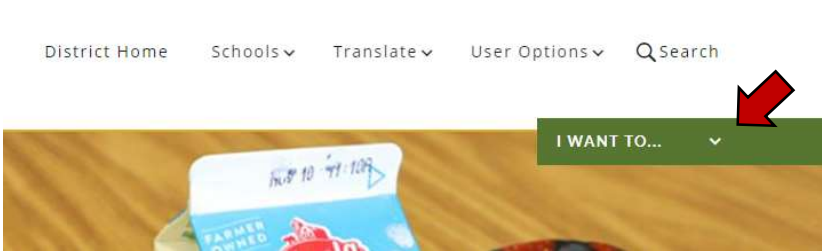


How to complete the kindergarten enrollment application online.

1. Navigate to Union County Public Schools main website.
2. Click the down arrow next to " I WANT TO"
3. Click "Access Kindergarten/PreK Information"



4. Click the Blue "REGISTER NOW" button

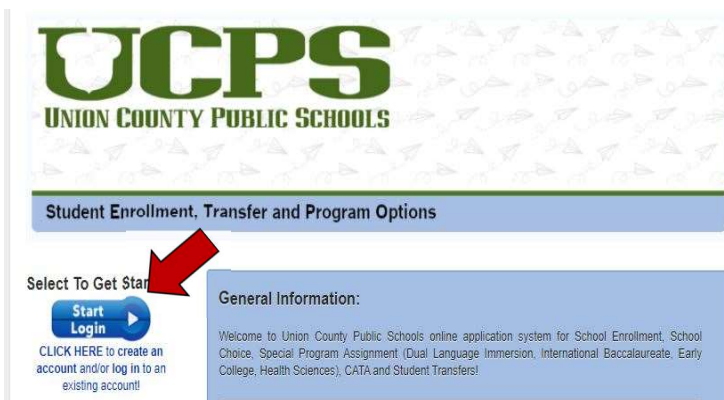
Kindergarten Registration

Welcome to UCPS: 2021-2022 Kindergarten Registration opens Feb. 1

Click the button to register for kindergarten!



5. Click the "Start/ Login" button
 - a. If you do not already have a scribbles dashboard account, click "create an account" on next page. Otherwise login with your email and password you used to previously create your scribbles dashboard account.



6. Add a student to your account by following the onscreen instructions.

Welcome to your UCPS Family Dashboard!

Step #1
Add a Student to this account.

1. You will be prompted to create the first student.
2. If you plan to open or enroll multiple students, then you will need to add those additional students using the 'Associate Student' button.
3. It is recommended that you add all students before completing the application(s).

Step #2
Submit Your Request

1. Click the 'Begin Application' button to begin the process of selecting an available Transfer, School Choice or Special Program option. Please remember that not all students meet the criteria for Transfer. Once you select the button, you will be asked to select the correct options so that we can complete your request(s).
2. You must submit an application for each student for which you wish to request a Transfer or Special Program assignment.

7. Read the important information regarding required documents for enrollment. The Immunization requirements and the NC Health assessment forms can be accessed by clicking the blue "HERE" link.

For Kindergarten and New Enrollments

The following documents are required for enrollment:

- 2 proofs of residency. Acceptable documents are:
 - Notarized rental/purchase agreement
 - Utility Bills (electric, telephone, gas, etc)
 - Driver's License and Automobile Registration
 - Car insurance and property insurance policies
 - Income Tax W-2 form and property tax bill
- Proof of Age:
 - Certified Birth Certificate
 - Certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born
 - Certified copy of a birth certificate issued by a church, mosque, temple or other religious institution that maintains birth records of its members.
- Guardian ID
- Immunizations. The requirements can be found [HERE](#).
- NC Health Assessment (For Kindergarten and New Enrollments to North Carolina) which can be found [HERE](#). In Spanish [HERE](#).

8. Click the green "Begin Application" button

Associate Student


[Begin Application](#) [Edit Profile](#) [Logout](#)

You must select the 'Begin Application' button to add an application.

✍️ Katie Judy
Date of Birth: 03/20/2010

✍️ Ray Judy
Date of Birth: 06/01/2010


9. Click the blue “Begin Application for (Name)” button

Aaron Judy To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process.  Begin Application for Aaron >	John Judy To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process. Begin Application for John >
Katie Judy To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process. Begin Application for Katie >	Ray Judy To begin an application for this student, please click the 'Begin Application' button below. You will be prompted to make several selections during the process. Begin Application for Ray >

10. Click “NEW KINDERGARTEN ENROLLMENT”

Available for 2021-2022 School Year

<input checked="" type="checkbox"/> NEW Kindergarten Enrollment (February 1, 2021 - May 26, 2022)	(For students NEW to the school or district, Or, for students that change schools due to a change of residence.)
<input type="checkbox"/> Dual Language Immersion (DLI) (March 1, 2021 - March 31, 2021)	Grades: Kindergarten Only



11. Click “Select” next to Applicable Grade


Applicable Grade(s): Kindergarten	 Select >
<input checked="" type="checkbox"/> Dual Language Immersion (DLI) (March 1, 2021 - March 31, 2021)	Grades: Kindergarten Only

12. Click “New Enrollment, No School Yet Assigned




NEW Kindergarten Enrollment

Step #1 Select 'New Enrollment, No School Yet Assigned' if you are new to the school.	Step #2 Click the 'Select' button.
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Important! Please note if the school you are attempting to place an application for is not shown, the grade level is closed for applications.

New Enrollment, No School Yet Assigned 

13. Click “Select” next to New Kindergarten Enrollment for 2021-2022

New Enrollment, No School Yet Assigned		
<table border="1"><tr><td>New Kindergarten Enrollment 2021-2022 (For students NEW to the school or district, Or, for students that change schools due to a change of residence.)</td><td> Select ></td></tr></table>	New Kindergarten Enrollment 2021-2022 (For students NEW to the school or district, Or, for students that change schools due to a change of residence.)	 Select >
New Kindergarten Enrollment 2021-2022 (For students NEW to the school or district, Or, for students that change schools due to a change of residence.)	 Select >	

14. Click the blue “Complete New Kindergarten Enrollment”

Select to complete the Enrollment Packet

In order to complete your Enrollment Application, please make the appropriate selection below. This


UCPS Student Enrollment

NEW ENROLLMENT

To complete your Enrollment Application, please click the button below.

Please note that the application contains many questions. Some of the questions require detailed responses. You must complete the application in full once you begin. There is no ability to save a partial application. Please be sure you have set aside enough time to complete the application before starting (approximately 20 minutes).

[Complete New Kindergarten Enrollment](#)



15. Complete all questions on the application. Please add both parents (if applicable) in the guardian section and at least one emergency contact that is NOT Mother or Father in the emergency contact section. Sign in the box at the bottom of the application and click the blue “Proceed” button.

Please enter your e-Signature


Retry

— For security purposes, we logged your IP Address:
152.26.69.124, 108.162.237.231, 30.1.2.222

— Date/Time of Completion: 2/16/2021 at 16:29 hours

X
I AGREE TO THE CONTENT ABOVE VIA ELECTRONIC SIGNATURE

[Back To Dashboard](#) [Clear Form](#) [Proceed](#)



16. Once the application is complete and the proceed button clicked, you will be asked to complete a time sensitive task. This task is the home language survey which is a federally required question. Please complete the home language survey before logging out of your dashboard account. You will also receive an email shortly after submission of your application letting you know you successfully completed your kindergarten enrollment. This email will assign you an order number for your application. Your enrollment will not be approved and assigned to your zoned school unless the minimum required documents for enrollment are uploaded.