



**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

Office of Administrative Services  
955 Campbell Road  
Houston, Texas 77024

713-464-1555

Dear Parents:

Welcome to a new school year in Spring Branch Independent School District. We want to make you aware of a new procedure to support parents during the back to school rush. Beginning in the fall of 2007, we are providing parents with Back to School forms on the SBISD website. The forms targeted for this initiative include the traditional District forms required for each student at each campus that must be updated each year. They include:

- Clinic Emergency Card – Enrollment Information
- Parent Authorization Form

For those of you with more than one child, filling out these forms can be very time consuming. In an effort to improve this process and reduce paperwork, SBISD has formatted our Back to School forms in a way that will allow you to open the electronic documents and type in your responses directly. You may then print the form and sign it. After printing the form, you will be able to make adjustments to the form for each child in your family, print and adjust per child. You will not be able to save or send these forms electronically. **Please remember that each form must have a parent or guardian signature before our campuses will accept it.** Since this is a new initiative and we do not know how many parents will be able to take advantage of this opportunity, we will continue to send home hard copies of the same forms as well. If you choose to use the electronic option, we would appreciate very much if you would return the unused forms for our future use.

In addition, rather than sending home a new student information card each year, all returning students will bring home our most current information on what we refer to as the SASI/911 (School Administrative Student Information System) form. Please make changes on this form in red or blue and sign it prior to returning it to your child’s school.

It is an honor to serve this community, and we wish you and your family the best for a successful school year. Please look for the electronic forms in the Back to School section on our SBISD website.

Regarding the Clinic Emergency Card – Enrollment Information and Parent Authorization form <b>choose option A. or B. below.</b>	
<b>A. Hard Copies</b> (Provided in the First Day Packet)	<b>B. Electronic Forms</b> (Located on the SBISD website)
<ul style="list-style-type: none"> <li>• Simply fill out the forms and return them to school</li> <li>• Sign all forms</li> </ul>	<ul style="list-style-type: none"> <li>• Access the SBISD website - <a href="http://www.springbranchisd.com/">http://www.springbranchisd.com/</a></li> <li>• Below the scrolling section, go to Back to School Information</li> <li>• Go to Back to School Forms</li> <li>• Open the electronic documents and type in your responses directly</li> <li>• Print the form and <b>sign it</b></li> <li>• After printing the form, you will be able to return to the same form on the computer and make adjustments for each child in your family, print and adjust per child</li> <li>• Return these electronic forms to your child’s school and please send back the unused hard copies as well</li> </ul>

Sincerely,

Marjorie Duffey  
Associate Superintendent for  
Administration and Personnel

Sofia Petrou  
Executive Director for  
Secondary Administrative  
Services

Patti Pace  
Executive Director for  
Elementary Administrative  
Services