

ENROLLMENT PROCEDURES CHEATSHEET

Parents must first create a family dashboard account → <https://chiltonalc.scriborder.com/>

Parents will need their own information, plus the name and grade level of the schools the student **attended last year** and **wants to attend this year**.

*Items with a red * are required and the application cannot be completed without them.*

In the top right corner, the entire website can be translated to different languages.

Add Students → What You Need to Know

- Student ID Number (helpful, but not required) **only for returning students (can include if child was in PreK last year)**
- Grade level & School student attended in 2024-2025
- Grade level & School student **will** attend in 2025-2026

Start Enrollment →

- NEW STUDENT APPLICATION FOR THE 2025-2026 SCHOOL YEAR
- 4 clicks: Student you want to start application for, applicable grade levels (next), returning student application, confirm returning student application.

Student Information →

- Student Name (ask parents to provide middle name), DOB, Doctor & Dentist name & number.

Family Information →

- Guardian Info - this is **parent or guardian that the child lives with**. Automatically fills in with the information from the account creator. Can fill in information about custody.
- Contacts - Automatic first contact will be the guardian. This can be erased and add in additional contacts. These are the people that can check out the child or be contacted in the event of an emergency. **There is a limit of 5 contacts. If they want additional contacts they will need to provide those to the office at a later date.**
- Can associate siblings.

Residency Information →

- I agree + a yes = **alert for homeless**

Ethnicity & Race →

- Can check multiple boxes and it will pull into the "2 or more" box in PowerSchool.

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Military →

- Not required but can list. You can later generate a report with this information for Veteran's Day, etc.

Counseling Services →

- 3 questions - I understand, choose services, and initial.
- **This will generate an alert if they do not grant permission and the child cannot receive counseling services.**

Digital Equity & Learning Preferences →

- 5 questions, can only choose one answer on each.

Home Language Survey →

- All questions are required

Technology Agreements →

- First: Permission for use of network. Parent and student must initial
- Permission for Google Apps: Parent must initial. **This will generate an alert if they do not grant permission and the student will not be allowed to access technology.**

Application will be submitted by the parent. The entire process can as little as 10 minutes, or up to 30 or more.

More to come on how to approve students and upload documents into Scribbles.