

# COMPLETING REQUIRED MISD ATHLETICS ONLINE PAPERWORK

1. Go to [www.mckinneyisd.net](http://www.mckinneyisd.net)
2. Have your child's **MISD Student ID number** on hand
3. On the home page, choose the **Department & Services** tab
4. Select **Athletics** on the left side (under Departments & Services)
5. Click the **Electronic Forms** option and follow the directions on the first page
6. Click the **Start Online Forms** button at the bottom of the page
7. Create a parent account (*you also have the option to go directly to paperwork*)
8. Before entering student name and ID, choose either English/Spanish - *top right*
9. Enter Student name and ID *\*Do not place an "S" in front of ID number\**
10. You will See Physical, Proof of Residency, and Birth Certificate – If “Incomplete” is next to any or all of these, you will need to provide us with the appropriate paperwork in order for your student to participate (*Proof of Residency needs to have a July date – we will collect those in August*)
11. In the middle of the page, you will find three separate form links: **“MISD Signature Page, UIL Forms Signature Page, and MISD Emergency Contact Form”**
12. Click **“MISD Signature Page”**- Fill out all required information. *\*When you enter your child's Student ID number, do not put an "S" in front of the ID Number\**  
There are five documents. You click on the name of each document and read what is contained in each. Once you have read the documents, return to the page listing all documents and click the box to the left of each document. There is a place for both you and your child to type your name and information and then provide a signature using a mouse. Both of you must click the “I agree” box on the bottom right below your signature. Once this is completed, click **“SUBMIT”**
13. You then move to the **“UIL Forms Signature Page”** and complete using the same steps as listed above. Then Click **“Submit”**
14. Next, move to **“MISD Emergency Contact Form”** and provide all required information - click **“Submit”** (*Note that grade for current school year refers to the 2017-2018 year*)
15. Once you complete this step, the online paperwork is complete. Log Out at the top of the page.

If you have any questions, please contact Cindy Beasley: [cbeasley@mckinneyisd.net](mailto:cbeasley@mckinneyisd.net)