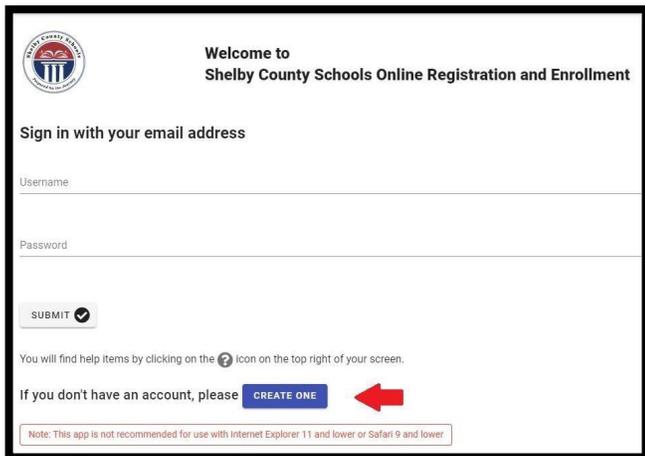


Shelby County Online Registration and Enrollment
S.C.O.R.E.
Parent/Guardian Instructions – New and Returning Students

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.



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.

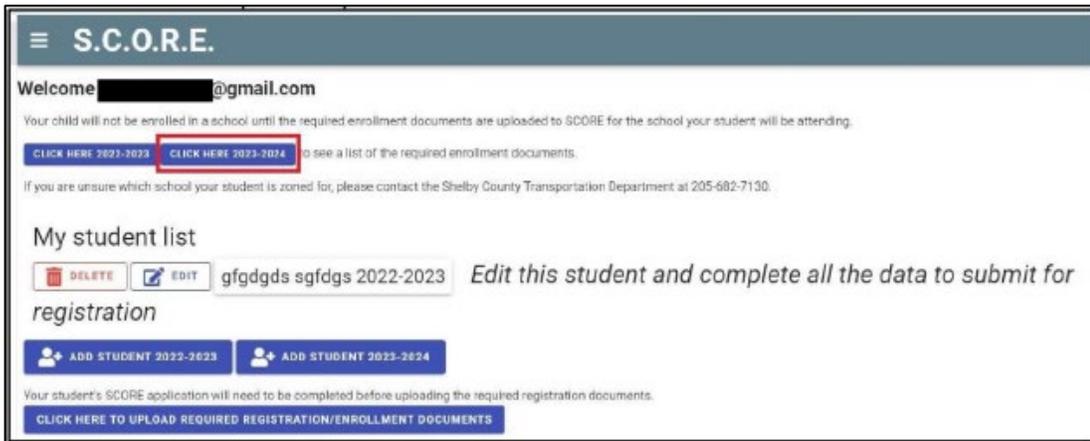


Shelby County Online Registration and Enrollment
S.C.O.R.E.
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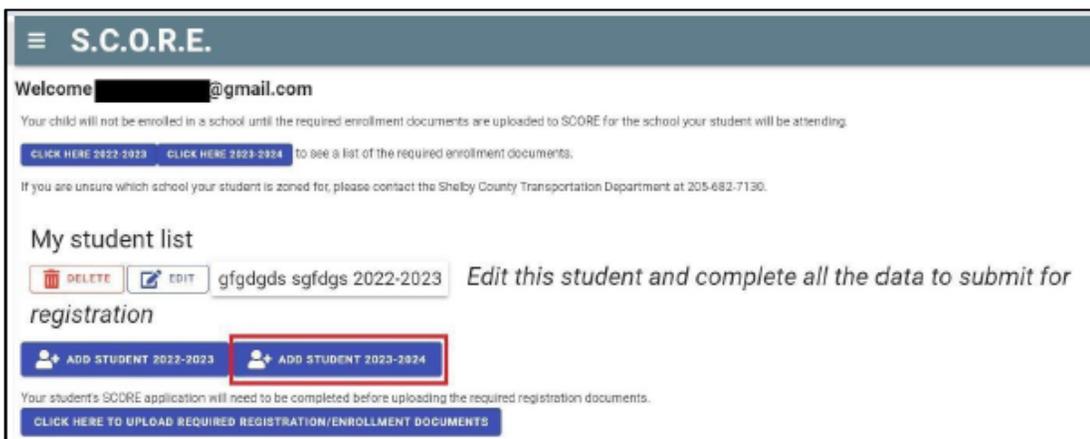
3. To log in, enter the email address and password created in step 2 and click on Submit.



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.



5. Click Add Student



Shelby County Online Registration and Enrollment
S.C.O.R.E.
Parent/Guardian Instructions – New and Returning Students

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**.

1 New or Returning Student

Did this student attend Shelby County School District within the last 12 months?

YES NO

Note: If the student is currently staying in someone else's home temporarily or living in transitional housing (such as a shelter, motel, campground, abandoned building, vehicle, etc.) due to an economic hardship or unexpected life event, please contact the registrar at the school for which you are enrolling for possible additional enrollment assistance. If you have specific questions about the McKinney-Vento Homeless Assistance Act, please contact Beth Fuller, Shelby County Schools McKinney-Vento Liaison, at 205-682-7072, bfuller@shelbyed.org

7. Work through each of the numbered items in the application to complete each section. Once you complete 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.

Check Form for Errors

Not all field requirements are met

OK

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.

CONTACT RELATIONSHIPS

SPECIAL EDUCATION/SECTION 504 HISTORY QUESTIONNAIRE

EMPLOYMENT SURVEY

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

To continue to the next page

Please verify and prepare to submit the final student data for registration.

I have verified and am ready to continue CONTINUE

Shelby County Online Registration and Enrollment
S.C.O.R.E.
Parent/Guardian Instructions – New and Returning Students

9. 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 uploaded to SCORE for the school your student will be attending.

[CLICK HERE 2022-2023](#) 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
Guardian Signature

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](#)

10. 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

[DELETE](#) [EDIT](#) Nick Claus *Done: This student registration has been submitted*

[ADD STUDENT](#)

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 April/July.

S.C.O.R.E.

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 2022-2023](#) [CLICK HERE 2023-2024](#) 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

[DELETE](#) [EDIT](#) gfgdgs sgfdgs 2022-2023 *Edit this student and complete all the data to submit for registration*

[ADD STUDENT 2022-2023](#) [ADD STUDENT 2023-2024](#)

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

[CLICK HERE TO UPLOAD REQUIRED REGISTRATION/ENROLLMENT DOCUMENTS](#)

Note: If the student is currently staying in someone else's home temporarily or living in transitional housing (such as a shelter, motel, campground, abandoned building, vehicle, etc.) due to an economic hardship or unexpected life event, please contact the registrar at the school for which you are enrolling for possible additional enrollment assistance. If you have specific questions about the McKinney-Vento Homeless Assistance Act, please contact Beth Fuller, Shelby County Schools McKinney-Vento Liaison, at 205-682-7072, bfuller@shelbyed.org