

Re-enrollment Process

Frequently Asked Questions (FAQ)

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My child will be staying at the same BASIS Charter School campus next year. What should I do?

You will need to continue with completing the re-enrollment survey. You do NOT need to submit a new application.

My child will NOT be returning to a BASIS Charter School campus next year. Do I need to complete the re-enrollment survey?

Yes. All families must complete a survey indicating their enrollment plans for next school year for each child that is currently attending a BASIS Charter School.

How do I re-enroll more than one child?

If you have more than one child returning to the same BASIS Charter School campus next year, you will need to complete a separate re-enrollment survey for each child.

If your additional child is:

- **At the same campus:** After submitting for the first child, please navigate back to the ParentSquare post, open the survey again and select an additional student from the drop-down menu.
- **At a different campus:** If you have siblings at different campuses, find them by toggling the campus under the options in the upper left corner.
- Then, navigate back to the ParentSquare post, open the survey again and select an additional student from the drop-down menu.

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I would like to transfer my child to a different BASIS Charter School campus. What do I need to do?

You will need to complete the re-enrollment survey for your current school AND submit a [new application](#) for the school you would like your child to attend.

My child is aging out of their campus (i.e. 5th grade at BASIS San Antonio Primary – Medical Center Campus) do I need to complete re-enrollment?

Yes. You will need to complete the re-enrollment survey to indicate if your child will be attending the next grade level at a BASIS Charter School and let us know your school preference. Students aging out of their current campus and transitioning to the next grade level at another local BASIS Charter School campus DO NOT have to fill out a lottery application.

What should I do if my contact information is not correct on the notice I received?

If your contact information is incorrect or has changed, please submit a Contact Information Change request through ParentSquare.

- **If you are using a computer:** Navigate to your ParentSquare home page and select FORMS / PERMISSIONS from the right sidebar, then choose Contact Information Change Request
- **If you are using a mobile device:** Open the ParentSquare app, select the More menu at the bottom and choose Forms/Permissions > Contact Information Change Request

If your address is changing, you will need to upload proof of residency documentation when submitting your contact information change request. Acceptable documents include:

- Current utility bill (water or electricity)
- Copy of your lease agreement
- Copy of your mortgage statement

My child is currently in 12th grade. Do I need to re-enroll?

No. If your child is graduating this school year then you do not need to complete the re-enrollment survey since they will not be returning for the next school year.

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My child is currently in 11th grade but is graduating early. Do I need to re-enroll?

No. If your child will be graduating this school year then you do not need to complete the re-enrollment survey since they will not be returning for the next school year.

How do I change my re-enrollment response after completing the re-enrollment survey?

Please reach out to your current school's registrar to change your survey response or school preference.