

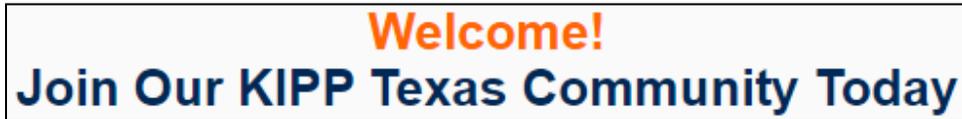
Revision History

| Date | Revisions |
|----------|--|
| 12.16.21 | Original Publication |
| 01.04.23 | Steps 6, 11, 12: Revised screenshots to reflect SY 23-24 |

How Do Parents and Guardians Re-Enroll Their Child Using SchoolMint

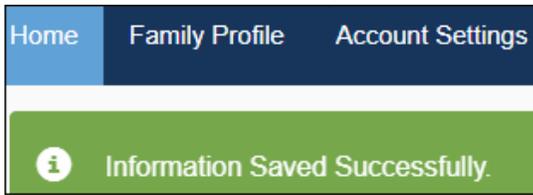
1. Log into your **SchoolMint** account with your **User ID** and **Password**. Click **Ready, Set, Go!**

2. A **Welcome** page opens.

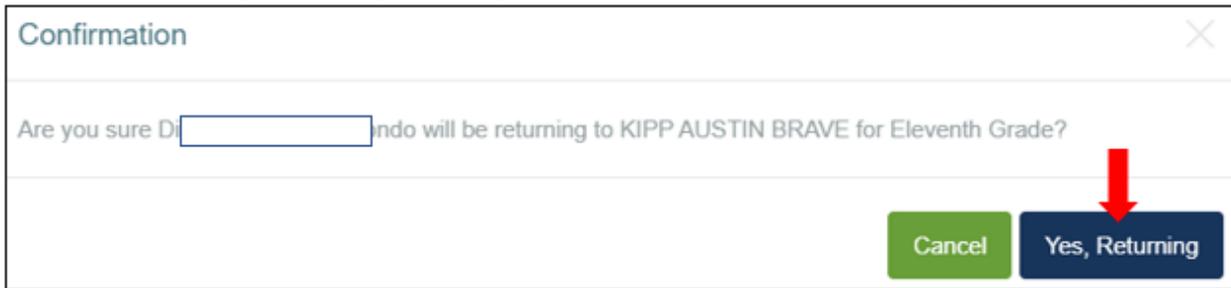


3. Under **Student Dashboard**, click **Returning**.

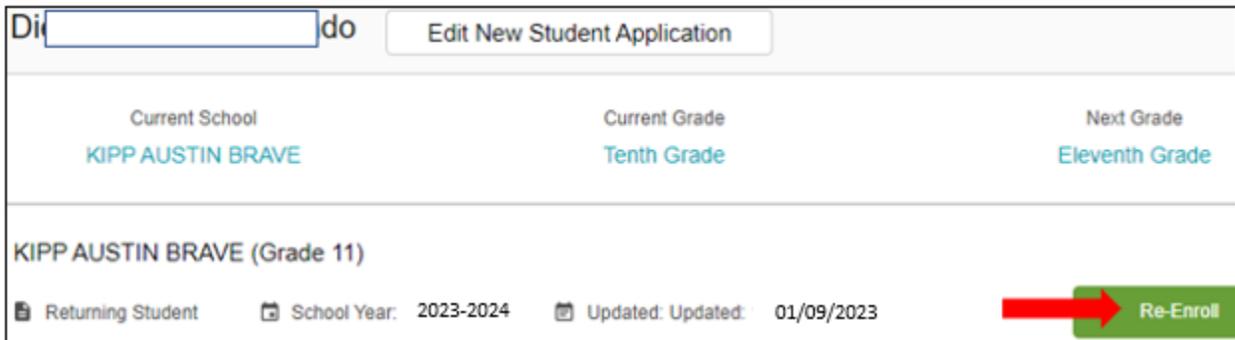
4. A **Confirmation** window opens.



5. Click **Yes, Returning**. A message reading 'The student has been successfully updated' appears.



6. Under **Student Dashboard**, click **Re-enroll**.



7. The **Student Information Re-enrollment** page opens.
Verify and complete **all required fields** on this page.

Re-enrollment for D[redacted]do

Student Information

First Name * Middle Name Last Name *

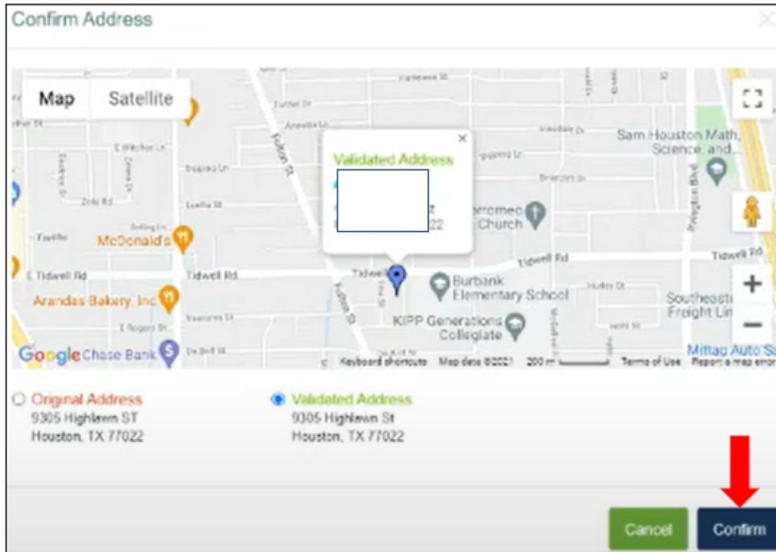
Student Lives With * Date of Birth * Gender

8. Click **Save and Continue**.



9. You are returned to the **Re-Enrollment** page. Click **Continue**.

10. The **Confirm Address** window opens in Google maps. Click **Confirm**.

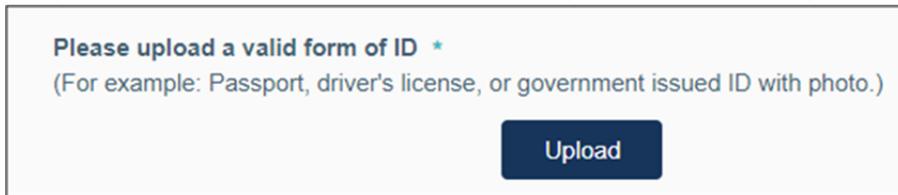


11. You are returned to the Student **Re-enrollment** page. There are several documents, highlighted in **green**. Open each **green** document individually. Verify and/or complete **all required fields** in each **green document**. At the end of each document, click **Save and Continue**.

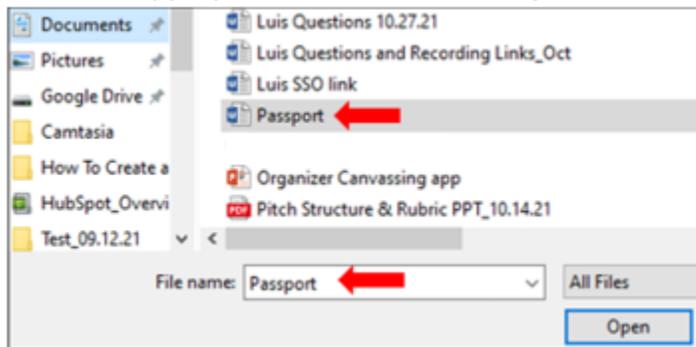
Note: For **Family Information 23-24** and **Demographics (Re-Enrollment) 23-24**, you must upload documents, i.e., **Proof-of-Address & Current Parent Identification**. Click on the document. Review and complete all required fields.



To upload documents: Scroll down to the **Upload** field. Click **Upload**.



Select the appropriate document. Click **Open**.



To validate your upload was successful, scroll to the Upload field again. If **View** appears, this is confirmation your document was uploaded successfully. To read the document, click **View**.
At the end of each section, click **Save and Continue**.



12. After verifying and completing required fields in **all green** documents...



13. Click **Submit Forms**.

