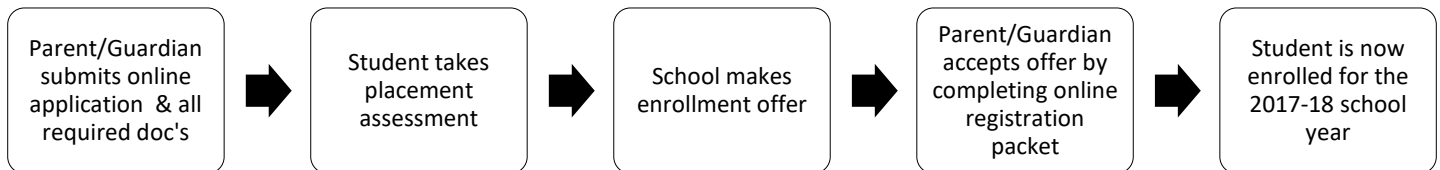


## 2017-2018 ENROLLMENT APPLICATION INSTRUCTIONS

Dear Prospective Family,

Included in this letter is the information you will need to complete an enrollment application for the 2017-18 school year. Open enrollment for new students begins on January 1, 2017.

As a reminder, filling out an enrollment application does not guarantee enrollment for your child. The full enrollment process involves the following steps:



### To begin the enrollment application process:

- 1) Start gathering together the documents you will need have on hand to complete your application (see checklist on back of this letter)
- 2) Download the SchoolMint App to your smartphone, or using your smartphone or Google Chrome browser go to <https://accelschools.schoolmint.net/signup>
- 3) Create an account using your 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 application. 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 Application any time by visiting [accelschools.schoolmint.net](https://accelschools.schoolmint.net)

Your application 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.

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](mailto: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 your interest in applying to Columbus Preparatory Academy. We look forward to working with your family. Please do not hesitate to call us with any questions you may have about our school or the application process.

Sincerely,  
Admissions Department



## CHECKLIST OF REQUIRED ENROLLMENT DOCUMENTS

Throughout the online application 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:**

- Copy of child's birth certificate
- Copy of child's immunization records
- Copy of parent's photo ID
- Copy of proof of residency (see below)

### **Required for Grades 1-12 Only:**

- Most recent report card/transcripts
- Most recent standardized assessment results

### **Required Only If Applicable:**

- Legal Custody Papers
- Affidavit of Residency, Notarized (1 per student)
- Individual Education Plan (IEP) or other learning plan
- Behavior Intervention Plan (504)

## ACCEPTABLE FORMS OF PROOF OF RESIDENCY

### **1) When the student lives with the legal guardian and the proof of residency documentation is in the legal guardian's name:**

*Dated within 90 days of submitting the enrollment application:*

- Utility Bill (electric, gas, or water/sewer); Resident name and property address must appear on the bill
- Mortgage Statement; Resident name and property address must appear on the statement

*Other:*

- Lease or Rental Agreement that specifies start and end date of the agreement; must be dated and include names and signatures of the lessee and the lessor
- Original Mortgage/Closing Paperwork such as the Housing & Urban Development (HUD) Statement; Resident name and property address must appear on the statement

### **2) When the dependent student (younger than 18) lives in a residence other than with the legal guardian, OR When the dependent student (younger than 18) and legal guardian reside with a friend or relative, OR When the independent student (age 18+) resides with a friend or relative:**

An *Affidavit of Residency Form* must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the enrollment application being submitted, and the original, hardcopy form must be submitted to the school office. The *Affidavit of Residency Form* requires that the Lessor/Property Owner also provide proof of residence—see form for details.

