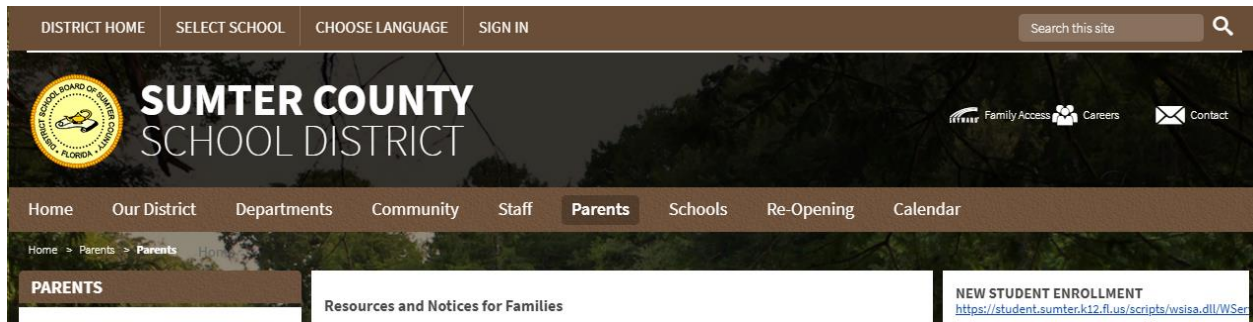


# New Student Online Enrollment

1. Go to <http://www.sumter.k12.fl.us>
2. Click **Parents** and then click **New Student Online Enrollment link**.



3. Enter the Guardian's/Student's Legal First and Last Name. **Please note that if you are 18+ you will be the "Guardian" and the "Student" for the entire application.**

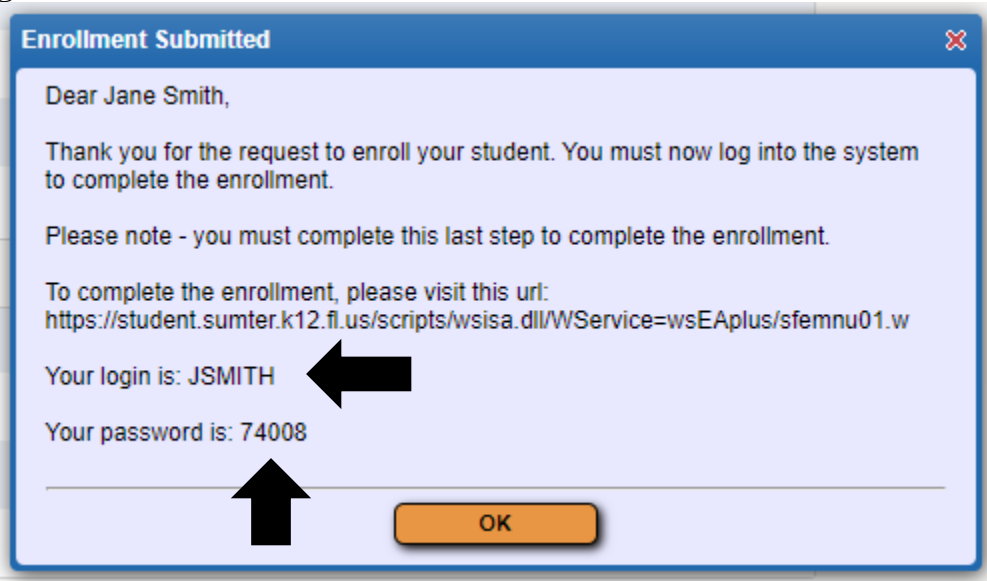


4. Click box **"I don't have an email"** (email will be requested at a later step)
5. Create Guardian/Student's Login (unique to you)
6. Enter Guardian/Student's Primary Phone Number
7. Click – **Click here to submit Online Enrollment Account Request**

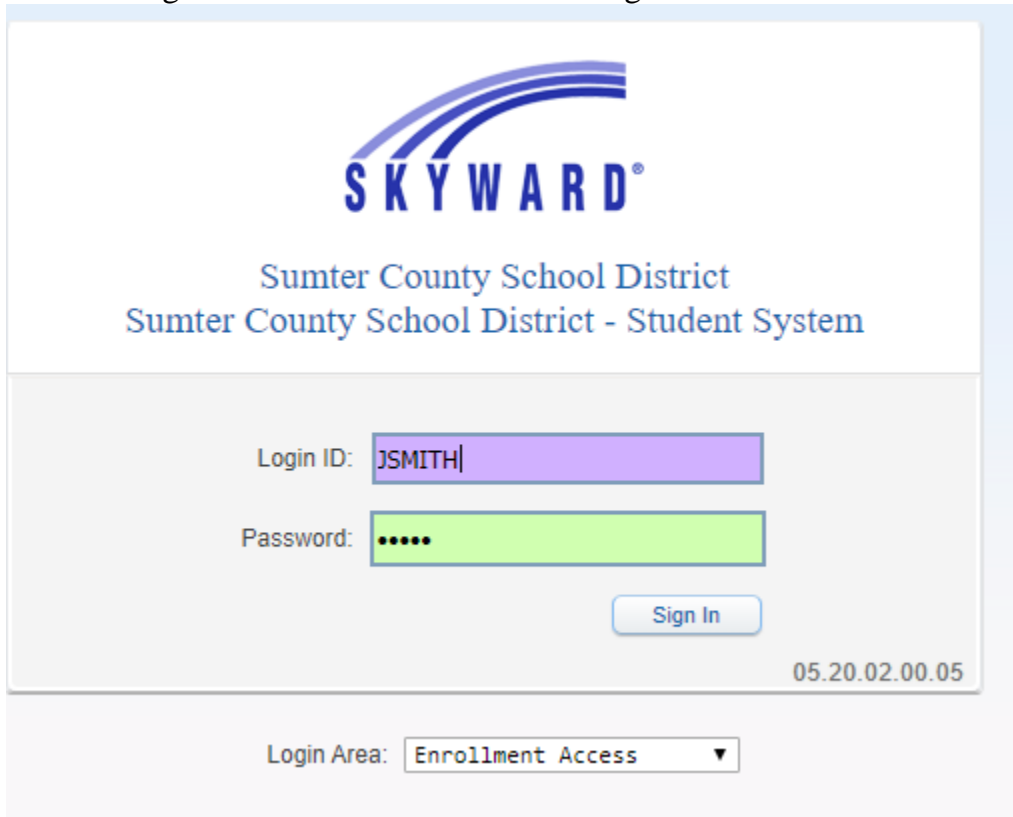
Login screen should look like example below.

A screenshot of the "New Student Enrollment: Account Request" form. The form is titled "New Student Enrollment: Account Request" and includes a sub-header "Enter the name of the legal parent/guardian of the student you want to enroll". The form fields are: \* Guardian Legal First Name: Jane; \* Guardian Legal Last Name: Smith; Guardian Legal Middle Name: (empty); Guardian Legal Name Prefix: (dropdown); Guardian Legal Name Suffix: (dropdown). Below this is a section titled "Guardian contact information" with a checkbox "I don't have an email" (checked). The fields are: \* Guardian Login: JSMITH; \* Re-type Login: JSMITH; \* Guardian Primary Phone Number: (999) 999-9999. At the bottom, there is a note "Asterisk (\*) denotes a required field" and a button "Click here to submit Online Enrollment Account Request".

**\*\*\*Enrollment Submitted Message – be sure to write down the Numeric Password given. \*\*\***



8. Enter Login ID and Password and click Sign In.



9. Begin completing the **Student Application** and all the required District forms.

**Helpful Tips...**

- All items with a red asterisk (\*) are required fields.
- Choose **Sumter Adult Education** for the school.
- **Expected Grade Level for Adult Ed: 30** if you do not have a high school diploma or GED or **31** if you have a high school diploma or GED.
- For students 18+, you are both the student and the guardian.
- All forms with an asterisk are required forms.

Asterisk ( \* ) denotes a required form

* Required Form:	21 000 COVID Student Entry Screening
* Required Form:	21 000 Use of SS Numbers
* Required Form:	21 000 Student Information and Release V.4
* Required Form:	21 000 Accep. Tech. Use Policy and Agr V.2
* Required Form:	21 000 Student Tech. Agreement 1:1 Program
* Required Form:	21 0191 Adult Education Student Information V.2
* Required Form:	21 0191 Code of Student Conduct
* Required Form:	21 0191 AEC Refund Policy CWE ABE GED ESOL LLL
* Required Form:	21 0191 Workforce Education 504
Optional Form:	21 0191 HVAC Information Paper
Optional Form:	21 0191 Industry Credential Prog. (PSAV) Att and Ref
Optional Form:	21 0191 Florida Residency Classification
Optional Form:	21 0191 Application for Nursing Assistant Program
Optional Form:	21 0191 Sumter Adult Agreement and Special Release
Optional Form:	21 0191 Immunization Paperwork
Optional Form:	21 0191 Drug Test Screening Information
* Required Form:	21 000 Thank you