



FAMILY DASHBOARD

Address Verification Directions

Thank you for assisting us in the address verification process for our 5th and 8th graders. To verify your child's address, you must have at least two of the items listed below.

- Copy of photo ID or driver's license showing the street or road address.
- Property tax records which indicate the street or road address location of the residence;
- Copy of the mortgage document or copy of deed to property which indicates the street or road address of the property or a copy of the residential lease showing the street or road address;
- Copy of current utility bill in the name of the parent showing residence address (electric, gas, water or cable);
- Copy of voter registration showing street or road residence address;
- Copy of automobile registration showing street or road residence address; or
- Affidavit by designated school district official verifying street address or road address based on a personal visit by such school district official to the residence address.

1. Go to: <https://wilsonncc.scriborder.com/family> and click on Create Account as seen below OR (if you already have an account) login and skip to step 5.

Welcome to your Wilson County Schools Family Dashboard Account!
We now require that Parents / Guardians create an account in order to complete Request for Reassignment and Student District Release applications.

Option #1
If you already have an account:

1. Login to the Family Dashboard.
2. Complete applications.

Option #2
If this is your first visit:

1. Choose 'Create Account' button below.
2. Complete the guardian demographic questionnaire.
3. Login to the Family Dashboard.
4. Add your student(s) to your Family Dashboard Account.
5. Complete applications.

Important
If this is your first visit to the Wilson County Schools Family Dashboard, you must create a new account.



Email Address:

Password:

[reset password?](#)

2. Fill out all required fields and click the blue Create Account button.

Parent/Guardian Information:

★ Last Name: ★ First Name:

Address: (physical address required)

★ Address Line 1:

Address Line 2:

★ City:

★ State:

★ Zip Code: (postal code)

★ Country:

★ Are you a resident of Wilson County? Yes No

Telephone: (###-###-####)

★ Home: Work:

Cell: Fax:

I am a **FULL TIME** employee of **Wilson County Schools**.

School of Employment:

Login Information:

★ Email Address:

★ Password: Weak Password

★ Confirm:

3. Click the 'Associate Student' button below. If you plan to enroll multiple students, you will need to add those additional students using the 'Associate Student' button on the Family Dashboard after you have created the first student profile. It is recommended that you add all students before completing applications.

Enter Student Information

REQUIRE STUDENT INFO

There must be at least one student added to an account in order to complete applications!

Step #1
Click the 'Associate Student' button.

Step #2
Fill out the form completely.

4.

Step 1: Fill out the form completely:

1. Please ensure that you select the correct **ZONED** school for each school year.
2. Each year, you will need to change the values associated with Zoned School, School of Attendance, and Grades.

Student Name: (as it appears on Birth Certificate)

★ Last Name:

Middle Name:

Suffix:

★ First Name:

Current Enrollment Status:

- Student is not currently enrolled in Wilson County Schools
- Student is currently enrolled in Wilson County Schools

Information Related To Student Birth:

★ Date of Birth:

Important Please enter the CURRENT school for student's CURRENT address

Grade for the 2023 - 2024 School Year:

★ Grade:

Last School Attended for the 2023 - 2024 School Year: (current school year)

★ Current School:

Step #2: Select the 'Save' button if this is a new profile, or the 'Update' button if you are editing an existing profile.

5. To apply for applications hit Begin Enrollment Application



6. Click 'Begin Application for Your Student'

Select the Student for this Application

<p>Option #1 Select the student for this application.</p>	<p>Option #2 If you need to add a sibling, please select the 'Associate Another Student' button.</p>
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John Doe

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.

Need to associate another student?

To add another student to this Dashboard Account, please click the 'Associate Another Student' button below.

7. **Step #1**

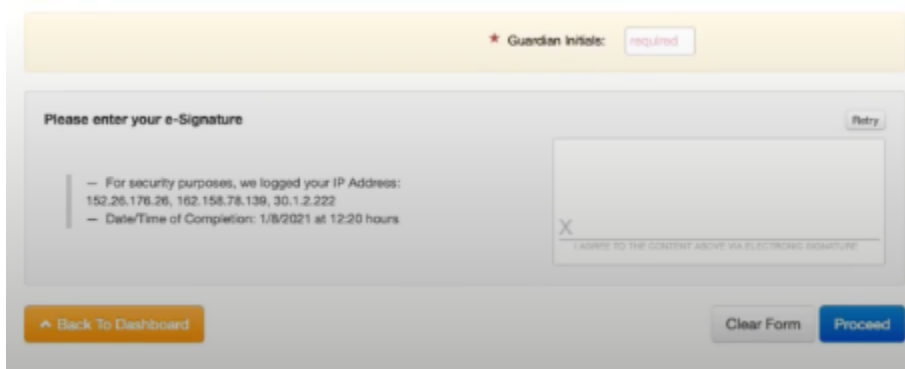
Click the “Address Verification” application.

Step #2

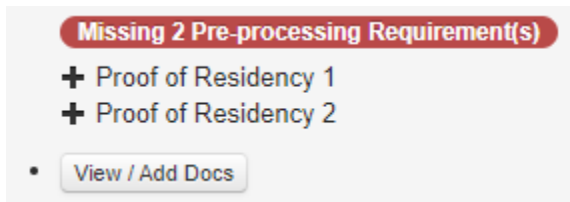
Click the 'Select' button to the far right of the grade info column.



8. Answer all questions in your application. Initial and click the blue proceed button to complete the application and return to the dashboard.



9. Your address verification requires document uploads and here on the Dashboard is where you will see the completed application with a link to upload those documents.



Clicking “View / Add Docs” will connect to your camera if you are on a mobile device. If you have difficulty uploading documents you may bring your documents to the school where someone will assist you.

Once any required documents are uploaded you have finished the application process.