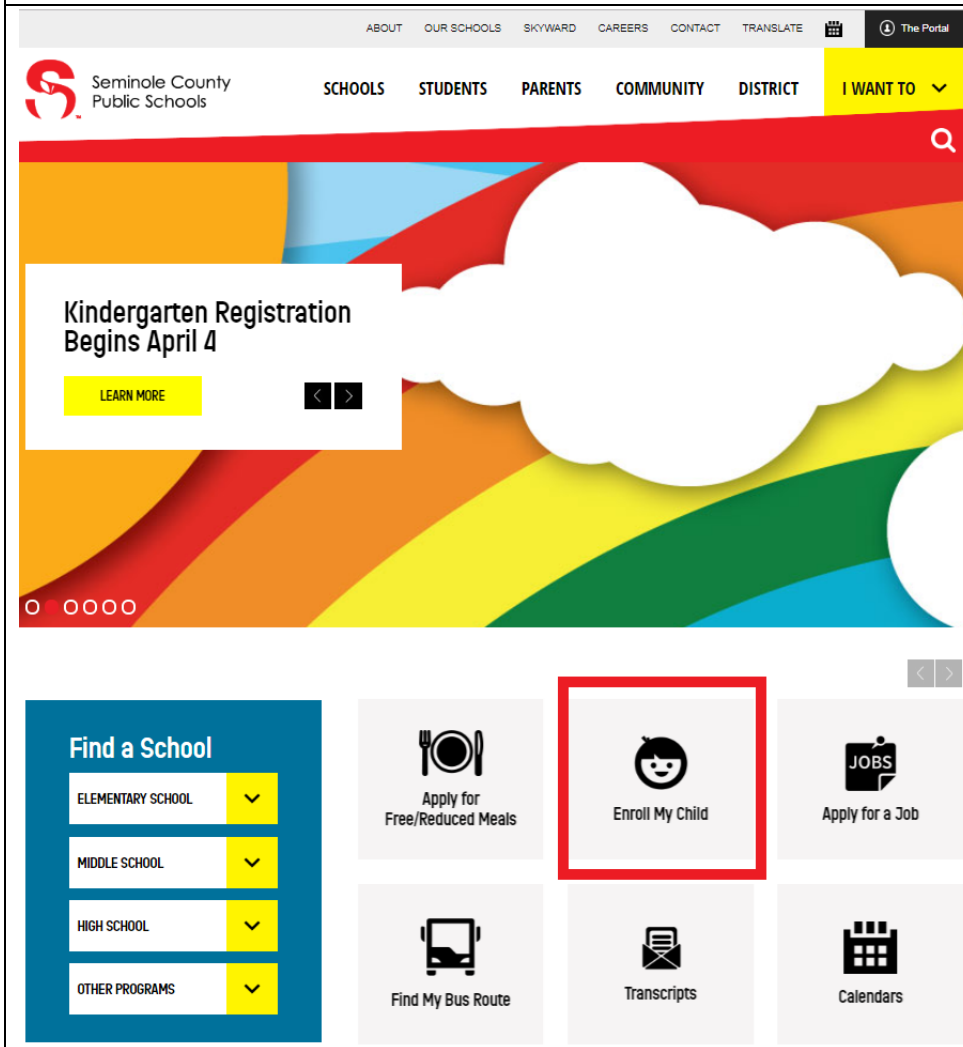


Welcome to Seminole County's New Student Online Enrollment quick start guide. Follow the steps below to begin the process of enrolling a new student in Seminole County Public Schools.

****This guide is for parents that are new to Seminole County Public Schools and DO NOT have a Skyward Family Access Account. For parents that already have a Family Access account, please see our Existing Families guide.***



Navigate to www.scps.us

On the home screen click on **Enroll My Child**

Complete steps 1 & 2 on the District web site to find your zoned school and gather the necessary documents. Proceed to step 3. If your school is on the list of Pilot schools click on the hyperlink to navigate to the Online Enrollment Account Request page.



New Student Enrollment: Account Request

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.
Welcome to Seminole County Public School's New Student Online Registration Portal.

Enter the name of the legal parent/guardian of the student you want to enroll

2 * Guardian Legal First Name:
 * Guardian Legal Last Name:
 Guardian Legal Middle Name:
 Guardian Legal Name Prefix: | Guardian Legal Name Suffix:

Guardian contact information

3 * Guardian Email Address:
 * Re-type Email Address:
 * Guardian Primary Phone Number:

4 Address: * House #: Direction: * Street Name: Apartment:
 P.O. Box: Address 2: City: State: * Zip Code:

Asterisk (*) denotes a required field

5 [Click here to submit Online Enrollment Account Request](#)

**Please note: at this time google translate is experiencing compatibility issues with Safari Browser. Should you need to translate the form please use Chrome or Firefox*

Account Request

Fill out all required fields.

1. This form is powered by google translate*; you can select the google language tab at the top of the screen to complete it in your preferred language. The form defaults to English.

2. Enter your legal First and Last name.

3. Enter a valid email address and phone number. You will have to access this email address for log in instructions. If you do not have an email address, you can obtain a free one through services such as Gmail, Yahoo, or Outlook.

4. Enter your home address.

5. Select the box "Click here to submit Online Enrollment Account Request".

Online Enrollment Account Request Confirmation

Submitting this request initiates an email to the account entered with directions on how to access the Online Enrollment process for Seminole School District. The email will be sent to: SeminoleParent@scps.com

Click OK to continue or Back to correct any information or cancel this request.

OK Back

Name: MAIN ST Apartment:
 City: State: * Zip Code: 32701

Review the entered email address and select OK in the confirmation prompt to proceed.



-----Original Message-----
From: Skyward@scps.k12.fl.us <Skyward@scps.k12.fl.us>
Sent: Monday, April 1, 2019 11:37 AM
To: Parent, Seminole <seminoleparent@scps.com>
Subject: Complete Student Enrollment
Importance: High

Dear Seminole Parent,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

Please note - you must complete this last step to complete the enrollment.

To complete the enrollment, please visit this url: <http://skytrain.scps.k12.fl.us/scripts/wsa.dll/WService=wsEplusTrn/sfemnu01.w>

Your login is: SeminoleParent@scps.com

Your password is: 28774

District: Seminole School District
District Web Site: <http://www.scps.k12.fl.us/>
State: FL
District Code: 59

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Next check the inbox of the email address you provided in the account request screen.

Look for a message from Skyward.

This email will provide you with your log in and password.

Select the hyperlink in the body of the email to go to the Online Enrollment log in screen.



The hyperlink will direct you to the log in screen.

Enter your Login ID and password provided in the email.

Please note: the login area Enrollment Access must be selected to complete an application.

