KIPP: TEXAS PUBLIC SCHOOLS How Do Parents and Guardians Re-Enroll Their Child Using SchoolMint_01.04.23

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.

Student Dashboard		Add New Student
⊖ Dndo	it New Student Application	
Current School	Current Grade Tenth Grade	Next Grade Eleventh Grade
KIPP AUSTIN BRAVE (Grade 11)	I-2024 Updated: Updated 01/09/2023 Indecided	Returning Not Returning



KIPP: TEXAS

How Do Parents and Guardians Re-Enroll Their Child Using SchoolMint_01.04.23

4. A Confirmation window opens.



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

Confirmation	
Are you sure Di ndo will be returning to KIPP AUSTIN BRAVE for Eleventh Grade?	
Cancel Yes, R	eturning

6. Under Student Dashboard, click Re-enroll.

Di	Edit New Student Application]
Current School	Current Grade	Next Grade
KIPP AUSTIN BRAVE	Tenth Grade	Eleventh Grade
KIPP AUSTIN BRAVE (Grade 11)		
Returning Student School Year:	2023-2024 💮 Updated: Updated:	01/09/2023 Re-Enroll

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

Re-enrollment for D	do	
Student Information		
First Name *	Middle Name	Last Name *
ũ <u>−−</u> o	A	Mdo
Student Lives With *	Date of Birth *	Gender
1 selected -	April 🗸 17 🗸 2005 🗸	✓ Male



KIPP: TEXAS PUBLIC SCHOOLS How Do Parents and Guardians Re-Enroll Their Child Using SchoolMint_01.04.23

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**.

oo min na da oo oo			
Map Satellite	Turne De	rateest 2	1 *
Tratle McDenalds	Toppo Lo S	Address Present to R 22 Church Church	Sam Houston Math. Science, and
C Travel Rd Arandas Bakery, Inc (Thouse R Gongle Chase Bank	Tolovel Rd Tolovel S Summers II S (v Sof III S Konson S	Burbank Permentary School Collegiate	Southeasts son st Terms of Use Report a read end
 Original Address. 9305 Highlawn ST Houston, TX 77022 	Validated Addres 9305 Highlewn St Houston, TX 7702	2	
			Cancel 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**.

🗄 Documents 🖈	Luis Questions 10.27.21	
Nictures 🖈	Luis Questions and Recording Links_Oct	
👝 Google Drive 🖈	Luis SSO link	
Camtasia	Passport	
How To Create a	💽 Organizer Canvassing app	
HubSpot_Overvi	Pitch Structure & Rubric PPT_10.14.21	
Test_09.12.21 v <		
File name: Passport 🔶 🗸 All Files		
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.

Cancel Save and Continue Later Submit Forms

