



Sandusky City Schools

407 Decatur Street, Sandusky, OH 44870-2442 • 419-626-6940 • www.scs-k12.net

Instructions for Completing Your Student's Enrollment

1. Sign into your account.

The screenshot shows the login interface with three role-based buttons: 'Parent / Guardian' (highlighted in red), 'Admin', and 'Coach'. Below these are input fields for 'Login ID' and 'Password', a 'Remember me' checkbox, and three buttons: 'Login' (highlighted in red), 'Create Account', and 'Password Recovery'.

2. Click on **'All Forms'** and navigate to **'Enrollment Forms'**. Click on your child's form, complete any information and then click **'SAVE & SUBMIT'**. (Your child's form will likely have a blue 'disk' icon. This means your form has been saved, but not yet submitted to the district.)

The screenshot shows a user dashboard for 'Brooke Austin'. The left sidebar has 'ALL FORMS' highlighted in red. The main content area shows 'Enrollment Forms' with a table of forms. A red arrow points from the 'ALL FORMS' menu to the table.

Form Name	Date	Status
Maximus (TEST) Oakes (TEST)	5/27/2021	Submitted
Dominic (Test) Oakes (TEST)	6/3/2021	Saved (Blue Disk Icon)