

# Shelby County **Online Registration and Enrollment**

## **S.C.O.R.E.**

Parent/Guardian Instructions – Returning Student

**\*Note a new S.C.O.R.E. account will need to be created each school year\***

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.

**Please note:** Accounts created for last school year are no longer valid. You will need to create a new account for the upcoming school year. You may use the same email address to create the account that you used last year. If you have already created an account for the upcoming school year to enroll a new Kindergarten student, you may use that same account and will not be required to create another new one.

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.

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. Click Add Student.


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

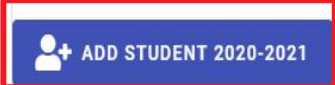
**Welcome** [redacted]@gmail.com

Your child will not be enrolled in a school until the required enrollment documents are brought to the school your student will be att

**CLICK HERE 2020-2021** 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 205-682-7

**My student list** 

**ADD STUDENT 2020-2021**  **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 on the "RETURNING STUDENT" Button

1 New or Returning Student

Select New if your student did not attend a Shelby County School during the prior school year.

Select Returning Student to re-enroll with the student's birthdate and the access code provided to you by your school. If you

**NEW** **RETURNING STUDENT** ←

6. Enter the access code (provided by your school) and your student's birthdate and click on search.

2 STUDENT

Find Previously Enrolled Student

Enter the Access code provided by your school and student birthdate. If you do not have an Access code, please contact your school office.

Access Code  Select Birthdate

**SEARCH**

7. Some of your student's information will be completed for you. 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.

ous Grade  
field is required

ing to School  
field is required

ing to Gra  
field is required

SAVE AND C

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 everything and am ready to finish” button.

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

9. Click Continue.

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

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

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

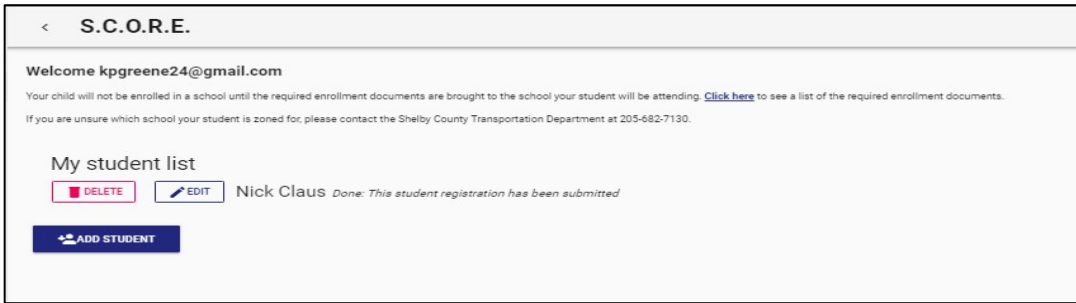
I affirm that I have supplied accurate and complete information

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.

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.



12. 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.

