

Directions for completing In-District Enrollment Application

FIRST – Create an Account

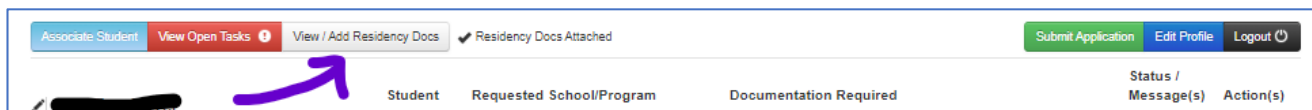
1. Click on the following link <https://ccsprogramchoice.scriborder.com/> to access the application site.
2. Click on “close” on the pop-up window
3. Click “Start Login”
4. Click “Create Enrollment/Choice Account”
5. Complete the form and click “Create Account”
6. Log back into your account and complete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

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

1. You will need to click “associate student”
2. When you create the student profile, **under the Current Enrollment Status section** you must select **“student is currently enrolled in CCS”** and then enter the student ID #
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 In-District Re Enrollment application

1. Click on the green button “Submit Application”
2. Click on “Begin Application for *child's name*”
3. Click on “In-District Re-Enrollment” then click Select
4. Click on school name that appears (this will be the school assigned to the address you have entered when you set up your account) and then click Select
5. Click on “Complete In-District Re-Enrollment”
6. Pop-Up window click “Close”
7. Complete the application in full – you will need to upload a valid ID to the application once it is submitted. You can do this from your dashboard by clicking on the “View/Add Docs” button.
8. Click **“Proceed”** – to submit the form
9. Click “Return to Dashboard”
10. Click on the “View/Add Docs” button and upload you valid photo ID