

Directions for completing a Kindergarten Enrollment Application

FIRST – Create an Account

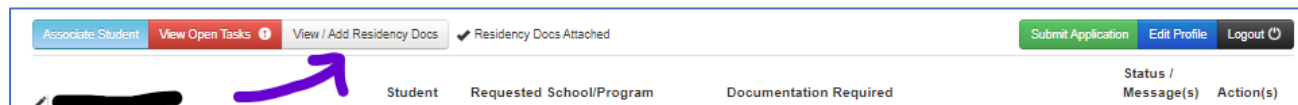
1. Click on the following link <https://ccsprogramchoice.scriborder.com/> to access the application site.
2. Click on “Close” on the pop-up window
3. Click “Start Login”
4. Click “Create Enrollment/Choice Account”
5. Complete the form and click “Create Account”
6. Log back into your account and complete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

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

1. You will need to click “associate student” –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**” – even if your child attends Mary Frances Wall Center. If you do not select “not enrolled”, you will not have access to the Kindergarten 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 Kindergarten Enrollment application

1. Click on green button “Submit Application”
2. Click on “Begin Application for *child’s name*”
3. Click on “Kindergarten – New Student Enrollment” then click “Select”
4. Click on “New Enrollment, No School Yet Assigned” then click “Select”
5. Click on “Complete New Kindergarten Enrollment”
6. Click on “**No, student’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 by clicking on the View/Add Docs button once you have submitted the application.
9. Click “Proceed” – to submit the form
10. Click on the “View/Add Docs” 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