

ENROLLMENT PROCEDURES CHEATSHEET for PARENTS

1. Parents must first create a family dashboard account → <https://chiltonalc.scriborder.com/>
 - a. Add Students → What You Need to Know
 - i. Child must be 5 before 9/1/2024 (DOB prior 9/1/2019)
 - ii. Grade level & School students attended in 2022-2023 (you may list not in school, or PreK if outside of public school).
 - iii. Grade level & School the student **will** attend in 2023-2024 (Kindergarten - School of choice)
 - b. NEW STUDENTS TO THE SCHOOL DISTRICT will be required to provide. It can be electronically uploaded or you may take paper copies to the office.
 - i. Birth certificate & Social Security card copy
 - ii. Proof of residency
 - iii. Immunization record
 - c. ALL STUDENTS will be required to complete a health assessment form. It is also on the [website](#) for download.
2. Start Enrollment
 - a. 4 clicks: Student you want to start application for, applicable grade levels (next), returning student application, confirm returning student application.
 - b. Items with a red * are required and the application cannot be completed without them.
3. Student Information
 - a. Name (first, middle, last)
 - b. Dentist & Doctor Name & Phone Number
4. Family Information
 - a. Guardian(s) of student (mother, father, or legal guardians)
 - b. Contacts OTHER THAN PARENT/GUARDIAN (limit of 5) - please indicate if that person can check out your child. If you have more than five contacts, please see the front office of your local school.
5. Counseling Services
 - a. Indicate if you agree for your child to receive whole group counseling services, such as school wide programs, and additional options.

Once you submit your application, you will receive an approval email from scribonline. If you have any questions, please contact registrar@chiltonboe.com or call 205.280.3000