**

i.7 ☒ I have read and agree to the [Requirements & Policies](#)

☒ I Agree

7. Click on **CONTINUE TO APPLICATION.**



**IMPORTANT INFORMATION/TIPS FOR FILLING OUT THE APPLICATION:**

- You can save what you have already entered and return at a later time to complete the application by clicking the "Save and Exit" button.
- If you need to go back to any step, use the navigation bar to the left, or the "i: Back" button at the bottom of the screen.

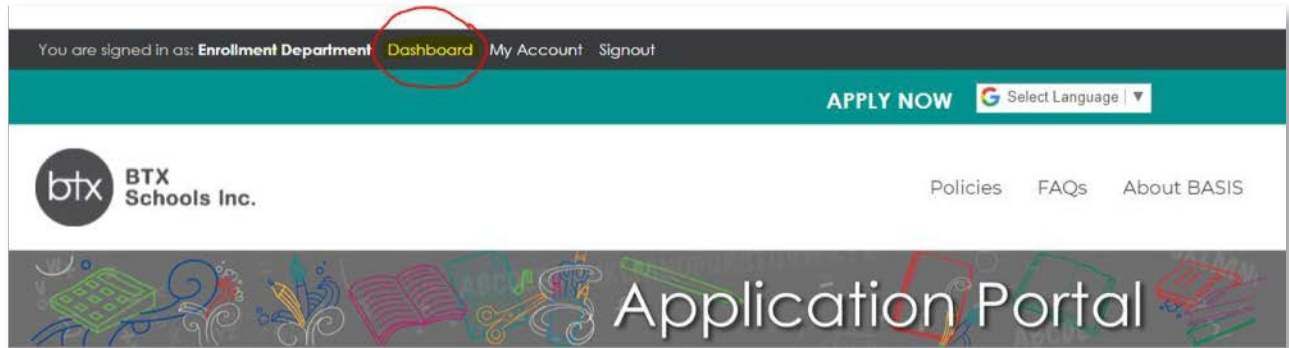
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BASIS Flagstaff, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, BASIS Flagstaff may disclose appropriately designated "directory information" without written consent, unless you have advised BASIS Flagstaff to the contrary in accordance with BASIS Flagstaff procedures. The primary purpose of directory information is to allow BASIS Flagstaff to include this type of information from your child's education records in certain school publications. If you do not want BASIS Flagstaff to disclose directory information from your child's educational records without your prior written consent, you must notify BASIS Flagstaff in writing prior to the first day of the student's enrollment. The directory information includes, but is not limited to, the student's name, address, telephone listing, electronic email address, grade level, participation in officially recognized activities and sport, award or placement in school organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for Academic Recognition).

[Continue to Application](#)

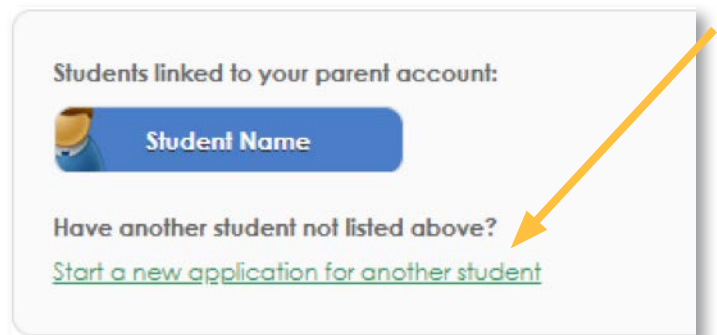
8. Enter all the information requested on the application (fill in all areas with red asterisks). After completing each page, click the **CONTINUE** button at the bottom of the screen.
9. You **DO NOT** need to sign or print your application at this time. If your child is offered enrollment, you will receive a registration packet with detailed instructions from the school sometime in January, after we run Open Enrollment lotteries, and will need to complete the registration process at that time.
10. When you reach the **REVIEW AND SUBMIT** screen, you will be able to see everything you have entered.
  - a. If you need to edit anything, each section has an edit button in the top right-hand corner. Click **EDIT** to update any information. **NOTE:** your application has NOT been submitted yet if you are still on this page.
11. Once you have verified that all your information is correct, click **SUBMIT**.
12. You will then be able to view next steps in the application process.

### Step 3: Adding another child to your account

1. Click on **DASHBOARD** at the top of your screen.



2. Click on **START A NEW APPLICATION FOR ANOTHER STUDENT.**
3. Make sure you fill out a separate application for each child you wish to enroll in a BASIS Charter School.
4. Indicate the child's name, date of birth, and the grade you are applying for, on each application.



### Step 4: Completing an application for an additional BASIS Charter School

1. Click **DASHBOARD**.
2. Click on the blue box with the child's name.
3. Scroll to the bottom of the screen and click on **ADD ANOTHER APPLICATION FOR "STUDENT NAME."**
4. Click on the school to which you would like to apply.

### Step 5: Ranking your school choices

1. Click **DASHBOARD**.
2. Scroll to the bottom of the screen.
3. The schools will be listed in the order in which you applied to them.
4. If you wish to change the order of your school preferences, click on the arrow next to the one you would like to move, and it will be moved either up or down on the list.

