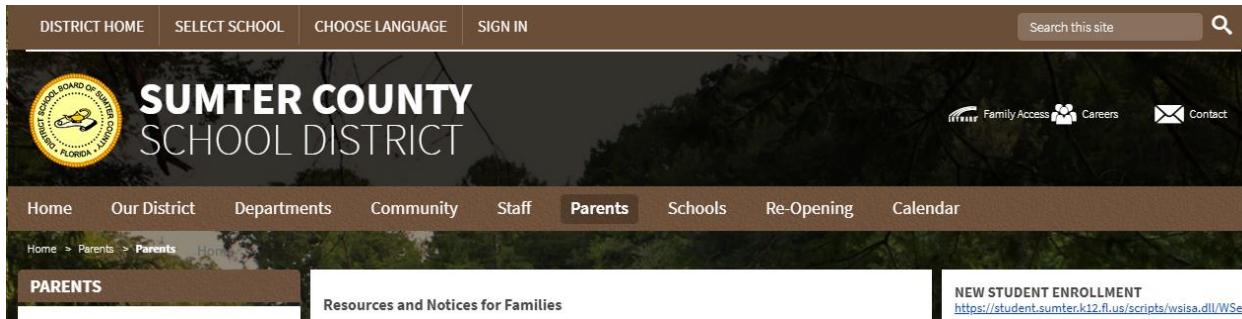


New Student Online Enrollment

1. Go to <http://www.sumter.k12.fl.us>

2. Click **Parents** and then click **New Student Online Enrollment link**.

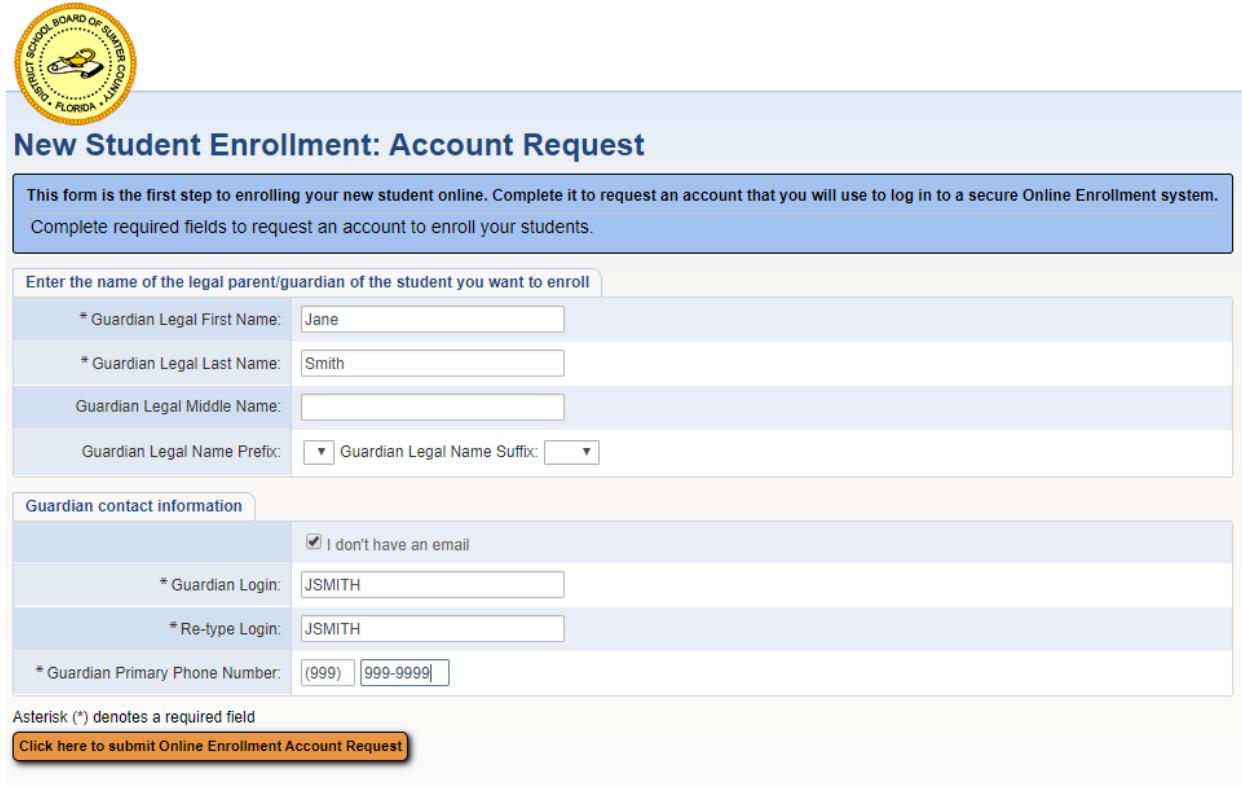


The screenshot shows the official website of the Sumter County School District. At the top, there is a navigation bar with links for 'DISTRICT HOME', 'SELECT SCHOOL', 'CHOOSE LANGUAGE', and 'SIGN IN'. To the right of the navigation bar is a search bar with the placeholder 'Search this site' and a magnifying glass icon. Below the navigation bar, the 'SUMTER COUNTY SCHOOL DISTRICT' logo is prominently displayed. The main menu bar includes links for 'Home', 'Our District', 'Departments', 'Community', 'Staff', 'Parents' (which is highlighted in a dark box), 'Schools', 'Re-Opening', and 'Calendar'. Under the 'Parents' menu, there is a sub-menu with 'Home', 'Parents', and 'Home'. On the left side of the page, there is a sidebar with the heading 'PARENTS' and the sub-heading 'Resources and Notices for Families'. On the right side, there is a box titled 'NEW STUDENT ENROLLMENT' with the URL <https://student.sumter.k12.fl.us/scripts/wsisa.dll/WSEr>. An orange arrow points upwards from the 'Parents' menu to the 'NEW STUDENT 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.**

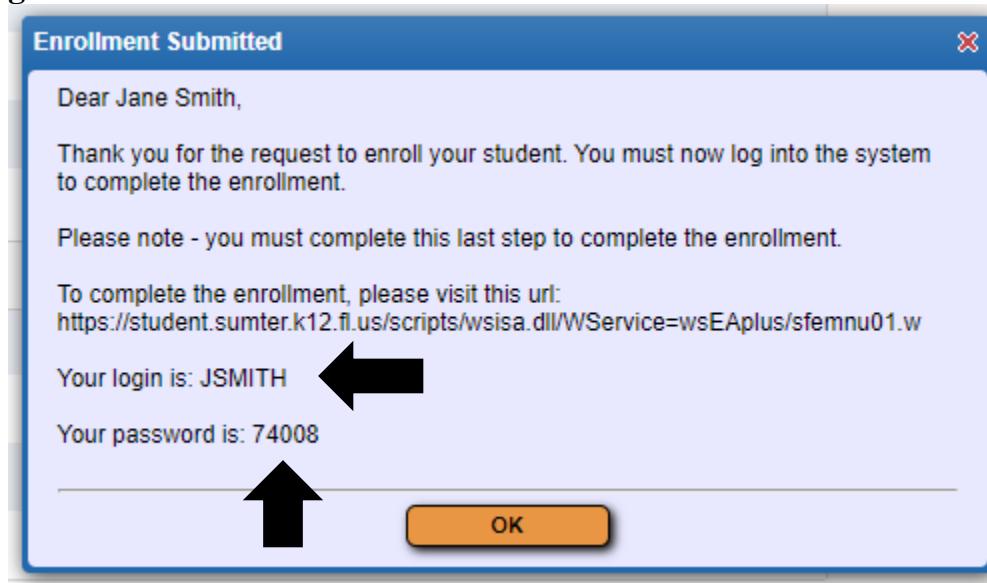
4. Click box **“I don’t have an email”** (email will be requested at a later step)
5. Create Guardian/Student's Login (unique to you)
6. Enter Guardian/Student's Primary Phone Number
7. Click – **Click here to submit Online Enrollment Account Request**

Login screen should look like example below.

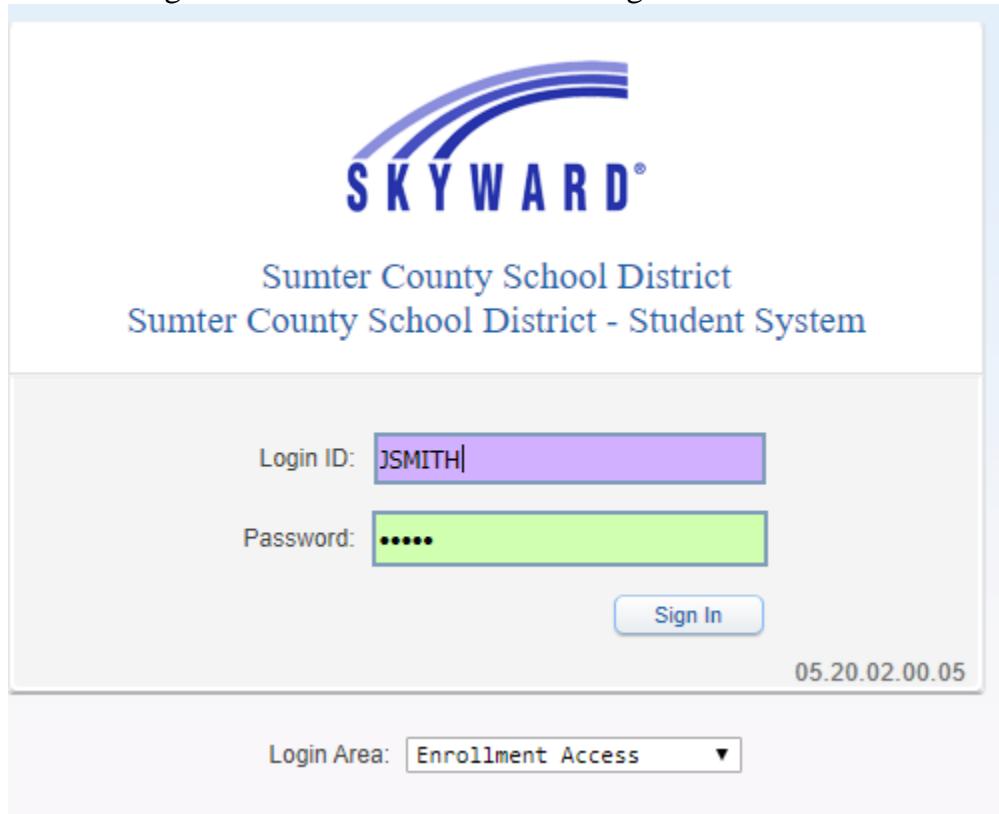


The screenshot shows the 'New Student Enrollment: Account Request' form. At the top left is the Sumter County School District logo. The title 'New Student Enrollment: Account Request' is centered above a blue information box. The box contains the text: 'This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system. Complete required fields to request an account to enroll your students.' Below the box is a form field labeled 'Enter the name of the legal parent/guardian of the student you want to enroll'. It contains four input fields: 'Guardian Legal First Name' (Jane), 'Guardian Legal Last Name' (Smith), 'Guardian Legal Middle Name' (empty), and 'Guardian Legal Name Prefix' (empty). Below this is a section for 'Guardian contact information' with fields: 'Guardian Login' (JSMITH), 'Re-type Login' (JSMITH), and 'Guardian Primary Phone Number' ((999) 999-9999). A note at the bottom states 'Asterisk (*) denotes a required field' and a button at the bottom right says '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.



The screenshot shows the "Sumter County School District" sign-in page. The "SKYWARD" logo is at the top. Below it, the text "Sumter County School District" and "Sumter County School District - Student System" is displayed.

The sign-in form has two text input fields:

- Login ID:
- Password:

A "Sign In" button is located below the password field. At the bottom of the page, the text "05.20.02.00.05" is displayed, and a "Login Area" dropdown menu shows "Enrollment Access".

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