



Today's Scholars – Tomorrow's Global Visionaries

- d. Click **Re-Enroll**.
- e. You will then be automatically redirected to complete the Re-Enrollment forms.
- f. Verify the accuracy of the information presented on the screen and make any changes as necessary. Complete each page with the required information.

- g. At the bottom of each page to progress through the re-enrollment forms, click **Save and Continue**.
- h. You be redirected to complete the remaining forms re-enrollment forms for your child.
- i. Please click on each of the headers and review/update the information as needed.
- j. To submit your child's re-enrollment forms, click **Submit Forms**.

- k. Your child's re-enrollment forms are submitted. Congratulations!

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7. How do I inform you that my student is not returning?
 - a. To mark your student is **NOT RETURNING** click on the red button **Not Returning**.
 - i. You will be asked to confirm this decision and indicate the reason why the student is not returning.



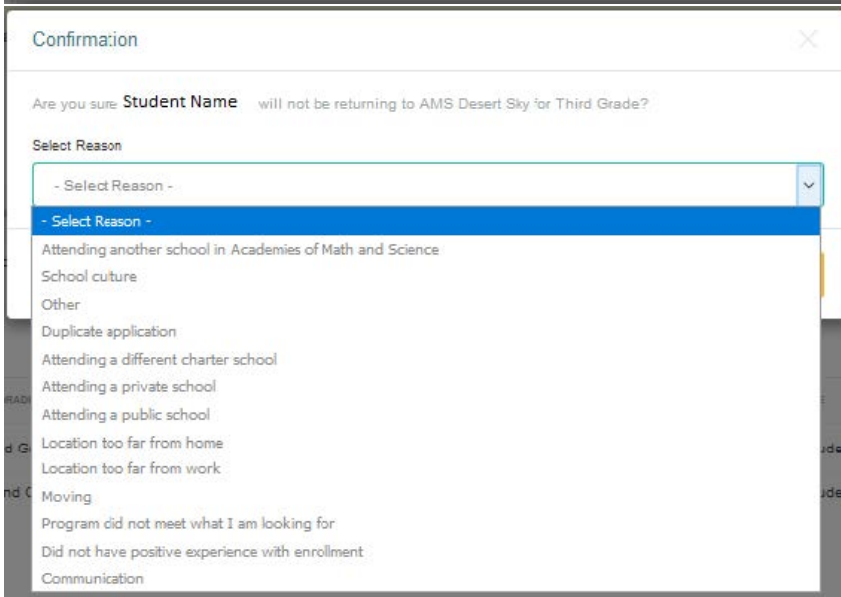
Confirmation

Are you sure **Student Name** will not be returning to AMS Desert Sky for Third Grade?

Select Reason

- Select Reason -

Cancel Yes, Not Returning



Confirmation

Are you sure **Student Name** will not be returning to AMS Desert Sky for Third Grade?

Select Reason

- Select Reason -
- Select Reason -
- Attending another school in Academies of Math and Science
- School culture
- Other
- Duplicate application
- Attending a different charter school
- Attending a private school
- Attending a public school
- Location too far from home
- Location too far from work
- Moving
- Program did not meet what I am looking for
- Did not have positive experience with enrollment
- Communication

- b. To confirm your response and indicate your child will not be returning next year, click the yellow button **Yes, Not Returning**.

8. What if my child is wishing to transfer to another campus?
 - a. You will want to indicate to your current campus that your child will not be returning the 2020-2021 School Year. (see how mark your student as **NOT RETURNING**).
 - b. On the **Home Screen**, click the green **Add/Edit New Student**.

Student Dashboard

Important and Active

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Student Name	AMS Desert Sky	Third Grade	2020-2021	01/09/2020	Returning Student	Unenrolled	Returning Not Returning

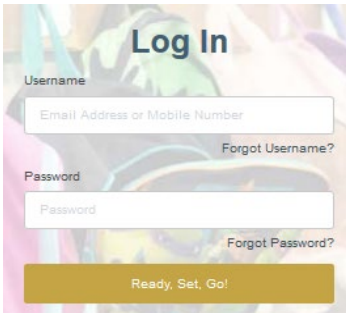
For your records

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
1 Student Name	AMS Desert Sky	Third Grade	2020-2021	12/10/2019	New Student	Registration Completed	Withdraw View PDF
1 Student Name	AMS Desert Sky	Second Grade	2020-2021	12/10/2019	New Student	Withdrawn	No Available Actions

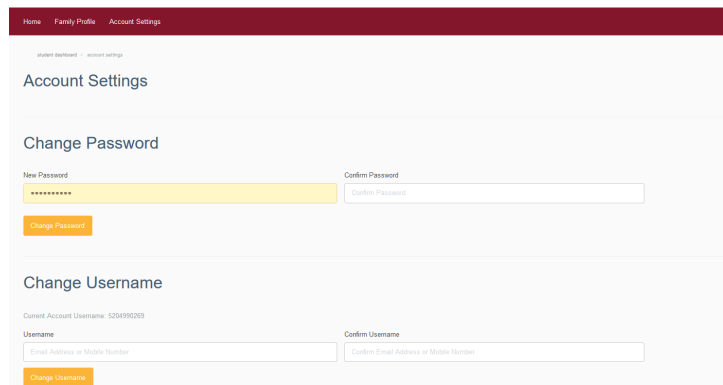
- c. Submit an enrollment application for your child.

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- d. Please make sure you indicate that your student is currently enrolled at the current campus for priority enrollment consideration.
9. What if my child is not listed? How do I proceed with their re-enrollment?
- Please contact the AMS campus your child is currently attending and speak with the Office Staff. We may have to do some additional research to verify if your student needs to be added to your account.
 - Parents cannot add additional returning students by clicking the green **Add Returning Student** button. Please contact your child's current AMS school directly for assistance.
10. How do I find out my username/password?
- Click **Forgot Username**.
 - Click **Forgot Password**.



- Contact Network Office at Enrollment@amsschools.org.
 - Contact your child's current AMS campus. The office contact information is located on the campus' main webpage.
11. How do I change my username/password?
- Log into your SchoolMint account.
 - Click on **Account Settings** located in the maroon navigation bar at the top of your screen.
 - To change/update your password, enter the new password in the **New Password** field.
 - Enter the new password again to confirm it in the **Confirm Password** field.
 - Click the yellow **Change Password** button to save your changes.
 - To change/update your username, enter the new username in the **Username** field.
 - Enter the new username again to confirm it in the **Confirm Username** field.
 - Click the yellow **Change Username** button to save your changes.





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12. What if I already have a SchoolMint account set up? I may have set one up in advance or have a student that I submitted an enrollment application for that is enrolling for the first time at AMS for the 2020-2021 School Year.
- If your account is already set up, log in using your pre-established login credentials instead of the default password indicated on the correspondence given to you by your campus' front office.
 - When you log in, your **Home** screen may look like the following screenshot:

Student Dashboard

Important and Active

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Student Name	AMS Desert Sky	Third Grade	2020-2021	01/03/2020	Returning Student	Undecided	Add Returning Student Add/Edit New Student Application

For your records

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
1 Student Name	AMS Desert Sky	Third Grade	2020-2021	12/10/2019	New Student	Registration Completed	Withdraw View PDF
1 Student Name	AMS Desert Sky	Second Grade	2020-2021	12/10/2019	New Student	Withdrawn	No Available Actions

- Please see the process for re-enrolling your returning student under **How do I re-enroll my child**.
 - If your student appears multiple times on the page similar to the above screenshot, please contact your local campus to discuss the next steps concerning the duplicate application/form for that student.
13. How do I upload documents to the re-enrollment and/or registration form?
- Look for the yellow button **Upload** throughout the forms. Clicking on it will allow you attach a document to the re-enrollment application.
 - Please note that the system will only accept PDF (.pdf), PNG (.png), GIF (.gif) or JPEG (.jpeg) files up to 20 MB.
 - If you have any issues accessing with uploading documents to your child's re-enrollment form, please contact your local campus' front office for assistance.
14. What if I logged out of my SchoolMint account prior to completing the re-enrollment forms for my child(ren)? How do I continue the completion of the re-enrollment forms and submit them?
- Log into your account using your login credentials.
 - You should be directed to the **Home** screen where it lists all your current and previous enrollment/registration records.
 - Scroll to the right and look for the **Actions** column.
 - Click the green **Continue** button.

Student Dashboard

Important and Active

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Student Name	AMS Desert Sky	Seventh Grade	2020-2021	01/03/2020	Returning Student	Not Started	Add Returning Student Add/Edit New Student Application

- Please click on each of the headers and review/update the information as needed.



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f. To submit your child's re-enrollment forms, click **Submit Forms**.

15. What if I do not have access to a computer, or ability to use my mobile phone to complete the re-enrollment forms? How can I get assistance with submitting these for each child?
- Please contact the campus your child(ren) currently attend. Each campus has staff on hand that can help you.