

Dear Phenix City Schools Family,

We're excited to have your child join us for the 2016-17 school year at Phenix City Schools!

We're pleased to announce that this year we are rolling out a new online registration system called SchoolMint. SchoolMint makes parent-school communication easier than ever. Starting this year, re-enrollment and registration paperwork will be done online. You can use your smartphone or tablet with the SchoolMint mobile app or your computer to complete all the necessary forms.

A few important items:

- Please fill out all student information in ALL CAPS.
- You must choose the school you are zoned for while filling out your paperwork. Magnet forms will be available at the neighborhood schools to be filled out and submitted.
- If you live outside the city limits of Phenix City, choose *Phenix City Transfer School* for your child's school. You will then submit a Transfer Request Form. Choosing a school you are not zoned for will lengthen the registration process.

Registration Instructions

If you are registering a brand new student please follow these instructions.

- Click on Sign Up to create a new account by going to phenixcity.schoolmint.net/signup
- Use an email address or phone number and enter a password
- You will see a screen asking "Did you have a student enrolled in Phenix City School District last year?" Choose **NO**
- Proceed to set up your family profile and then complete your registration paperwork.
- Fill out all paperwork and submit. You may "Save and Continue Later," but all paperwork should be submitted by the final submission date.

If you encounter a technical issue, please contact SchoolMint support at support@schoolmint.com. All other questions may be directed to your school office or by emailing registration@pcboe.net.

Sincerely,
Joe Blevins
Director of Student Services