



**BTX
Schools Inc.**

Texas Online Application Instructions

STEP 1: Create or login to your student account

1. Go to: <https://apply.btxschools.org/apply/>; If you have an account then fill in your information and click **LOGIN** on the left side of the page.

***If you have applied before, use the same USERNAME and PASSWORD**

2. If you already have an account but have forgotten your password:

Click **FORGOT YOUR PASSWORD**

Enter your email address

Click **GET PASSWORD**

Password reset instructions will be sent to the email you provided

Already Applied?

Email:

Password:

Login

If you have already started an application, please login to your account to continue.

[Forgot your password?](#)

3. If you need to create a new account:

Scroll down the webpage and click on the **DESIRED SCHOOL**

Go to the section labeled "If you **DO NOT** have an account" and fill in your information

Click **CREATE ACCOUNT**

4. You are now ready to login

Enter your username

Enter your password

Click **LOGIN**

* To Users in the Enrollment Portal: 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 will only make user access changes to the Application Portal if presented with (a) written consent by the parents, or (b) applicable court orders. BASIS cannot restrict user permissions in the Portal or monitor parent actions, so parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS will rely and act upon decisions made for the applicant through the Application Portal, unless we are aware that the parents disagree about that decision.

STEP 2: Add child/application to account

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

You are signed in as: **Enrollment Department** | [Dashboard](#) | [My Account](#) | [Signout](#)

APPLY NOW | [Select Language](#) ▼

btX **BTX Schools Inc.** | [Policies](#) | [FAQs](#) | [About BASIS](#)

Application Portal

Welcome, Enrollment Department! | School Year: 2017-2018 ▼

There are no students linked to your parent account yet.

[Start a New Application](#) ←
Click on START A NEW APPLICATION to begin the application process.

Contact Information
For technical issues, email:
enrollment@basisschools.org

System Instructions
[Texas Application](#)
[Instructions](#)

2. Scroll to the desired school.
3. Click on the school of your choice

San Antonio campuses / Charter Schools

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

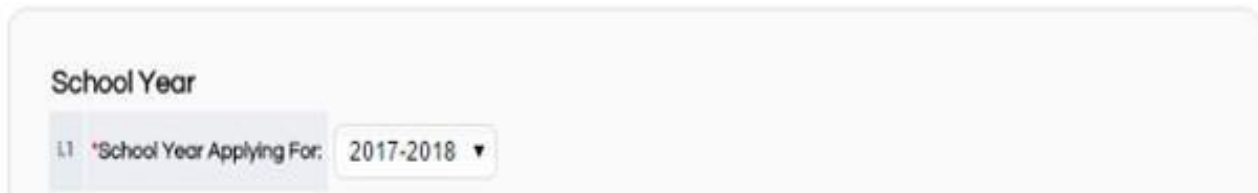
8519 Floyd Curl Drive, San Antonio, TX 78240

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

5. Select the school year you are applying for (*date below is an example*)



The screenshot shows a form section titled "School Year". Below the title is a label "L1 *School Year Applying For:" followed by a dropdown menu. The dropdown menu is currently set to "2017-2018" and has a downward-pointing arrow on the right side.

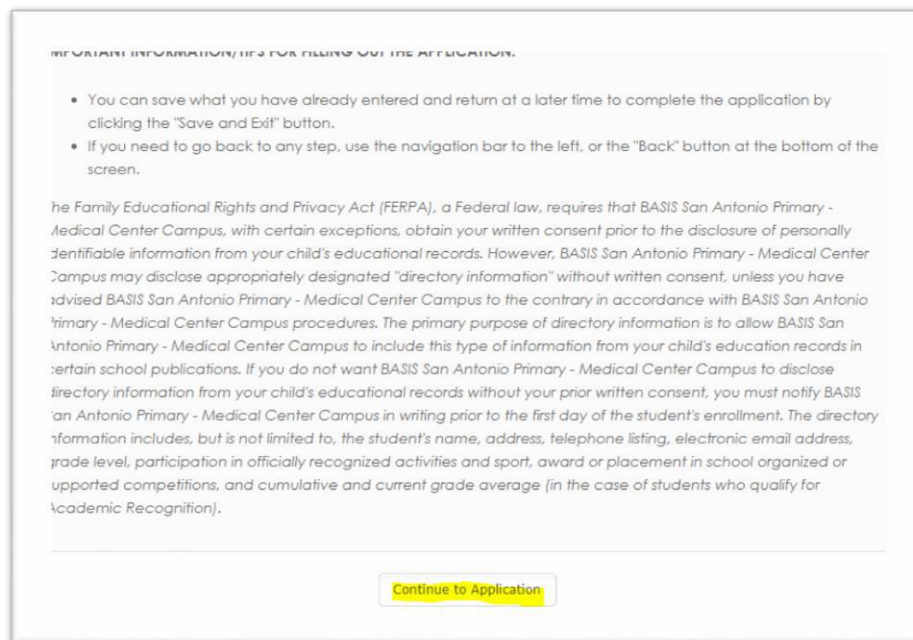
6. Read the requirements and policies

7. Click the check box to agree to the requirements and policies



The screenshot shows a section titled "Requirements & Policies". Below the title is a label "L7 *I have read and agree to the Requirements & Policies" with a blue link to "Requirements & Policies". Below this is a checkbox labeled "I Agree" which is checked.

8. Click on **CONTINUE TO APPLICATION**



The screenshot shows a section titled "IMPORTANT INFORMATION/TIPS FOR FILLING OUT THE APPLICATION". It contains two bullet points: "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." and "If you need to go back to any step, use the navigation bar to the left, or the 'Back' button at the bottom of the screen." Below the bullet points is a paragraph of text regarding FERPA and directory information. At the bottom of the section is a yellow button labeled "Continue to Application".

9. Enter in all the information asked in the application (be sure to fill in all areas with the red asterisk). After you have completed each page click **CONTINUE** (at the bottom of each screen)

10. You do NOT need to sign or print your application at this time. If your child is offered enrollment, you will receive registration packet instructions from the school (sometime in January after we run Open Enrollment lotteries) and will need to complete the registration process at that time.

11. At this point you will reach the REVIEW AND SUBMIT screen, where you can see everything you have entered. If you need to edit anything, each section has an edit button on the top right hand corner of that section.

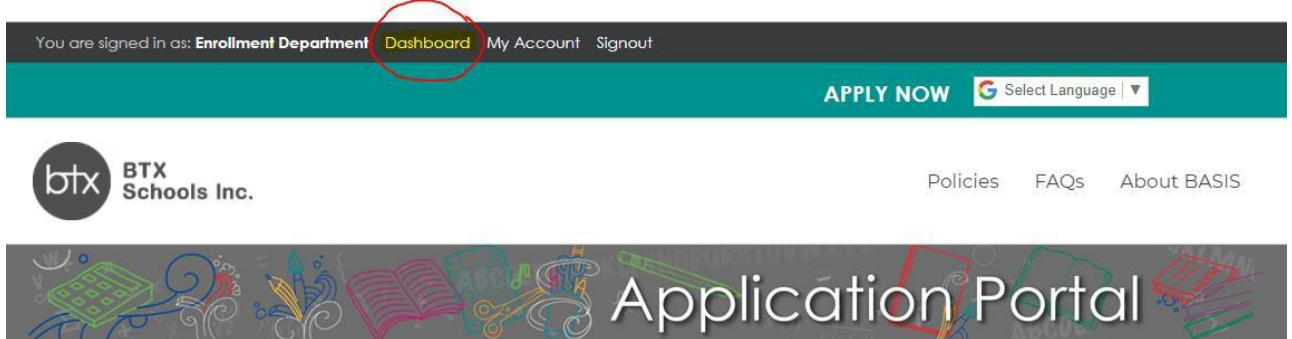
Click **EDIT** to update any information. *Please note that your application has not yet been submitted if you are on this screen.*

12. Once you have verified all your information is correct click **SUBMIT**

13. Then you will be able to view next steps for the application process

Step 3: Adding another child to your account

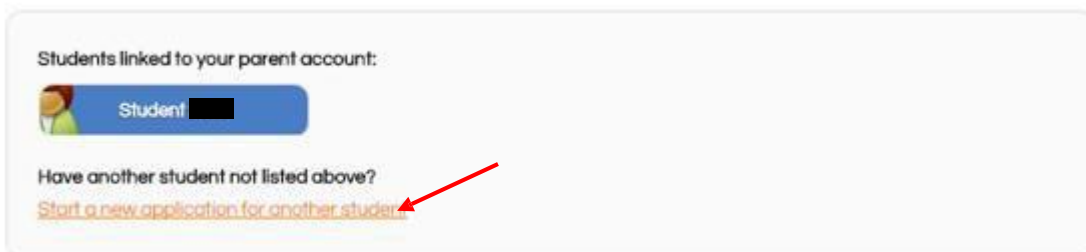
1. Click on **DASHBOARD** on the top of your screen



2. Click on **START A NEW APPLICATION FOR A NEW STUDENT**

3. Make sure that you fill out an individual application for every child you would like to have attend BASIS

4. Indicate the siblings' name, DOB and grade applying on each application



Step 4: To complete an application for an additional BASIS school

2. Click DASHBOARD

3. Click on the blue box with the child's name

4. Scroll down to the bottom of the screen and click on ADD ANOTHER APPLICATION FOR "STUDENT NAME"

5. 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 automatically be in the order in which you applied
4. If you wish to change the order of school preference, click on the arrow next to the one you would like to move

RANKING YOUR SCHOOL PREFERENCE

We would also like for you to rank the schools applied for, starting with the one you would most like to attend. Clicking the 'up' arrow to the left of the school name will rank that school choice higher. Alternatively, clicking the 'down' arrow to the left of the school name will rank that choice lower. Please note that this ranking process helps us understand school demand and does not affect lottery outcomes, waitlist numbers or enrollment results.

 1. BASIS San Antonio Primary - Medical Center Campus - Grade: K	<input type="button" value="✖ Withdraw"/>	<input type="button" value="✎ Edit"/>
Status: Submitted		
 2. BASIS San Antonio Primary - North Central Campus - Grade: K	<input type="button" value="✖ Withdraw"/>	<input type="button" value="✎ Edit"/>
Status: Submitted		
<input type="button" value="+ Add Another Application for EarlyKinder"/>		