

Shelby County **O**nline **R**egistration and **E**nrollment **S.C.O.R.E.** Parent/Guardian Instructions – New and Returning Students

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

<https://score.shelbyed.k12.al.us/login>

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.

Shelby County Schools Online Registration and Enrollment

Language: English

Sign in with your email address

Username

Password

A password is required to continue

SUBMIT

You will find help items by clicking on the ? icon on the top right of your screen.

If you don't have an account, please [CREATE ONE](#)

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.

S.C.O.R.E. HELP / FAQ

Only the student's primary custodial parent or legal guardian should complete enrollment/registration forms.

I NEED AN EMAIL ADDRESS

Email
jsmith@gmail.com

Password

Password Verify

Phone Number
(205) 444-4444
This phone number is used for security, emergency and informative notifications only.


SMS Text Messages
I authorize the use of SMS messages to this phone number. Message and data rates may apply.

Phone Calls
I authorize the use of phone calls to this number and data rates may apply.

Email Notifications
In addition to password recovery and other user account email notifications, I authorize the use of my email for emergency and informative notifications.

SUBMIT ✓

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


 **Shelby County Schools Online Registration and Enrollment**

Sign in with your email address

Username
kpgreene24@gmail.com

Password

Password must be at least 6 characters and have both upper and lower case letters with a number and special character

SUBMIT ✓ 

4. **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.


Welcome [REDACTED]@gmail.com

Your child will not be enrolled in a school until the required enrollment documents are uploaded to SCORE for the school your student will be attending.

[CLICK HERE 2021-2022](#) [CLICK HERE 2022-2023](#) 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.

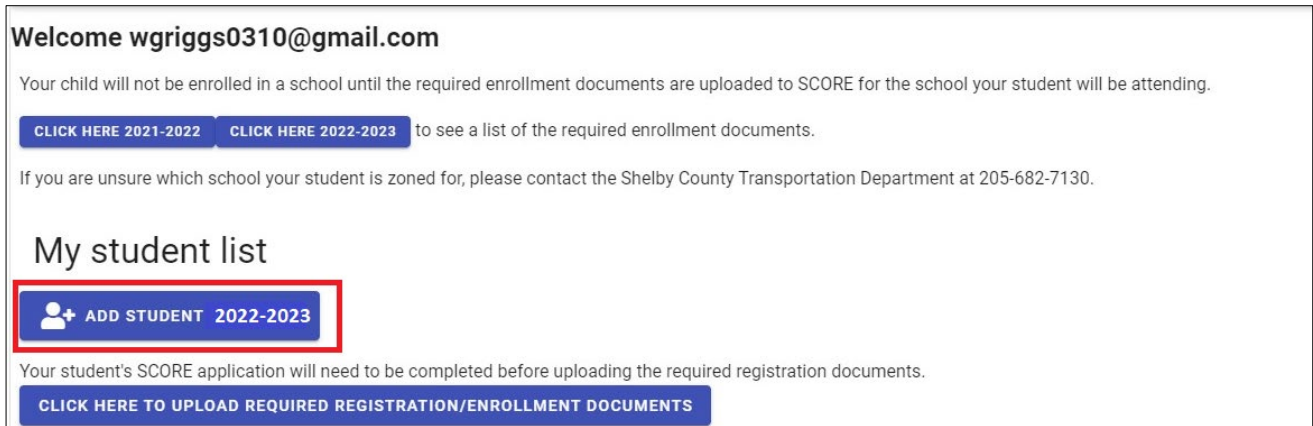
My student list

 **ADD STUDENT 2021-2022**

Your student's SCORE application will need to be completed before uploading the required registration documents.

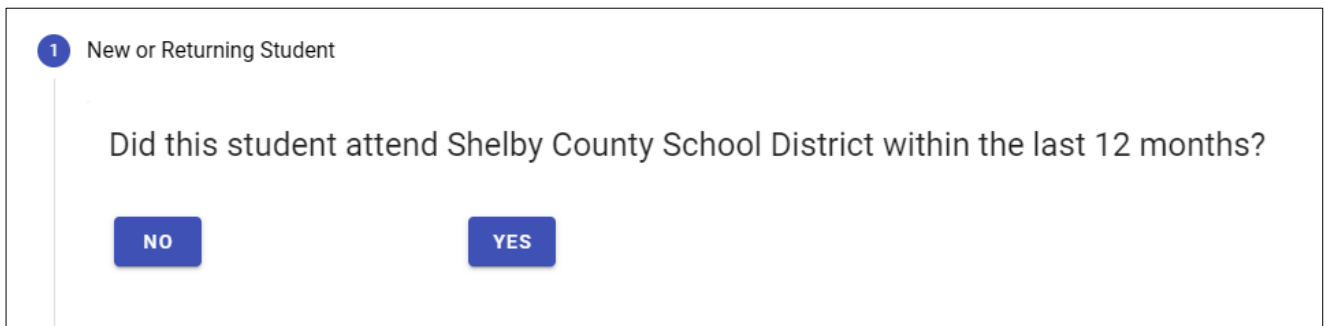
CLICK HERE TO UPLOAD REQUIRED REGISTRATION/ENROLLMENT DOCUMENTS

5. Click Add Student.

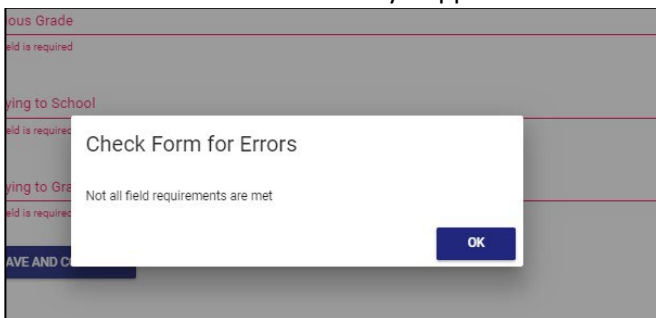


6. If the student **DID NOT** attend the Shelby County School District within the last 12 months they are considered a *(New Student)*.

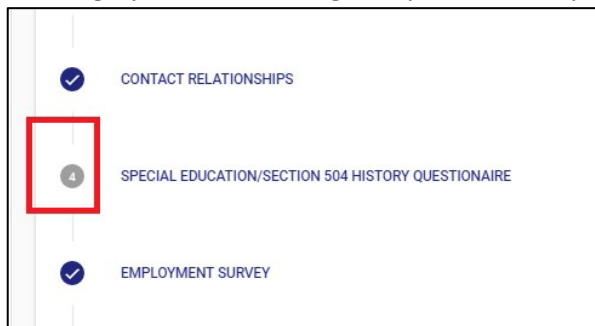
If the student **ATTENDED** the Shelby County School District last school year and completed the full school year they are considered a *(Returning Student)*.



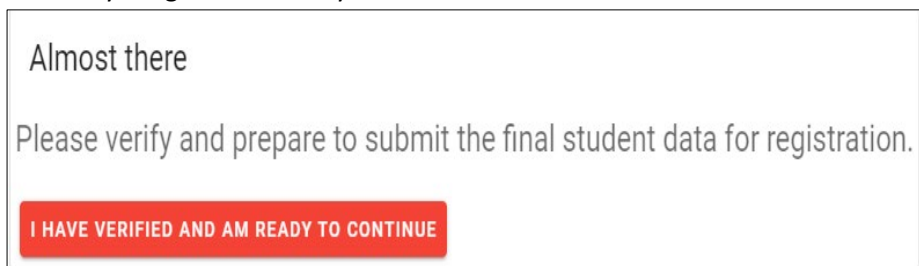
7. Work through each of the numbered items in the application to complete each section. Once you complete a section, click on "Save and Continue". If you miss a required item in a section, you will see a popup stating that there are errors on the form. Any skipped items will be highlighted in red.



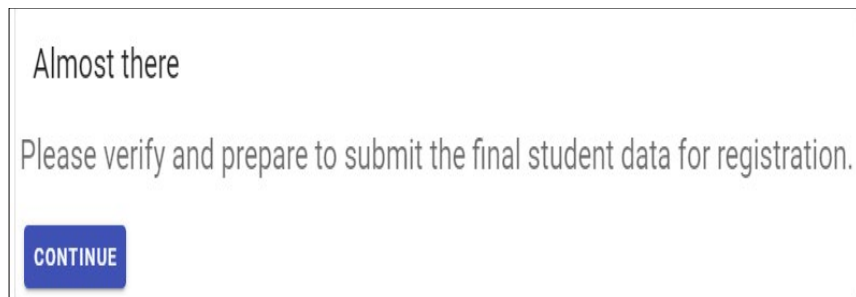
As you complete each section, that section will be checked off as completed. If you fail to complete a section, it will be grayed out indicating that you need to open that section and complete the information.



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 continue” button.



9. Click Continue.



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

Reminder

Your child will not be enrolled in school until the required enrollment documents are uploaded to SCORE for the school your student will be attending.

[CLICK HERE 2021-2022](#) to see a list of the required enrollment documents. Please check your school's website for registration dates and times.

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

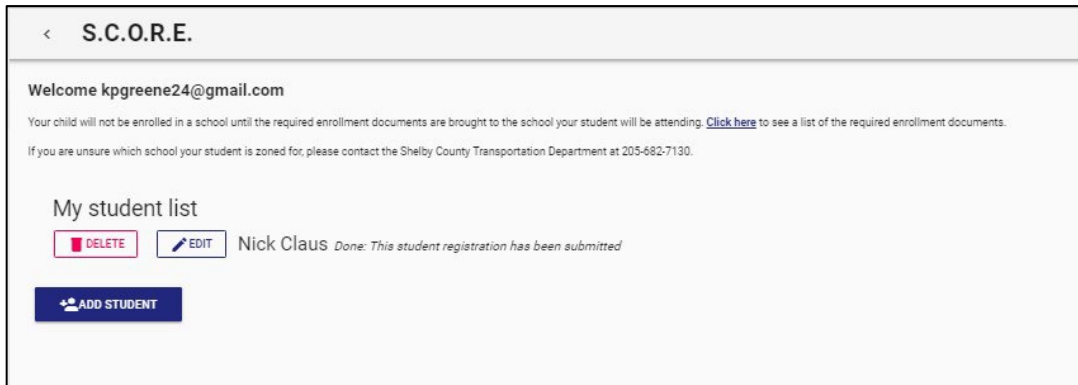
I affirm that I have supplied accurate and complete information

Digitally sign with your full legal name
Jane 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.

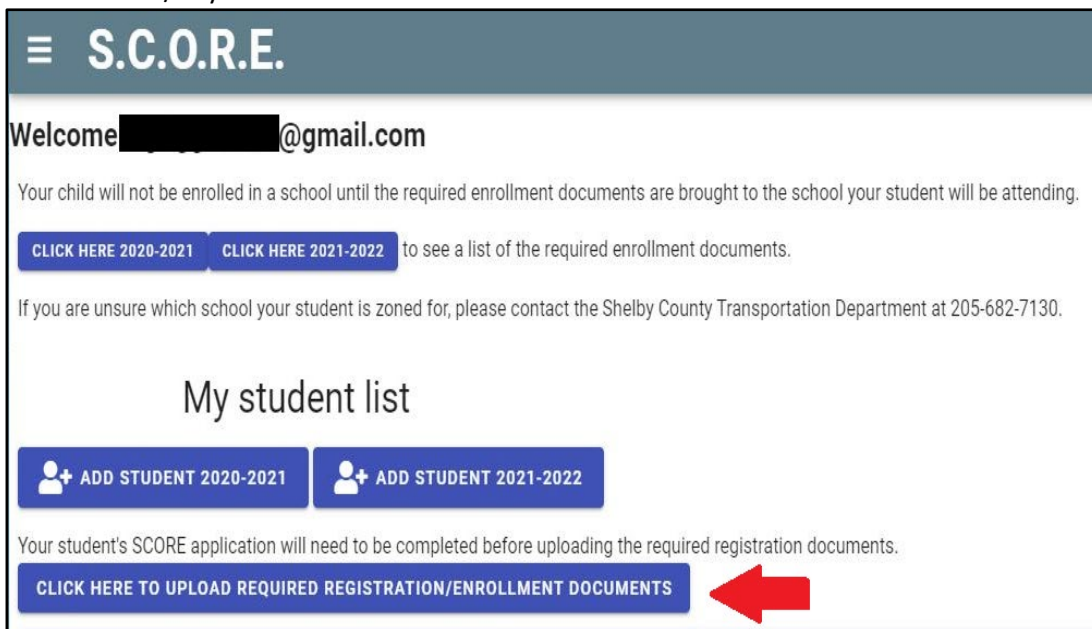
[SAVE AND CONTINUE](#)

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.



The screenshot shows the S.C.O.R.E. user interface. At the top, there is a header with a back arrow and the text "S.C.O.R.E.". Below the header, the user is welcomed as "kpgreene24@gmail.com". A message states: "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." Another message says: "If you are unsure which school your student is zoned for, please contact the Shelby County Transportation Department at 205-682-7130." Under the heading "My student list", there is a table with one entry: "Nick Claus" with a status of "Done: This student registration has been submitted". To the left of the name are "DELETE" and "EDIT" buttons. Below the table is a blue "ADD STUDENT" button.

11. Once your student’s online enrollment application is completed, the required registration documents will need to be uploaded for each student being enrolled. This can be done by clicking on the following link on the home page. The documents do not have to be uploaded all at once. **Also**, note proof of residence service dates must be June/July.



The screenshot shows the S.C.O.R.E. user interface. At the top, there is a header with a hamburger menu icon and the text "S.C.O.R.E.". Below the header, the user is welcomed as "[redacted]@gmail.com". A message states: "Your child will not be enrolled in a school until the required enrollment documents are brought to the school your student will be attending." Below this are two blue buttons: "CLICK HERE 2020-2021" and "CLICK HERE 2021-2022", followed by the text "to see a list of the required enrollment documents." Another message says: "If you are unsure which school your student is zoned for, please contact the Shelby County Transportation Department at 205-682-7130." Under the heading "My student list", there are two blue buttons: "ADD STUDENT 2020-2021" and "ADD STUDENT 2021-2022". Below these buttons, a message states: "Your student's SCORE application will need to be completed before uploading the required registration documents." At the bottom, there is a blue button labeled "CLICK HERE TO UPLOAD REQUIRED REGISTRATION/ENROLLMENT DOCUMENTS" with a red arrow pointing to it from the right.