



2018-19 Online Enrollment Instructions

Dear Prospective Family,

Included in this letter is the information you will need to complete an enrollment application for the 2018-19 school year. Open enrollment for new students begins on January 1, 2018.

To begin the enrollment application process:

- 1) Start gathering together the documents you will need to have on hand to complete your application (see checklist on back of this letter)
- 2) **Download the SchoolMint App to your smartphone, or using the Google Chrome browser on your computer go to <https://accelschools.schoolmint.net/signup>**
- 3) Create an account using the primary parent/guardian's email address or mobile phone number as your username. You will be prompted to create a minimum 6 character password of your choice
- 4) Follow the prompts to create your Family Profile and begin working through the registration forms. If you run out of time, you will have the opportunity to save your progress as you go
- 5) You may return to your Family Profile and/or Registration packet any time by visiting accelschools.schoolmint.net

Your registration packet will be received by our school once you formally submit it by pressing the SUBMIT button. If you need assistance with finishing your application or uploading the required documents, you may do so by dropping by our school office hours or scheduling an appointment.

Throughout the online registration process you will be prompted to upload four documents that are required for enrollment. Depending on your answers throughout the application, you may be asked to upload additional documents. See below for details.

Options for uploading documents:

- Scanner
- Smartphone Camera
- Bring or mail hardcopies to the school office for assistance

Required for All Students:

- Enrollment Packet Forms (10 Pages)
- Copy of child's birth certificate
- Copy of child's immunization records or exemption waiver
- Copy of primary parent's photo ID

Required Only If Applicable:

- Early Childhood Screening (Kindergarten only)
- Legal Custody Papers
- Individual Education Plan (IEP) or other learning plan such as Evaluation Team Report (ETR) or 504 Plan
- Behavior Intervention Plan (BIP)
- Medical Authorization Forms (available at school office)
- Transportation Application

Additionally, should you require any assistance while using SchoolMint, SchoolMint representatives fluent in English and Spanish may be reached via email at support@schoolmint.com or by phone at 1.855.957.3535 – PRESS 1 for Family Support. You may also check out the Family Support Center which is accessible from the SchoolMint website: <https://schoolmint6.zendesk.com/hc/en-us/categories/201674143-Families>.

Thank you again for choosing North Metro Flex Academy and allowing us to serve your family.

Sincerely,
Jay Caballero
Office and Operations Manager

