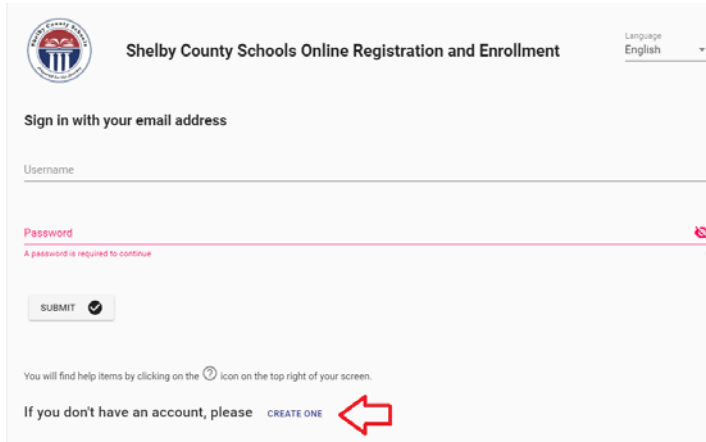


Shelby County Online Registration and Enrollment S.C.O.R.E.

Parent/Guardian Instructions – New Student

Parents may use a PC or a mobile device and browse to the following address:

1. Create an account. At the bottom of the screen, you will see “If you don’t have an account, please create one”. Click on the blue “Create One” link.



2. To create the account, please enter the following:

- Enter an email address which will be used from this point forward to log into your account. If you do not have an email address, you may click on the blue “I Need an Email Address” link to be taken to a document with links to set up an email account.
- Enter a password. The password must be at least 6 characters long and requires uppercase, lowercase, number and special character for complexity
- Phone number. Entering a phone number will allow you to receive notifications via text or call if you so choose.
- Mark your chosen selections as to how you wish to receive notifications.



3. To log in, enter the email address and password created in step 2 and click on Submit.

4. **IMPORTANT** choose the correct school year your student is enrolling for.

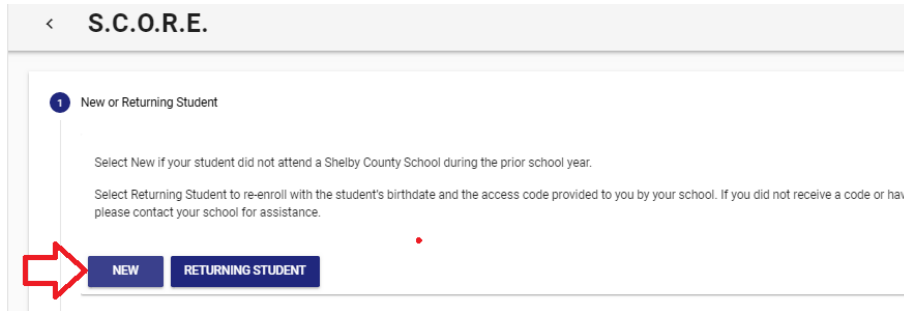
*Current school year (2019-2020) ending May 21st

*Next school year (2020-2021) starting August 6th.

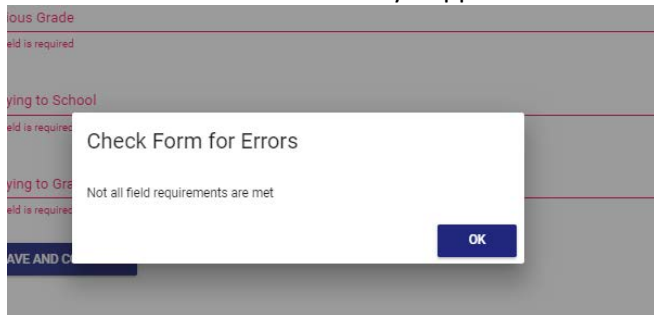
5. Click Add Student.

NOTE: You can click on the blue link to review the list of documents that must be brought in to your school in addition to the completion of your online enrollment forms.

6. Click on the "NEW" Button



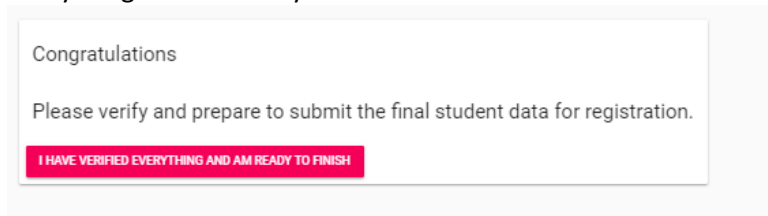
7. Work through each of the numbered items in the application to complete each section. Once you complete a section, click on "Save and Continue". If you miss a required item in a section, you will see a popup stating that there are errors on the form. Any skipped items will be highlighted in red.



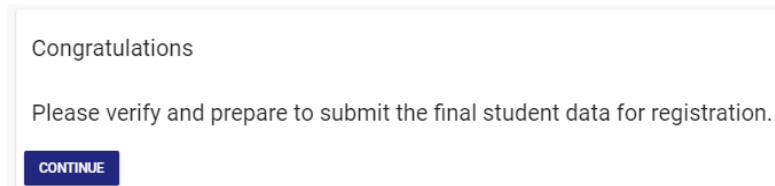
As you complete each section, that section will be checked off as completed. If you fail to complete a section, it will be grayed out indicating that you need to open that section and complete the information.



8. Once all items have been completed, review the application for accuracy and then click on the "I have verified everything and am ready to finish" button.



9. Click Continue.



10. Check each statement to affirm, then sign your name at the bottom. Click on Save and Continue.

< **S.C.O.R.E.**

Reminder

Your child will not be enrolled in school until the required enrollment documents are brought to the school your student will be attending. [Click here](#) to see a list of the required enrollment documents.

Has any custody information changed?

Yes No

I affirm that I still have to provide documents to my local school to complete enrollment/registration

I affirm that I have read everything and agree to all items submitted

I affirm that I am a legal guardian of all students submitted

I affirm that I have supplied accurate and complete information

I affirm that I live within the school zone for the school(s) that I am submitting

Digitally sign with your full legal name
John Smith

Once you sign and submit, you will not be able to update anything you have signed. All further updates must be at the school.

SAVE AND CONTINUE

11. At this point, your application has been completed and you will no longer have access to make any changes or edit the application in any way.

< **S.C.O.R.E.**

Welcome kpgreene24@gmail.com

Your child will not be enrolled in a school until the required enrollment documents are brought to the school your student will be attending. [Click here](#) to see a list of the required enrollment documents.

If you are unsure which school your student is zoned for, please contact the Shelby County Transportation Department at 205-682-7130.

My student list

Nick Claus *Done: This student registration has been submitted*

+ ADD STUDENT