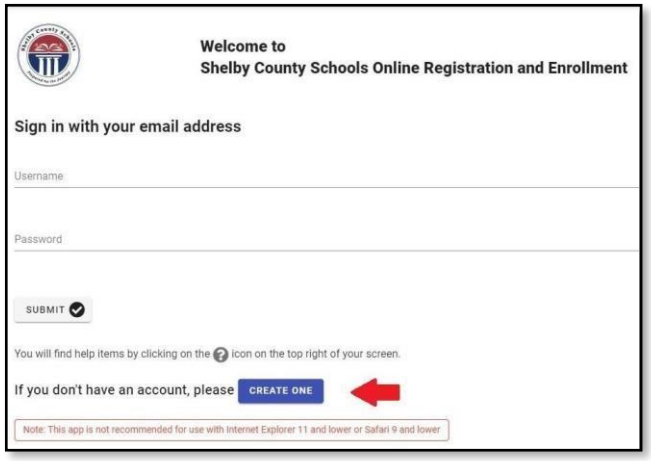
Shelby **C**ounty **O**nline **R**egistration and **E**nrollment S.C.O.R.E.
Parent/Guardian Instructions – New and Returning Students

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

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

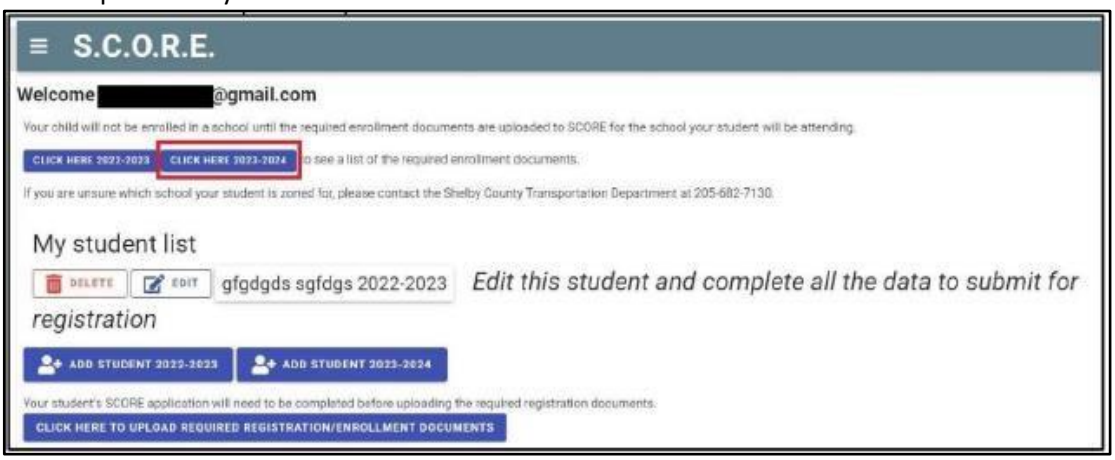
1. Create an account. At the bottom of the screen, you will see “If you don’t have an account, please create one”. Click on the blue “Create One” link.



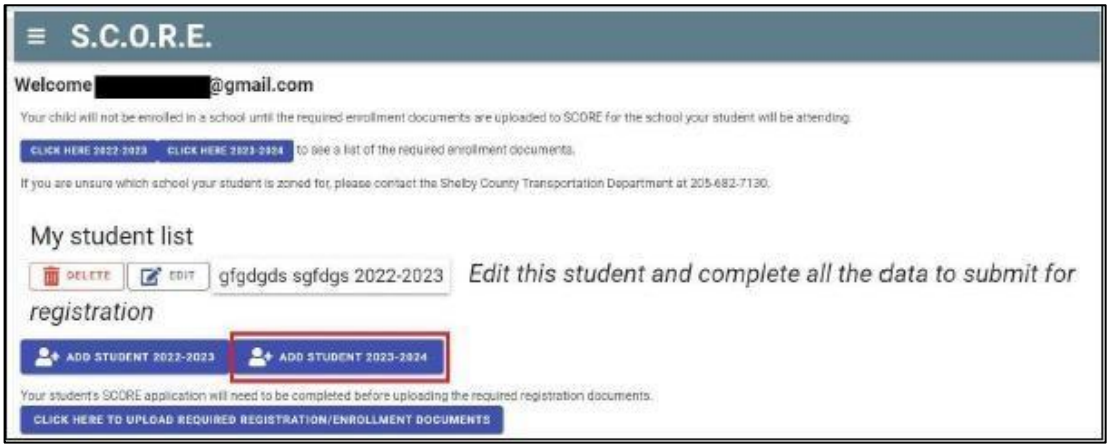
2. To create the account, please enter the following:
   - Enter an email address which will be used from this point forward to log into your account. If you do not have an email address, you may click on the blue “I Need an Email Address” link to be taken to a document with links to set up an email 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. **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.

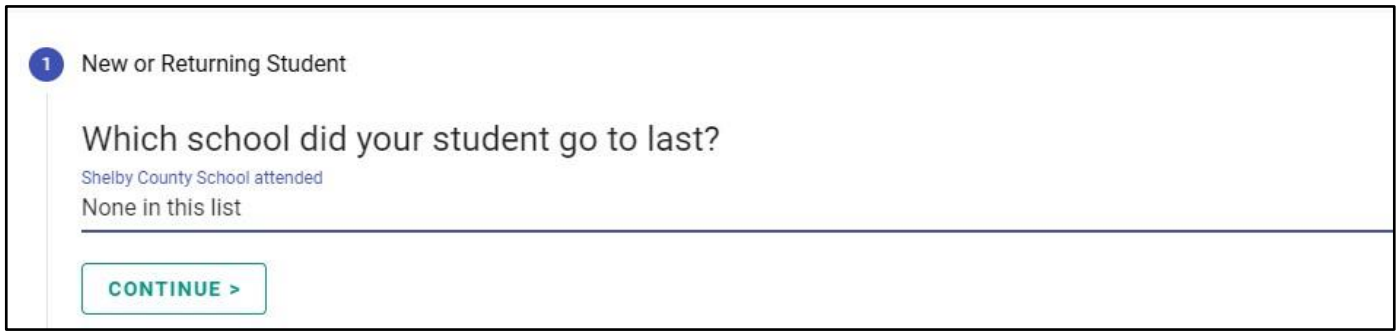


5. Click Add Student

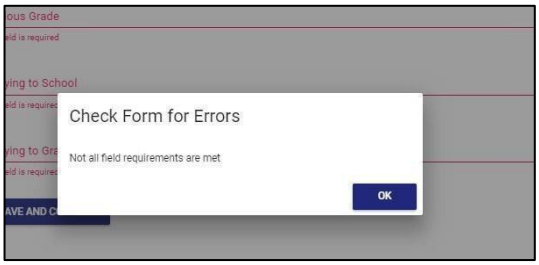


6. Which school did the student you are currently enrolling go to last?

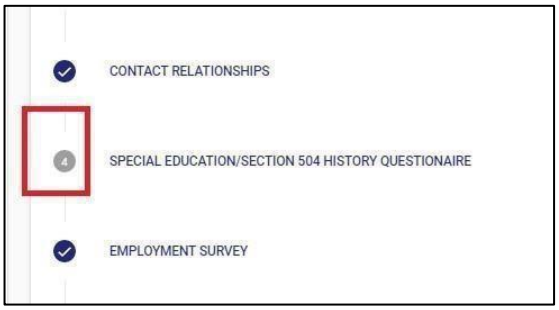
   • Select the Shelby County School the student was in for the 2023-2024 school year, **or** choose "none in this list" if the student is new. This is for the student for whom you are currently completing enrollment forms.



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.



   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 and am ready to continue” check box and button.

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

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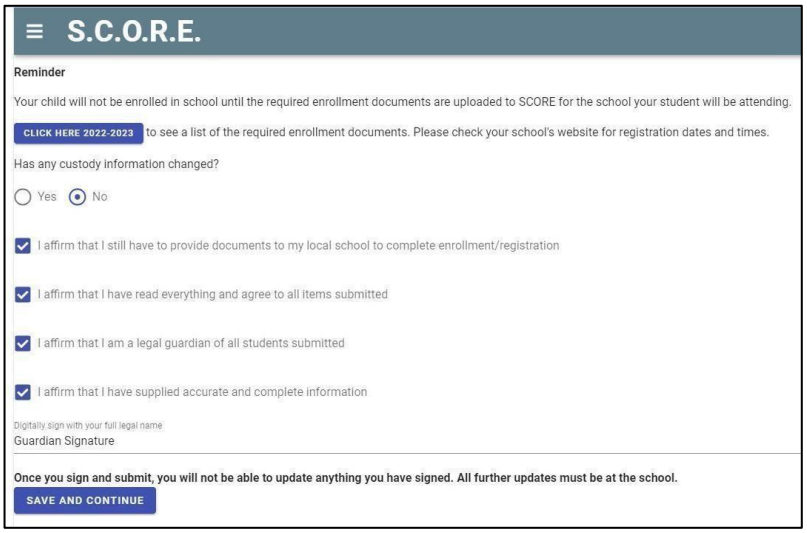
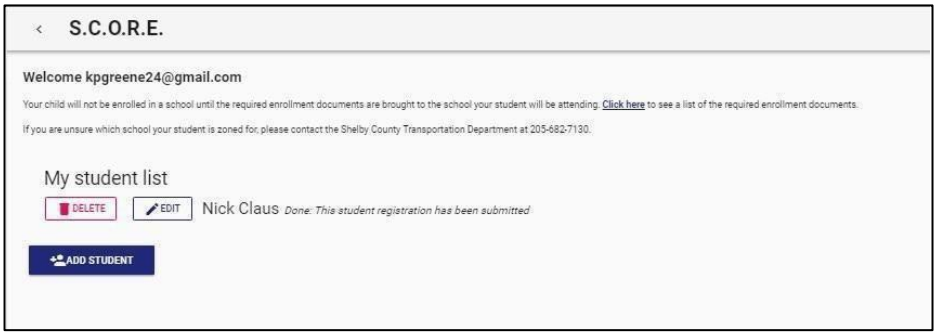


10. At this point, your application has been completed and you will no longer have access to make any changes or edit the application in any way



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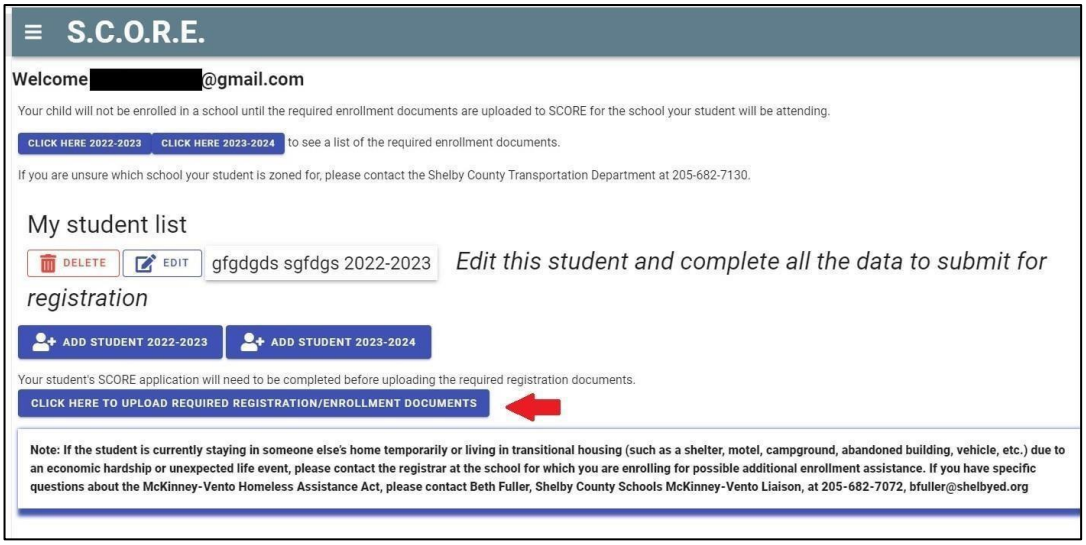
11. Once your student's online enrollment application is completed, the required registration documents will need to be uploaded for each student being enrolled. This can be done by clicking on the following link on the home page. The documents do not have to be uploaded all at once. **Also**, note proof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