

## 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**

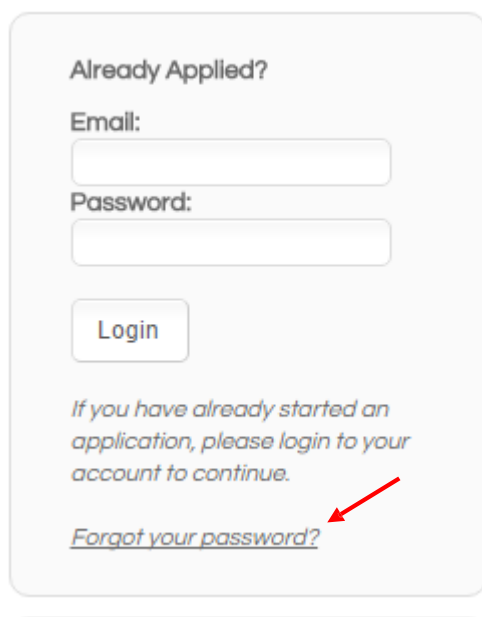
2. If you already have an account but have forgotten your password:

Click **FORGOT YOUR PASSWORD**

Enter your email address

Click **GET PASSWORD**

Password reset instructions will be sent to the email you provided



The screenshot shows a login form titled "Already Applied?". It contains two input fields: "Email:" and "Password:". Below these fields is a "Login" button. A message reads: "If you have already started an application, please login to your account to continue." At the bottom, there is a link "Forgot your password?" with a red arrow pointing to it.

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

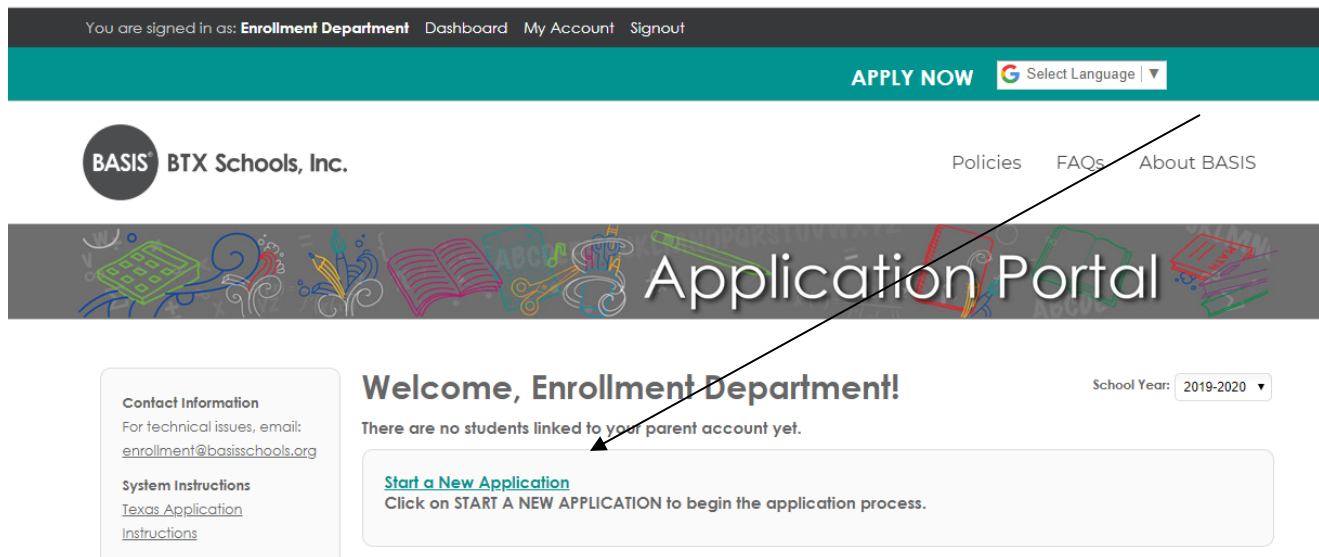
Enter your password

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**



The screenshot shows the BASIS Application Portal interface. At the top, a dark header bar contains the text "You are signed in as: Enrollment Department" followed by links for "Dashboard", "My Account", and "Signout". Below this is a teal bar with the "APPLY NOW" button and a "Select Language" dropdown. The main header area features the BASIS logo and "BTX Schools, Inc." on the left, and links for "Policies", "FAQs", and "About BASIS" on the right. A large banner with colorful illustrations of school supplies and the text "Application Portal" spans the width. Below the banner, the left sidebar contains "Contact Information" (email: [enrollment@basisschools.org](mailto:enrollment@basisschools.org)), "System Instructions", "Texas Application", and "Instructions". The main content area displays a "Welcome, Enrollment Department!" message, a "School Year: 2019-2020" dropdown, and a message stating "There are no students linked to your parent account yet." Below this is a box with a link to "Start a New Application" and the instruction to click on "START A NEW APPLICATION" to begin the process. A black arrow points from the "START A NEW APPLICATION" text in the instruction box to the "START A NEW APPLICATION" link in the sidebar.

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

**APPLY NOW** | [Select Language](#) ▼

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

# Application Portal

**Welcome, Enrollment Department!** | School Year: **2019-2020** ▼

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](mailto: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

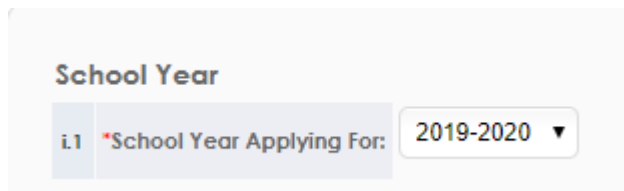
8519 Floyd Curl Drive, San Antonio, TX 78240

**[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*)

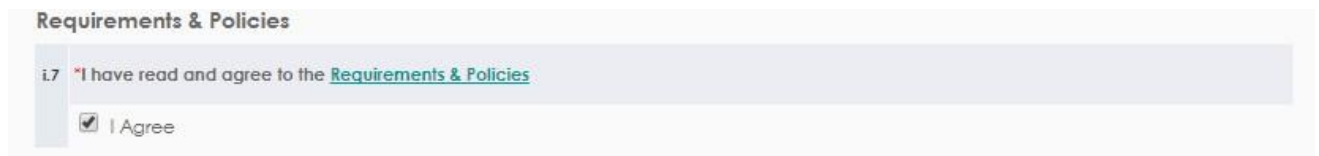


**School Year**

i.1 \*School Year Applying For: 2019-2020 ▼

6. Read the requirements and policies

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

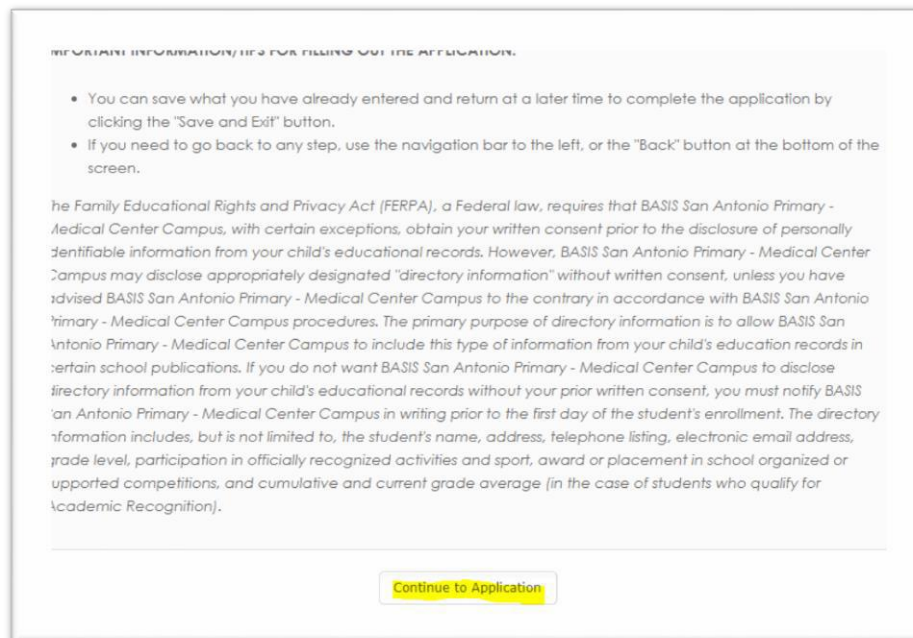


**Requirements & Policies**

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

☒ I Agree

8. 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 "Back" button at the bottom of the screen.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BASIS San Antonio Primary - Medical Center Campus, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, BASIS San Antonio Primary - Medical Center Campus may disclose appropriately designated "directory information" without written consent, unless you have advised BASIS San Antonio Primary - Medical Center Campus to the contrary in accordance with BASIS San Antonio Primary - Medical Center Campus procedures. The primary purpose of directory information is to allow BASIS San Antonio Primary - Medical Center Campus to include this type of information from your child's education records in certain school publications. If you do not want BASIS San Antonio Primary - Medical Center Campus to disclose directory information from your child's educational records without your prior written consent, you must notify BASIS San Antonio Primary - Medical Center Campus 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](#)

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.

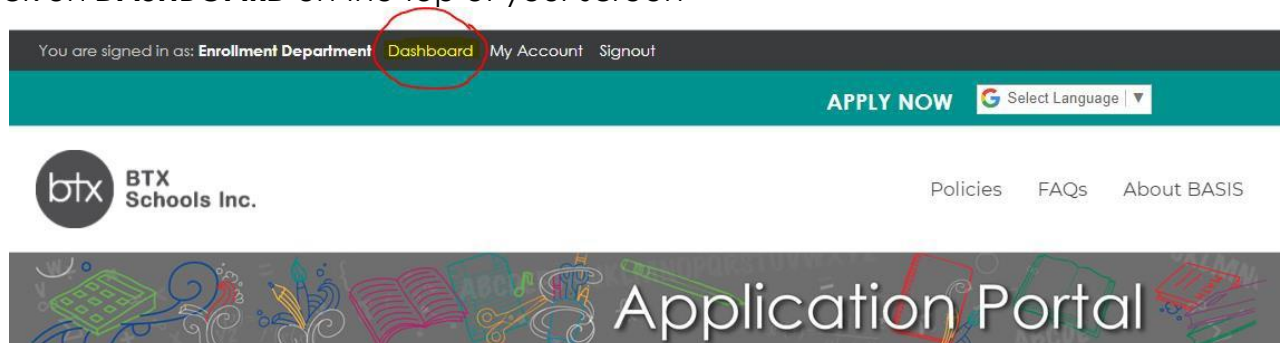
Click **EDIT** to update any information. *Please note that your application has not yet been submitted if you are on this screen.*

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

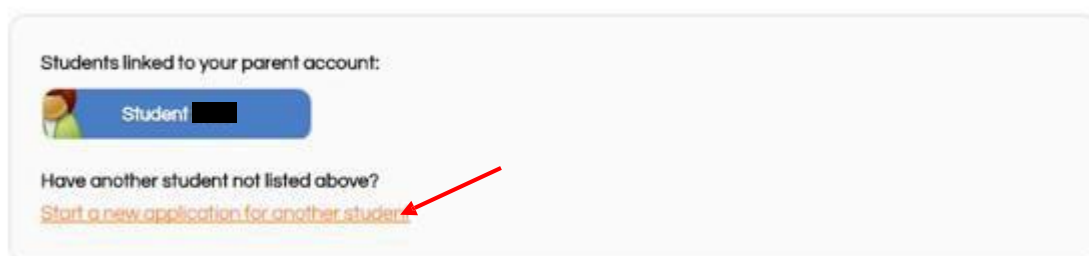
1. Click on **DASHBOARD** on the top of your screen



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](#)

✖ Withdraw

✎ Edit

Status: Submitted



2. [BASIS San Antonio Primary - North Central Campus - Grade: K](#)

✖ Withdraw

✎ Edit

Status: Submitted

[+ Add Another Application for EarlyKinder](#)