

SchoolMint: Propel Parent Application Guide

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What is SchoolMint?

Congratulations on deciding to apply to enroll your child in a new school! SchoolMint is an online enrollment system for K-12 schools and parents to use. The instructions provided in this guide will help you to apply for schools that are using SchoolMint as their application service. If you have any questions about this application, please contact the school(s) to which you are applying and they will be happy to assist you.

Accessing SchoolMint Website

To begin your application, please go to the website given to you by the school or organization to which you are applying.

For Propel schools, the website address is: <https://prod.schoolmint.net/signup/propel>

Signing Up

In order to proceed with your application, you will first need to Create an Account by Signing Up. To sign up, you will need to enter either your Email or your Telephone. This will function as your Username. You will also want to create a password. You will be asked to confirm the password by entering it twice:

schoolmint Online Enrollment System Language: English ▾

Sign Up

Email Address or Mobile Number

Password

Password Confirmation

Let's Do This

or

If you already have an account
Please Sign In.

Signing In to Continue an Existing Application

If you have already begun an application previously, you can continue your application by skipping the Sign Up and click on the Sign In option below:

Sign Up

Email Address or Mobile Number


Password

Password Confirmation

Let's Do This

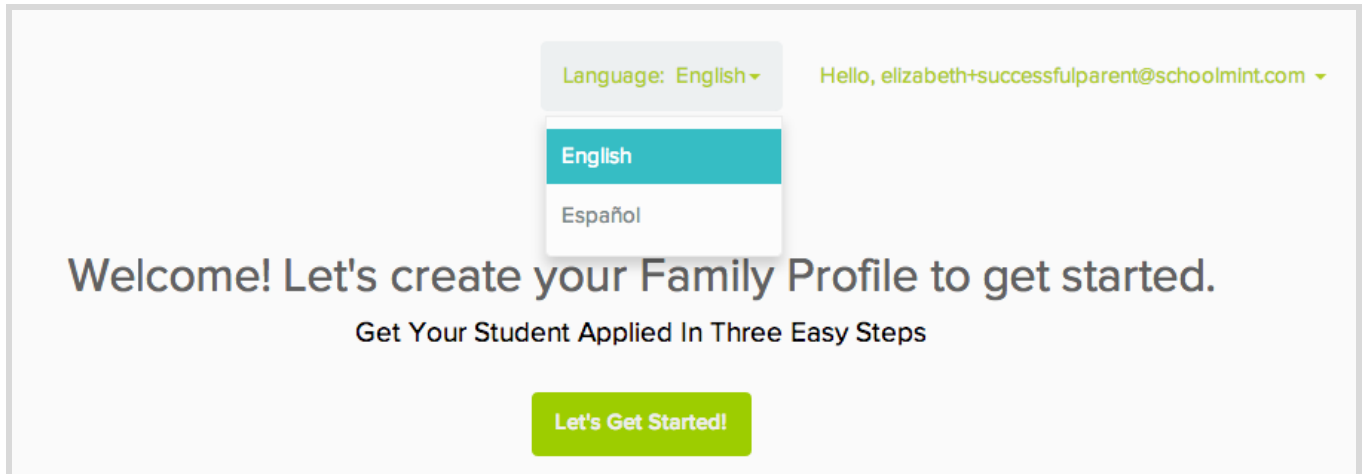
or

If you already have an account
Please Sign In.



Selecting Website Language

After signing up, you will be taken to the Welcome page. If you need to change your language or need to log out at any time, these options remain available at the top of your page. Your website language preferences will be saved for the next time you log in:



Creating a Family Profile

After signing in to the SchoolMint website for the school you're applying to, and selecting the Language you prefer for viewing the website, Click on the **Let's Get Start** button to begin. You will be asked to create a Family Profile as the first step in your application process. After completing your Family Profile, you can then begin applying to schools for the Students in your family.

Creating Parent/Guardian Profile(s)

To begin your Family Profile, you will first be directed to the [Add Parent/Guardian Information](#) page. This is where you will create the Parent/Guardian profile for each Parent, or Legal Guardian who may be contacted regarding the child.

You will be asked to fill in the Relationship to the Applicant, Title (Mr., Mrs., Ms.), Name, Address, Phone and Email. Any Parent information you already entered on the Sign Up page will be filled automatically for the first Parent/Guardian:

1 2 3

Add Parent/Guardian Information

* = Required

✓ Relationship to students *
Mother
Father
Step-father
Step-mother
Sibling
Aunt
Uncle
Brother
Cousin
Grandparent
Caretaker
Foster parent
Other

Salutation * First name * Last name *

Address (Street name) * Apartment, Unit, Suite Number

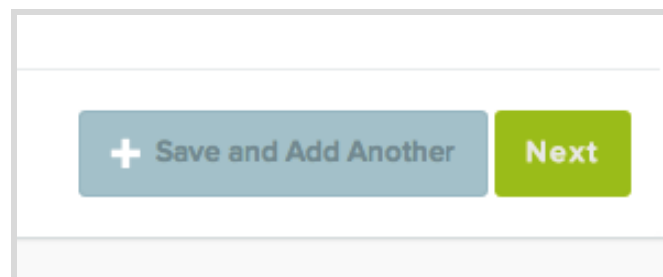
City * ZIP *

Mobile Phone Number * elizabeth+successfulparent@schoolmint

How did you hear about us ? *

Back + Save and Add Another Next

You can add one Parent/Guardian, two Parent/Guardians, or multiple if you need to include other adults legally charged with taking care of the child. You can click **Next** if you are finished, or you can enter another Parent/Guardian's information by clicking:



Creating Student Profile(s)

When you are finished adding the Parents' information, you will automatically be taken to a new page where you will be asked for the **Student's** information. You will be asked for the student's **Name, Birthdate, and Gender**.

You will see an option that asks if the Student lives with one or both of the account's guardians. Keep this option checked if the Student lives with any of the adults whose information you entered on the Parent/Guardian information page:

Student Information

Personal Information * = Required

First Name * Middle Name Last Name *

Birth Date * Month Day Year Gender * Female Male

Address Information

This Student Lives with one or both of the account's guardians:

1017 Middlefield Rd , Redwood City, California, 94063 Elizabeth Ballinger

474 Valencia St , San Francisco, California, 94103 Jo Johnson

780 Brannan St , San Francisco, California, 94103 Mary Ballinger

If you have entered multiple Parent/Guardians, you can select which Parent/Guardian the student lives with. This will be used as the Student's address in all of their applications:

Address Information

This Student Lives with one or both of the account's guardians:

1017 Middlefield Rd , Redwood City, California, 94063 Elizabeth Ballinger

474 Valencia St , San Francisco, California, 94103 Jo Johnson

780 Brannan St , San Francisco, California, 94103 Mary Ballinger

If the student does not live with any of their Parents/Guardians, you will need to enter this information manually:

Address Information

This Student Lives with one or both of the account's guardians:

Who does this student live with?

Or type in a separate address for this applicant:

Number, Street Name Cross Street, Unit Number, etc.

State City ZIP

Who does this student live with?

Select One

When you are finished entering the Student's information, click **Save** to save the Student's information in your Family Profile.

Multiple Students in Your Family

You can enter multiple Applicant Profiles within the same Family Account to represent all of the Students in your family who will be applying to schools through the School network/organization. To do this, go back to **Family Profile** and click **+ Add Applicant**

Application Dashboard **Family Profile**

Family Profile

Guardians + Add Guardian

Liz Dix (Mother)
Primary Contact

✉ elizabeth+propelparent@schoolmint.com
☎ 1234567890
📍 1234 Howard St., San Francisco, California, 94103

Applicants + Add Applicant

Brittany Dix

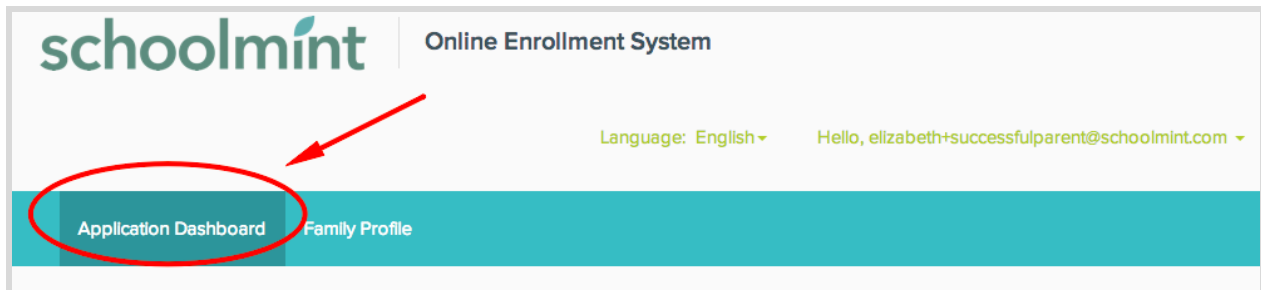
🏠 March 7th 2002 (12 years old.)
📍 1234 Howard St., San Francisco, California, 94103

daniella dix

🏠 October 10th 2010 (3 years old.)
📍 1234 Howard St., San Francisco, California, 94103

Creating an Application

Once you have created your Family Profile, you are ready to begin completing Application(s) for your student(s). If this is your first time on the site, you will be taken to the Application Dashboard page automatically. If you are re-visiting the site, you can create a new application by clicking [Application Dashboard](#) on your Main Menu at the top of the webpage:



Using Application Dashboard

On the [Application Dashboard](#), you will be asked to select **which Student** listed in your Family Profile is applying, what **School Year** they are applying for, and what **Grade** they will be entering at the start of the selected School Year:

Please select the school year you would like to apply to

2014-2015

Select Enrollment Year

Please click on your applicant's name

Brittany Dix
May 8th 00
307 63rd St, Oakland, California, 94618

Melissa Dix
Aug 10th 06
307 63rd St, Oakland, California, 94618

Select Student

+ Add Another Applicant

Please select the grade of the applicant you would like to apply to

Kindergarten	First Grade	Second Grade
Third Grade	Fourth Grade	Fifth Grade
Sixth Grade	Seventh Grade	Eighth Grade
Ninth Grade	Tenth Grade	Eleventh Grade
Twelfth Grade		

Cancel Next

Selecting Your Preferred Schools

After you hit **Next**, you will be taken to the **Choose Preferred Schools** page. This page will allow you to see all schools for the grade level of your Student within the network or organization whose website you are in.

You will see a map showing a **Green pin** for your address and **Blue pins** for the locations of all the schools within the network. Clicking on the **Blue Pins** you see on the map will turn the pins **Yellow** and light up the corresponding school in the list.

1 Student Information 2 Choose Preferred Schools 3 Fill out Application 4 Confirm Application

Please click on the school(s) you would like to apply to

Filter by school name

Bay Charter High School 📍 🍏 Ninth Grade - Twelfth Grade 📍 2301 Bancroft Way Berkeley, California 94704	Successful Middle School 📍 logn.co 🍏 Sixth Grade - Eighth Grade 📍 1690 Valencia St San Francisco, California 9410
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Back Cancel Next

You can select as many schools as you wish to apply to. Click **Next** when you are finished selecting schools, and you can proceed to filling out the Application for the schools you have selected.

Student General Information for Application

After you have chosen the school(s) to which you are applying, you will be taken to the start of the Application. The first section will ask general questions about your Student. These will include some of the questions in the Family Profile, but will go into further detail. Any information you've already entered in the Student Profile will be automatically populated into the Application.

New questions you will be asked are: **Current Grade** and **Current School**. Please be sure to enter the *Grade the child is currently in*, NOT the grade they are entering.

If the child's current school does not show on the drop-down list, you can select **Other**. If the child is pre-Kindergarten, you can select **Not Applicable**:

The screenshot shows the 'Student General Information' section of the application. At the top, there is a progress bar with four steps: 1. Student Information, 2. Choose Preferred Schools, 3. Fill out Application (current step), and 4. Confirm Application. Below the progress bar is a yellow banner with a welcome message. The form fields include: 'Brittany' (First Name), 'Middle Name', 'Dix' (Last Name), 'Current Grade' (dropdown menu, highlighted with a red box and an arrow), 'Tenth Grade' (dropdown menu), '307 63rd St' (Address), 'Oakland' (City), and 'California' (State). To the right of the 'Current School' dropdown, there is a list of schools, with 'OAKLAND ALTERNATIVE HIGH SCHOOL - TACO' highlighted in blue. A red arrow points to the 'Current School' dropdown, and the text 'Current School' is written in red above it.

Students with Siblings Attending or Graduated

You may be asked whether or not your student has a sibling who is attending a school within the organization.

If you answer 'Yes', to either question, please be sure to provide accurate information about the Name, Grade or Graduation Date, and School of the attending or graduated sibling:

Siblings

Does the student have a sibling currently attending a school within this organization? Yes No

Melissa Eleventh Grade

Sibling's Date of Birth

Month Day Year

- ✓ School Attending
- Bay Charter High School
- Successful College Prep
- Successful Elementary
- Successful Middle School

Reviewing Application Information and Submitting

Press **Next** to review all of the information on your application. Click **Go Back** to edit any information that needs to be changed:

1 Student Information 2 Choose Preferred Schools 3 Fill out Application 4 Confirm Application

Student General Information

Brittany Dix
March 7th 2002
Current Grade: Ninth Grade
Grade Applying to: Tenth Grade

Student Residence

Brittany Dix
1234 Howard St,
San Francisco, California 94103

Siblings

Attending Sibling:
Daniella
First Grade
Saturday, June 7th 2008
Propel Braddock Hills Elementary School

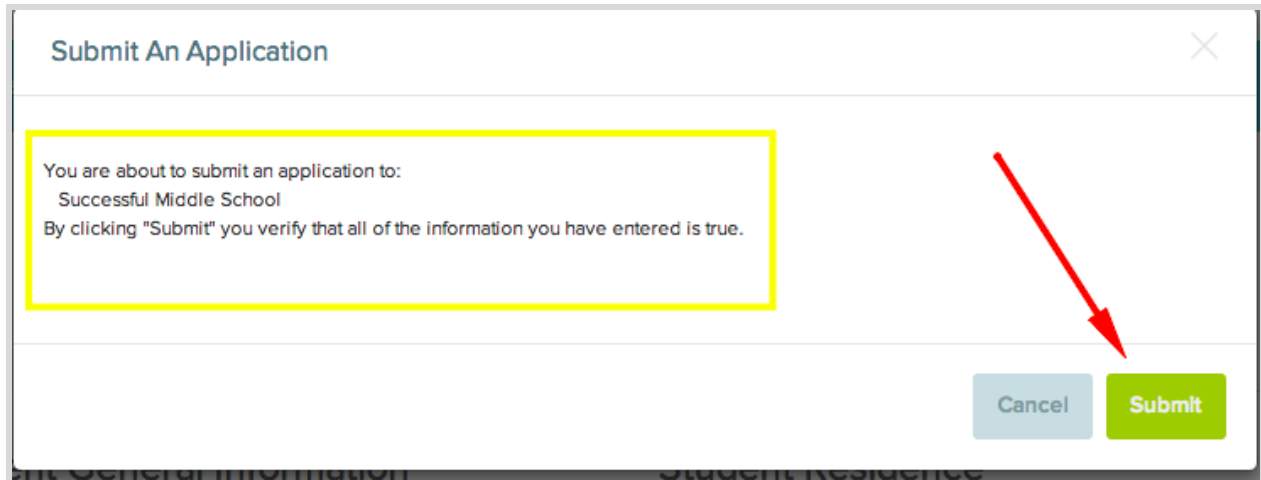
Application Information

Grade Applying To: Tenth Grade
Schools:
• Propel Andrew Street High School
School Year: 2015-2016

[Back](#) [Submit](#)

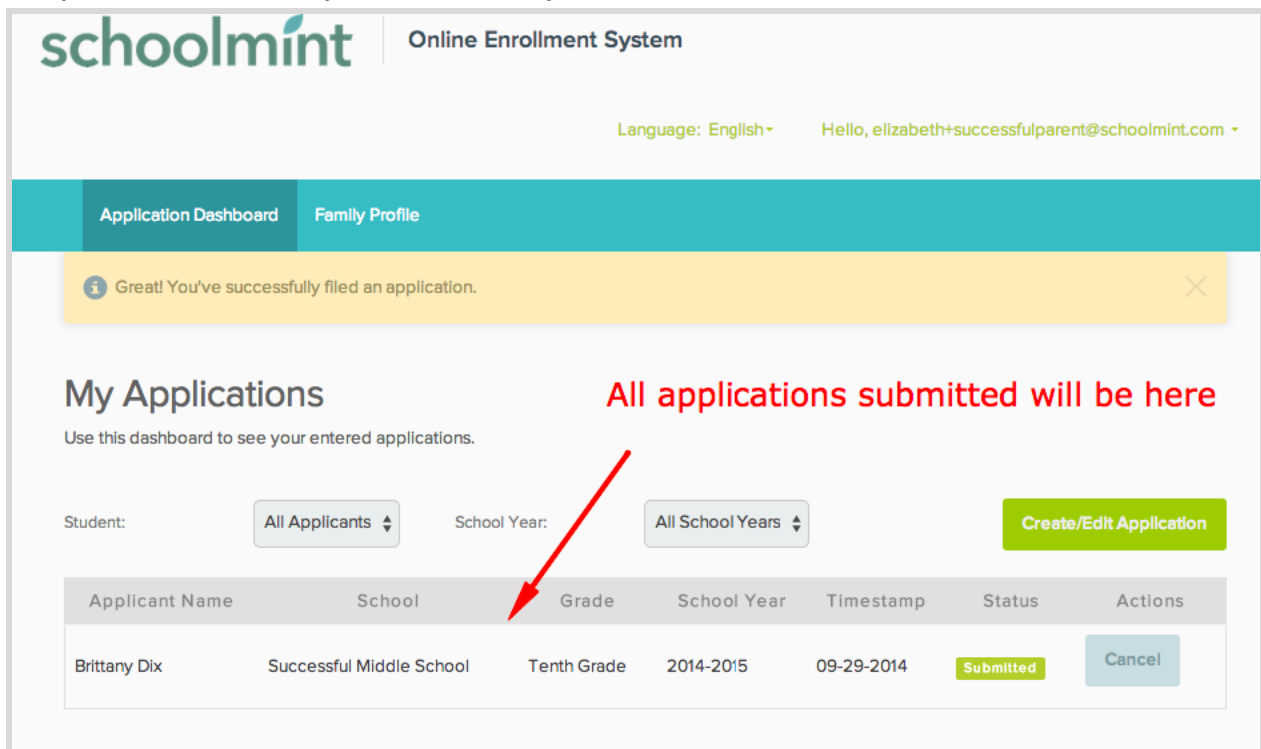
After you have reviewed it and edited if needed until everything looks correct, you can now press **Submit**.

A confirmation message will appear for you to confirm the school(s) you are applying to. Press **Cancel** to continue editing, or **Submit** to finalize the application's submission. By clicking **Submit**, you verify that all of the information you have written is true to the best of your knowledge:



The image shows a confirmation dialog box titled "Submit An Application". Inside the dialog, a yellow-bordered box contains the text: "You are about to submit an application to: Successful Middle School. By clicking 'Submit' you verify that all of the information you have entered is true." To the right of this box, a red arrow points towards the "Submit" button. At the bottom right of the dialog, there are two buttons: "Cancel" (light blue) and "Submit" (green).

After you click Submit, Your application will then appear on the **Application Dashboard**. You can view it any time, cancel it if your child is accepted into another school or for any other reason, and you can also check your status at any time:



The image shows the "Application Dashboard" in the SchoolMint Online Enrollment System. At the top, there is a navigation bar with "Application Dashboard" and "Family Profile" tabs. Below the navigation bar, there is a yellow notification banner that says "Great! You've successfully filed an application." The main content area is titled "My Applications" and includes a sub-header "Use this dashboard to see your entered applications." There are filters for "Student: All Applicants" and "School Year: All School Years", along with a "Create/Edit Application" button. A table lists the applications, with a red arrow pointing to the "Grade" column header. The table contains one application for Brittany Dix at Successful Middle School, Tenth Grade, for the 2014-2015 school year, submitted on 09-29-2014. The status is "Submitted" and there is a "Cancel" button in the Actions column.

All applications submitted will be here

Applicant Name	School	Grade	School Year	Timestamp	Status	Actions
Brittany Dix	Successful Middle School	Tenth Grade	2014-2015	09-29-2014	Submitted	Cancel

Thanks for applying using SchoolMint!