

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"

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.

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

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! →

The screenshot shows a web-based application form with the following elements:

- At the top, two buttons: "Complete Step 1 and move to Step 2: Family/Guardian Information" and "Complete Step 1 Only".
- Step 2: Family/Guardian Information. Includes a "Go" button and a "View Only" button.
- Step 3: Emergency Contact Information. Includes a "Go" button and a "View Only" button.
- Step 4: Additional District Forms. Includes a "Go" button, a "View Only" button, and a note: "All prior steps must be completed to edit or view this step."
- A central button labeled "Submit Application to the District" is circled in red.
- Below the main form, a row of navigation buttons: "Save and Continue My District Application", "Save and go to Summary Page", "Print Application", and "Leave WITHOUT Saving".