

# Enrolling a Student with Harmony Family Access for Families New to the Corporation

This tutorial has been created for those who are **new** to the corporation. That is, for parents who have no other students in attendance at South Harrison Community School Corporation or have never had a student at South Harrison.

Begin by creating an account on the [South Harrison Harmony Family Access](https://harmony.shcsc.k12.in.us/familyaccess.nsf/hello.xsp) site:

<https://harmony.shcsc.k12.in.us/familyaccess.nsf/hello.xsp>

A link to this site is also available on [the corporation website](#). Just look for the Harmony Family Access button.



Harmony<sup>3</sup>  
South Harrison Family Access

Once you have an account, you can add students with a registration code.

**Create my account**

First name

Last name

Email

Username

Password

Confirm password

Already have an account? [Sign in](#)

register

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Fill in all of the text boxes.

You must have an email address to create an account.

Create your own username. Many parents simply use their email as their username. Enter and confirm a strong password. Click "register".

Parents...this is YOUR account. Your login credentials should not be shared with your students. Your students will create their own accounts at a later time.

add student to my account [hide]

Enter the registration code and student's date of birth.

Student Registration Code

enter code

Student Date of Birth

mm/dd/yyyy

register

Don't have a registration code? You can get one from your student's school.

[cancel]

I need to enroll a new student

Do you have a student that is new to this school? Touch here to enroll them.

Click on "I need to enroll a new student."

## I need to enroll a new student

Do you have a student that is new to this school? Touch here to enroll them.

### STOP!

Are you sure this student has never attended **South Harrison Cmty Sch District** before?

This should only be used for **NEW** students to this school district.

If the student has enrolled in any building at South Harrison Cmty Sch District before, you should receive a registration code from the school and use the "add student to my account" area above to add them to your profile.

If this is a new student you may continue by choosing a school below.

- Choose a school -

enroll

**Choose the school in which you wish to enroll from the dropdown menu and click on the "enroll" button.**



Corydon Intermediate School

## Web Enrollment

Select Language

Powered by Google Translate

### Directions

Please complete the information for your student.

Click Submit when you have completed the information.

### Student Information

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Date of Birth:	<input type="text"/>
Place of Birth:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	IN
Zip:	<input type="text"/>

**Complete the enrollment form - being sure to fill in all requested information. This form must be completed in one sitting, so be sure to have all the necessary information available, like work numbers and emergency contact numbers.**

**When completed, click on the "submit" button at the bottom of the page.**

The image shows a screenshot of a web form. At the top, there is a label 'Enrolling for Grade:' followed by a dropdown menu currently set to '- Select one -'. Below this, there is a blue header for 'Guardian Information'. The dropdown menu is open, showing a list of grade levels: PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The entire form area is enclosed in a red rounded rectangle.

**As part of the enrollment process, you must select a grade for the student. Be sure to select the in which you are enrolling the student. That is, select the grade that the student will be in when he/she *begins to attend* South Harrison.**

**For example, if the student is currently in 6th grade, and you want to enroll him/her for the *next school year*, you would select 7th grade. If you are enrolling a new kindergarten student for the *next school year*, be sure to select K.**

The school office will review the information and get in touch with you as to the next steps for completing the enrollment process. As part of this process, parents will need to provide the following documents:

- Birth certificate or similar document.
- Proof of immunizations.
- Information about any special health or educational needs (Individual Education Plan, 504 plan, etc.).
- Court papers allocating parental rights, responsibilities, or custody (if appropriate).

## Online Registration

The school will notify parents when registration is open. Parents may then log back onto Harmony Family Access to complete the appropriate registration paperwork. If you need assistance with completing the forms, please contact the school office.

# Got Further Questions?

Please contact the school office:

- Corydon Elementary School: 812-738-4183
- Corydon Intermediate School: 812-738-6548
- Corydon Central Junior High School: 812-738-4184
- Corydon Central High School: 812-738-4181
- Heth-Washington Elementary School: 812-732-4766
- New Middletown Elementary School: 812-968-3225
- South Central Elementary School: 812-969-2973
- South Central Junior-Senior High School: 812-969-2941