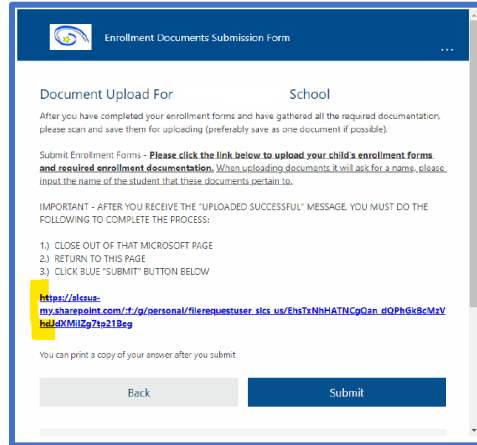


# How to Electronically Upload Enrollment Forms and Documents - South Lyon Community Schools

Save your enrollment forms and documents to your computer or phone. Then you will upload them via the embedded **“Enrollment Documents Submission Form”** which is in Step 3 of the enrollment webpage on the New Student Enrollment Website found [here](#). After you complete the embedded form, the last step will have a link that you will click on to upload your saved documents and completed and saved enrollment forms (as highlighted in the example below).



Enrollment Documents Submission Form

Document Upload For School

After you have completed your enrollment forms and have gathered all the required documentation, please scan and save them for uploading (preferably save as one document if possible).

Submit Enrollment Forms - **Please click the link below to upload your child's enrollment forms and required enrollment documentation.** When uploading documents it will ask for a name, please input the name of the student that these documents pertain to.

IMPORTANT - AFTER YOU RECEIVE THE "UPLOADED SUCCESSFUL" MESSAGE, YOU MUST DO THE FOLLOWING TO COMPLETE THE PROCESS:

- 1) CLOSE OUT OF THAT MICROSOFT PAGE
- 2) RETURN TO THIS PAGE
- 3) CLICK BLUE "SUBMIT" BUTTON BELOW

[https://sclsus-my.sharepoint.com/:f/g/personal/filerquestuser\\_scls\\_us/EhsTxNhhATHCgQan\\_dQPhGk8cMxVhdJdXMIUzq7ta21Bsg](https://sclsus-my.sharepoint.com/:f/g/personal/filerquestuser_scls_us/EhsTxNhhATHCgQan_dQPhGk8cMxVhdJdXMIUzq7ta21Bsg)

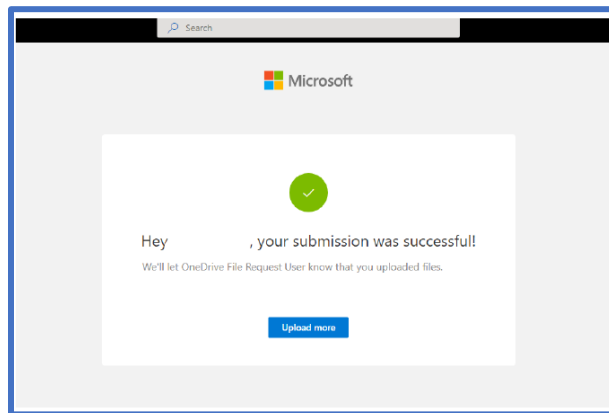
You can print a copy of your answer after you submit

Back Submit

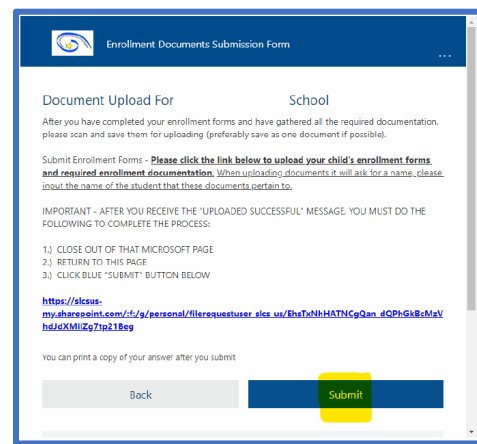
The link will bring up a Microsoft page (as pictured below)

- Upload your documents by clicking on the blue Upload button
- Click the Submit button on that Microsoft screen

After this step (in the example below) you **MUST CLOSE OUT OF** the Microsoft screen and **GO BACK TO** the original screen and click that big blue Submit button there as well.



**Return to this page/tab and click on the Submit button here:**



Enrollment Documents Submission Form

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You can print a copy of your answer after you submit

Back Submit

Your documents will be automatically uploaded to the specific school enrollment secretary. **You will NOT receive a confirmation email.** If you have any questions regarding enrollment, please contact your child's school office.