

Directions for completing New Student Enrollment Application

FIRST – Create an Account

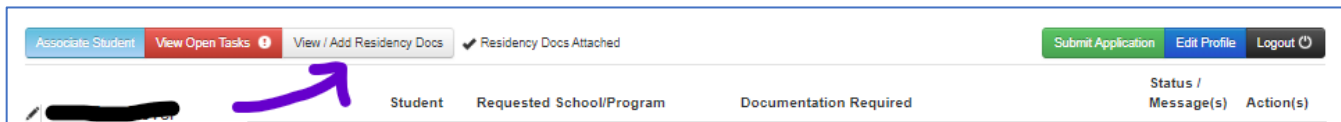
1. Click on the following link <https://ccsprogramchoice.scribborder.com/> to access the application site.
2. Click on close on the pop-up window
3. Click “Start Login”
4. Click “Create Enrollment/Choice Account”
5. Complete the form and click “Create Account”
6. Log back into your account and complete the sections below

SECOND - Associate a student – create a profile for your child

1. You will need to click “associate student” –creating a profile for your child.
2. When you create the student profile under the Current Enrollment Status section you must select “**student is not currently enrolled in CCS**” If you do not select “not enrolled”, you will not have access to the New Student Enrollment form.
3. Click “Save”
4. Click “Return to Dashboard”

THIRD – Upload Proof of Residency

1. Click on the View/Add Residency Docs button (see image below)



2. Upload 2 proofs of domicile (see list below)

Two Proofs of Residency (one from each source)

- **Source 1:** Deed, lease, closing, settlement statement or property tax statement showing the property is owned or rented by you and is within the school's boundaries
 - **Source 2:** Current utility bill (power, gas, water or cable) with your name and correct address.
3. Click on the two small boxes beside Source 1 and Source 2 then click the “Dashboard” button

FOURTH – Complete the New Student Enrollment application

1. Click on the green button “Submit Application”
2. Click on “Begin Application for *child's name*”
3. Click on “New Student Enrollment (Grades 1-12)” then click “Select”
4. Click on “New Enrollment, No School Yet Assigned” then click “Select”
5. Click on “Complete Elementary/Middle/High School Enrollment”
6. Click on “No, *your child's name* is not currently enrolled”
7. Pop-Up window click “Close”
8. Complete the application in full – there are items listed at the bottom of the application that you will need to upload. You can do this from your dashboard.
9. Click “Proceed” – to submit the form
10. Click “Return to Dashboard”
11. Click on the “View/Add Docs” button to upload required documents.

When you return to your dashboard you will see a section like this for each child. You will need to click on the “View/Add Docs” button on each child’s section to upload the documents for that child.

Student	Requested School/Program	Documentation Required	Message(s)	Action(s)
1. [Redacted]	New Enrollment, No School Yet Assigned / Elementary Enrollment - New Student 2020-2021 School Year	Missing 4 Pre-processing Requirement(s) <ul style="list-style-type: none">+ Birth certificate or Proof of Parentage+ Valid ID of Parent/Guardian registering child+ Health assessment (completed on or after August 31, 2019) by a certified health care professional - Download Here+ Up-to-date immunization/shot record - Requirements Here <p>View / Add Docs</p>	Free Application Received	Complete Forms