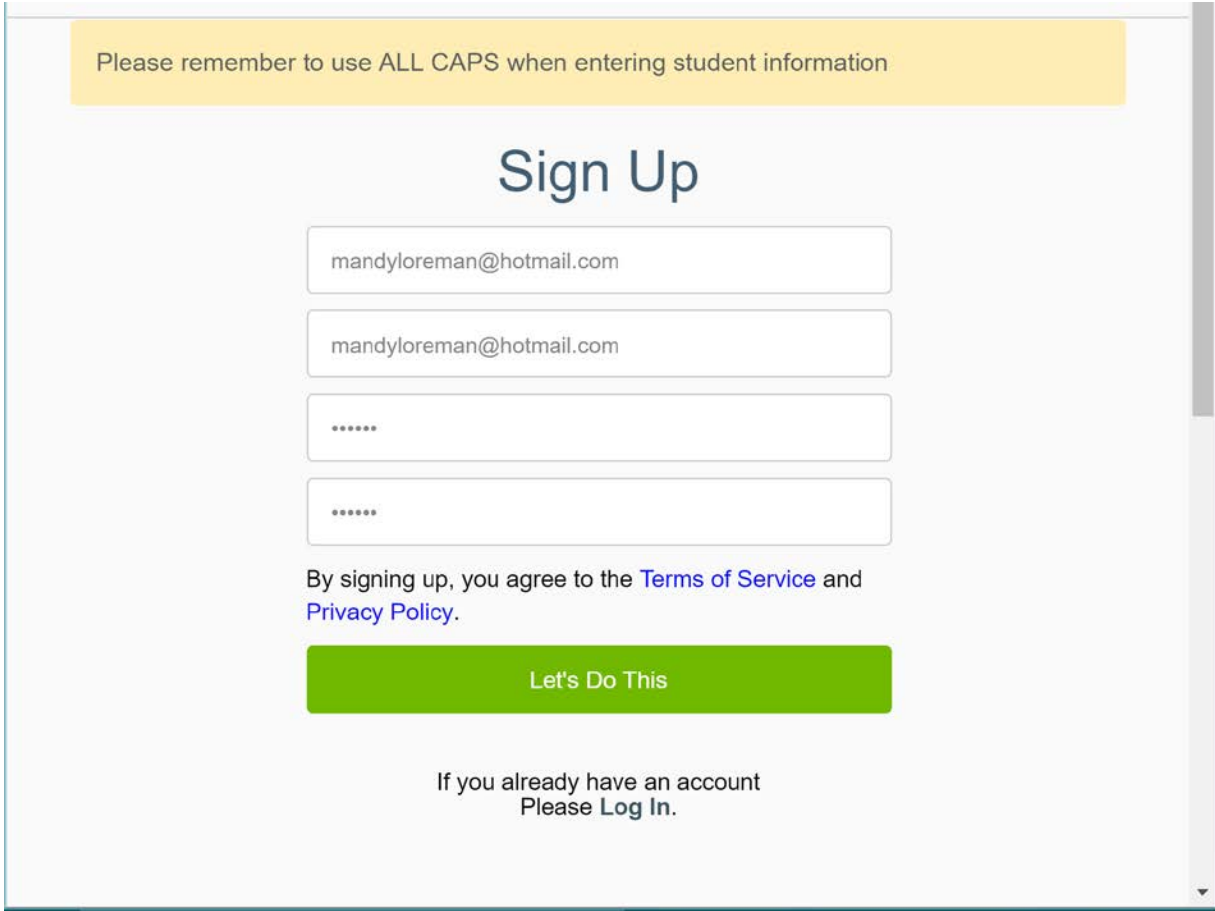


## New Student Enrollment

Go to <https://phenixcity.schoolmint.net/signup> on your computer, tablet, Chromebook, phone, etc.

**Create an account** using a phone number/email address (Please note, you will receive better quality of information if you use both)



Please remember to use ALL CAPS when entering student information

### Sign Up

mandylorem@hotmai.com

mandylorem@hotmai.com

.....

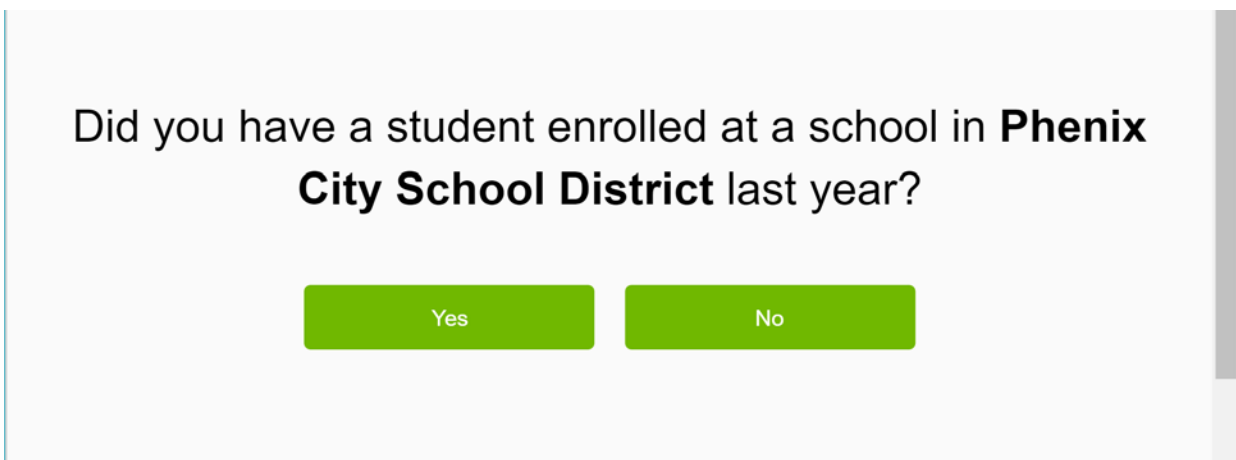
.....

By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#).

Let's Do This

If you already have an account  
Please [Log In](#).

Choose "NO" on the following screen



Did you have a student enrolled at a school in **Phenix City School District** last year?

Yes No

**Complete Parent/Guardian information.** (Please note – this information does NOT update to iNow. This is simply creating an account for registration. You do not have to include both guardians unless you wish to receive information from SchoolMint to both guardians' phone names/email addresses)

Press **Next**.

**Complete Student information, Press Next.**

The screenshot shows a registration form titled "Student Information" with a progress indicator at the top showing steps 1, 2, 3, and 4. Step 1, "Student Information", is the current step. The form includes the following sections:

- Student Information:** A dropdown menu for "Please select the school year you would like to apply to" with "2016-2017" selected.
- Student Selection:** A prompt "Please click on your student's name" with a list of students. "Abby Loreman" is selected, showing her birth date (April 9th 2009) and address (519 Fontaine ... Phenix City, AL...). There is also a button to "add another student".
- Current School:** A question "Is Abby Loreman currently enrolled at a school in Phenix City School District?" with radio buttons for "Yes" and "No" (selected). Below is a text input field for "What school is Abby Loreman currently enrolled in? (REQUIRED)" containing "West Smiths Station Elementary". A note says "Enter 'Other' if you don't see your school, or 'Not Applicable'".
- Current Grade:** A dropdown menu for "Current Grade" set to "First Grade".
- Grade Applying to:** A dropdown menu for "Grade Applying to" set to "Second Grade".

At the bottom right are "Cancel" and "Next" buttons. The footer says "Powered by SchoolMint".

Choose your student to be registered and fill out the remaining information on the next page.

Choose "NO" for Is student currently enrolled at a school in Phenix City School District?

Enter school information if known (ie East Smith Station Elementary, Russell County High, etc). Enter "Other" or "Not Applicable" for kindergarten.

Complete "Current Grade" and "Grade Applying to" and press Next

Please read the instructions and choose the school you are zoned for on the following page. You may go to <http://buslot08.pcboe.net/edulog2/webquery/> if you are unsure. If you are from out of district and applying for Transfer, please choose Phenix City Transfer School. Please note - if you do not choose Phenix City Transfer School and are a transfer student, you will be removed from the school you choose until your transfer is approved. You will slow the process down by failure to follow instructions accurately).

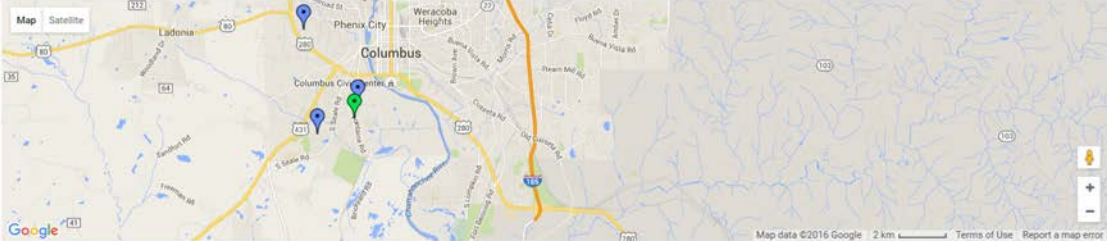
1 Student Information   2 Choose School   3 Confirm Information   4 Fill out Registration

Choose Preferred Schools

You must choose your neighborhood school from the choices below. If you are unsure of your neighborhood school, please click here (<http://buslot08.pcboe.net/edulog2/webquery/>) and enter your address.

**Magnet Requests.** If you wish to apply to a school other than the one you are zoned for, you must complete the registration paperwork at your home school and fill out a Magnet form. The Magnet Form will be turned in to the home school.

**Transfer Requests.** If you live out of district, please complete the [Transfer Request Form](#) and choose Transfer School as your school. You will receive notification when you have been approved and you will be able to complete your paperwork at that time.



Please select only one school:  
1 school(s) selected.

Select	School	Grades	Distance	Location	Website
<input type="radio"/>	Meadowlane Elementary School	K - 5	0.4 mi	<a href="#">See Map</a>	<a href="#">Website</a>
<input type="radio"/>	Ridgecrest Elementary School	K - 5	1 mi	<a href="#">See Map</a>	<a href="#">Website</a>
<input type="radio"/>	Westview Elementary School	PK - 5	2.5 mi	<a href="#">See Map</a>	<a href="#">Website</a>
<input type="radio"/>	Phenix City Elementary School	K - 5	3.4 mi	<a href="#">See Map</a>	<a href="#">Website</a>
<input type="radio"/>	Sherwood Elementary School	K - 5	3.9 mi	<a href="#">See Map</a>	<a href="#">Website</a>
<input checked="" type="radio"/>	Phenix City (Transfer School)	PK - 12	4.2 mi	<a href="#">See Map</a>	<a href="#">Website</a>
<input type="radio"/>	Lakewood Primary School	K - 2	5.6 mi	<a href="#">See Map</a>	<a href="#">Website</a>

Confirm the details and Continue

School Mint Online Enrollment System

Language: English mandyloreman@...

Application Grade Level: Second Grade  
School: Phenix City (Transfer School)

Please click on each section below and fill in all requested and required registration information.

Your school may require some forms to be printed and submitted to the school's office. After you submit your forms, a link for the PDF version of your forms will be available for printing on the Student Dashboard.

\* = Required

- Application for Student Enrollment
- Employment Survey
- Health Assessment Record
- Ethnicity and Race
- Home Language Survey
- Internet Acceptable Use Policy & Media Release Permission Form Grades K-5
- Student Residency Questionnaire
- 2016-17 Transportation Information

Save and Continue Later Submit Forms

Powered by SchoolMint

You must **complete each section** of the enrollment/registration packet. **Please SAVE between each section.**

There are places to upload proof of residence, social security card, etc . You may upload these with a scanner or on your cell phone/other handheld device.

You may Save and Continue and complete the process over time. Please be sure to keep up with school/system deadlines.

Once you have completed your entire packet, you may **SUBMIT FORMS**. Please note - once you have submitted the forms, they are not able to be revised unless you contact the school. If you change phone numbers/addresses during the year, you must also change them in iNow.

**Student Dashboard**

At this point, you may return to the “Student Dashboard” by clicking on your account in the upper right corner.

The screenshot shows the 'Student Dashboard' for Phenix City School District. At the top, there is a header with the 'School Mint' logo, 'Online Enrollment System', a language dropdown set to 'English', and a user account dropdown for 'mandylorem@...'. A yellow banner below the header contains a reminder: 'Please remember to update the school of any information changes such as address, phone number, and email address. Updating your information in SchoolMint does not update it in iNow.' The main dashboard area features a dropdown menu for 'Phenix City School District' and two green buttons: 'Add Returning Student' and 'Create/Edit New Student'. Below these is a table titled 'Important and Active' with columns: NAME, SCHOOL, GRADE, SCHOOL YEAR, LAST UPDATED, TYPE, STATUS, and ACTIONS. One student record is shown for 'Abby Loreman' at 'Phenix City (Transfer School)', 'Second Grade', '2016-2017', last updated '05/30/2016', with a status of 'New Student' and 'Registration in Progress'. The 'ACTIONS' column for this student has 'Register' and 'Withdraw' buttons. Below the table is a section 'For your records' with an identical table structure, but it contains the text 'No records'.

You may add a returning student (with an *access code*) or a new student from this screen.

You may also go to

- **Account Settings**
  - Change Password
  - Change Username
  - Contact Preference
- **Family Profile**
  - Add Guardian
  - Add Student