

Sumner County Schools
New Student Online Enrollment
2020 - 2021

Notes:

- Make sure your pop-up blocker is set to allow pop-ups from Skyward.
- If you use an iPad, Safari is the recommended browser.

1. Log in to request an account to enroll your new student.

<https://sumnerschools.org/index.php/registration>

Choose "NEW to Sumner County Schools"

The screenshot shows the 'New Student Enrollment: Account Request' form. It includes fields for Guardian Legal Name (First, Last, Middle, Prefix, Suffix), Guardian contact information (Email, Login, Re-type Login, Primary Phone Number), and a 'Sign In' button. A note states: 'This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.' A link at the bottom says 'Click here to submit Online Enrollment Account Request'.

2. Once you receive your log in information, you will be directed to the New Student Online Enrollment (NSOE) log in page. Use the log in name you created and the password you were assigned to enroll your student.

The screenshot shows the Skyward login page for the Sumner County Board of Education. It features the Skyward logo and the text 'Summer County Board of Education - Live Conversion Data 06/26/19'. There are input fields for 'Login ID: jdoe' and 'Password: ****', a 'Sign In' button, and a 'Login Area' dropdown menu set to 'Enrollment - Access'.

3. You will be taken to the New Student Enrollment: Application Form page where you will begin entering your student's information.

The screenshot shows the 'New Student Enrollment: Application Form' page. It includes instructions for completing the application, a 'Step 1: Student Information' section with 'Save' and 'Save and Collapse Step' buttons, and various input fields for student information such as Name, Date of Birth, Age, Birth City, Birth Country, Gender, and Home Email.

4. You will proceed through multiple steps. Be sure to click on the appropriate button to SAVE, COMPLETE ONLY, SAVE STEP AND MOVE TO STEP, or SAVE AND CONTINUE after each step. Once you completed all steps, you MUST click on the SUBMIT APPLICATION TO THE DISTRICT button.

IMPORTANT! →

Maximum characters: 5000, Remaining characters: 5000

Complete Step 1 and move to Step 2: Family/Guardian Information Complete Step 1 Only

Step 2: Family/Guardian Information Edit View Only

Step 3: Emergency Contact Information Edit View Only

Step 4: Additional District Forms Edit View Only *All prior steps must be completed to edit or view this step.*

Submit Application to the District

* All steps must be Completed before an Application can be submitted *

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving