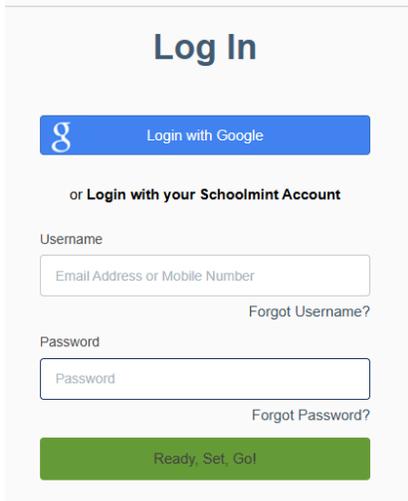


## How Do Parents and Guardians Re-Enroll Their Child Using SchoolMint

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

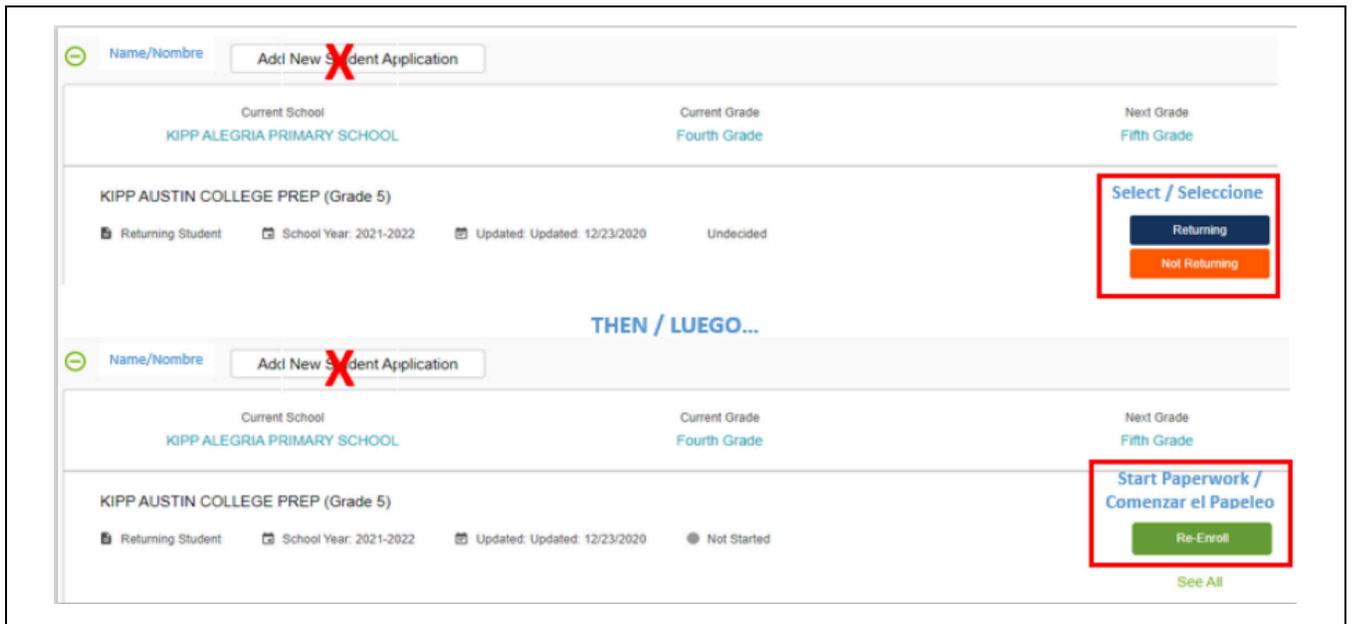


The login form is titled "Log In". It features a "Login with Google" button at the top. Below it, there is a link to "Login with your Schoolmint Account". The form includes two input fields: "Username" (with a placeholder "Email Address or Mobile Number" and a "Forgot Username?" link) and "Password" (with a "Forgot Password?" link). At the bottom, there is a green "Ready, Set, Go!" button.

2. The **Student Dashboard** opens. Locate the student. Select **Returning**. A confirmation window will appear. Click **Yes, Returning**.

3. From there, click the **Re-Enroll** button so that you can complete the re-enrollment forms and required documents. Click **Continue**.

*NOTE: Please DO NOT create a new SchoolMint account or submit a new application to your current school, as it will be withdrawn. Instead, please follow the steps above.*



The screenshot shows the Student Dashboard interface. It displays a table of student applications. The first application is for "KIPP AUSTIN COLLEGE PREP (Grade 5)" at "KIPP ALEGRIA PRIMARY SCHOOL". The status is "Returning Student" and "Undecided". A red box highlights the "Select / Seleccione" button, which has "Returning" and "Not Returning" options. Below this, the text "THEN / LUEGO..." is displayed. The second application is also for "KIPP AUSTIN COLLEGE PREP (Grade 5)" at "KIPP ALEGRIA PRIMARY SCHOOL", but the status is "Not Started". A red box highlights the "Start Paperwork / Comenzar el Papeleo" button, which has a "Re-Enroll" option. A "See All" link is visible at the bottom.

4. The **Re-enrollment** page opens. Verify and complete **all required fields** on this page: **Student Information. Enrollment Information. Home Address Information. Mailing Address Information. Guardian Information.**

The screenshot shows a web form titled "Re-enrollment for" with a dropdown menu. Below the title is a section for "Student Information" containing fields for First Name, Middle Name, Last Name, Student Lives With (a dropdown menu showing "1 selected"), Date of Birth, and Gender. Below this is an "Enrollment Information" section with fields for Grade in 2026-2027 (showing "Tenth Grade") and School in 2026-2027 (showing "KIPP University Prep High School").

5. Click **Save and Continue**.



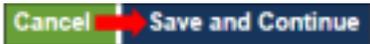
6. You are returned to the Student **Re-enrollment** page.

Complete **each required field** in **each green-highlighted** document.

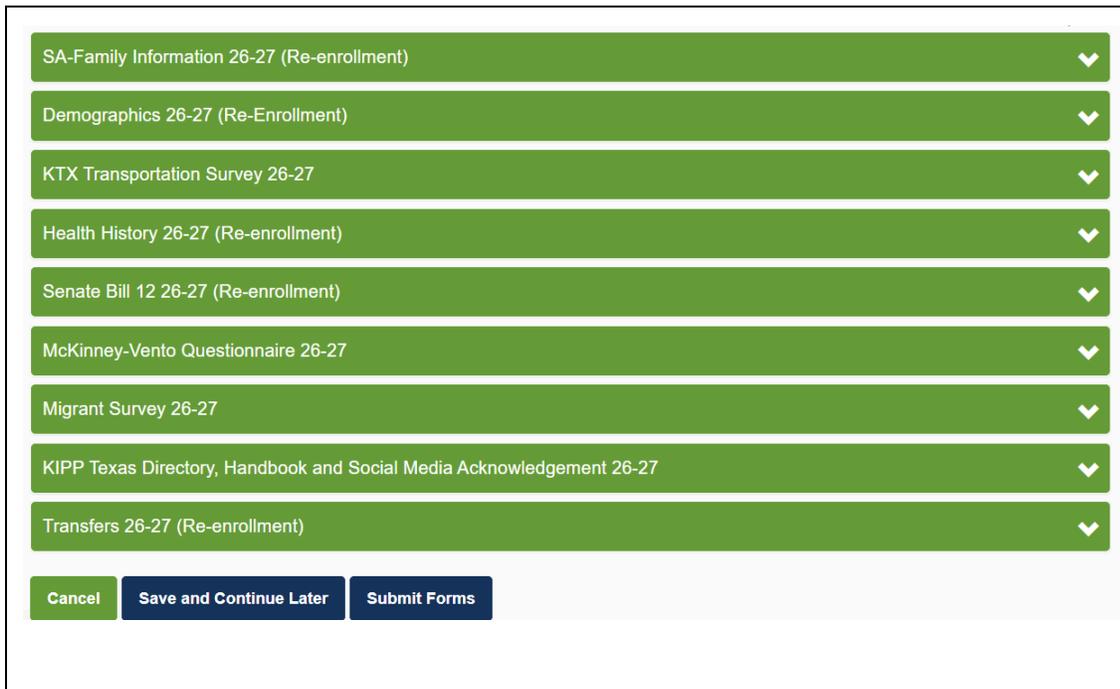
**Note:** For **Family Information, Demographics, and Transfers forms**, you may be required to upload documents, i.e., **Proof-of-Address & Current Parent Identification**.

The screenshot shows a list of ten documents, each in a green bar with a dropdown arrow on the right. The documents are: SA-Family Information 26-27 (Re-enrollment), Demographics 26-27 (Re-Enrollment), KTX Transportation Survey 26-27, Health History 26-27 (Re-enrollment), Senate Bill 12 26-27 (Re-enrollment), McKinney-Vento Questionnaire 26-27, Migrant Survey 26-27, KIPP Texas Directory, Handbook and Social Media Acknowledgement 26-27, and Transfers 26-27 (Re-enrollment). Below the list are three buttons: "Cancel", "Save and Continue Later", and "Submit Forms".

7. After completing and verifying each document, click **Save and Continue**.



8. Click the next **green** document. Verify and complete all required fields.



SA-Family Information 26-27 (Re-enrollment) ▼

Demographics 26-27 (Re-Enrollment) ▼

KTX Transportation Survey 26-27 ▼

Health History 26-27 (Re-enrollment) ▼

Senate Bill 12 26-27 (Re-enrollment) ▼

McKinney-Vento Questionnaire 26-27 ▼

Migrant Survey 26-27 ▼

KIPP Texas Directory, Handbook and Social Media Acknowledgement 26-27 ▼

Transfers 26-27 (Re-enrollment) ▼

Cancel Save and Continue Later Submit Forms

9. Continue completing each **green** document one at a time until all documents have been completed.

10. When **all** required fields in each **green** document are complete, click **Submit Forms**.



**END OF DOCUMENT**