School:

Student Name:

Class:

Dear Phenix City Schools Family,

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 and submit all the necessary forms required by the district.

Re-Enrollment Instructions

Since your child was a student in Phenix City Schools in 2015-2016, part of the work has already been done for you! Your individual access code is _____. Beginning June 1, you may create an account and use this Access Code to complete Re-Enrollment paperwork.

- Sign up to create a new account by going to phenixcity.schoolmint.net/signup
- Use an email address or phone number as your log in and create a password
- You will see a screen asking "Did you have a student enrolled in Phenix City School District last year?" Choose **YES**
- Enter your access code and press Continue
- Fill out all paperwork and submit. We **HIGHLY** recommend saving between each section. You may "Save and Continue Later," but all paperwork must be submitted by 4:00 PM on July 11.
- After July 11, you will receive a Registration "Fast Pass" from SchoolMint by email or text. Using this Fast Pass July 13-14, you will bypass the long lines at Registration.

If you have already created an account (when you registered your Kindergartener), simply "Add Returning Student" on your Family Profile within SchoolMint using the Access Code. You will be able to complete paperwork beginning June 1.

If you encounter a technical issue, please contact SchoolMint support at support@schoolmint.com. If you lose your Access Code before June 1st, the school your child will enter for 2016-2017 will be able to pull it for you. Please direct all questions to the school office or by emailing registration@pcboe.net .

Sincerely,
Joe Blevins
Director of Student Services