SchoolMint: Parent Application-to-Registration Process

The following steps outline the process parents and guardians should follow to apply for enrollment at Ignite Community Schools through SchoolMint, from creating an account to starting the application process.

Phase 1: Create an Account and Apply

1. Access SchoolMint

- Visit the SchoolMint enrollment portal provided by Ignite Community Schools.
- Select the option to begin a new application.

2. Create a Parent/Guardian Account

- Enter the parent or guardian's name.
- Provide an active email address and/or mobile phone number.
- Create login credentials and verify the account if prompted.

3. Add Student Information

- Enter the student's legal first and last name.
- Provide the student's date of birth and requested grade level.
- Complete any additional required student information.

4. Complete the Application

- Enter parent/guardian contact information.
- Provide the student's residential address.
- Answer all required application questions.
- Review the information for accuracy.

5. Select the School/Campus

- Select the desired Ignite Community Schools campus.
- Confirm the grade level and school year for which the student is applying.

6. Submit the Application

- Submit the completed application through SchoolMint.
- You will receive a submission confirmation email/text.
- Monitor email, text messages, or the SchoolMint dashboard for updates.

Phase 2: Application Review and Acceptance

7. School Reviews the Application

- Campus enrollment personnel review the submitted application.
- The family may be contacted if information is missing or clarification is needed.

8. Receive a Seat Offer

- Parents receive notification when a seat is offered, subject to availability and the school's enrollment procedures.
- If applicable, the student may be placed on a waitlist until a seat becomes available.

9. Accept the Seat Offer

- Log back into SchoolMint.
- Review the seat offer.
- Accept the seat offer within 48 hours of notification
- Complete the acceptance process by the stated deadline.

Phase 3: Complete Registration

10. Begin the Registration Forms

- Return to the SchoolMint parent dashboard.
- Locate the student's registration forms.
- Select the option to begin or continue registration.

11. Complete Required Registration Forms

- Student demographic information.
- Parent/guardian and household information.
- Emergency contacts.
- Medical and health information.
- Previous school information.
- Required acknowledgments and consent forms.

12. Upload Required Documents

- Student birth certificate or acceptable age verification.
- Parent/guardian identification, as applicable.
- Proof of residency.
- Student immunization records or appropriate exemption documentation.
- Previous school records, when applicable.
- Any additional documentation requested by the campus.

13. Review and Submit Registration

- Ensure all required fields are completed.
- Verify uploaded documents.
- Complete electronic signatures.
- Submit the registration forms

Phase 4: Registration Verification and Completion

14. Campus Reviews Registration

- The campus registrar or enrollment team verifies submitted forms and documents.
- Parents are notified of missing or incomplete items.

15. Resolve Outstanding Registration Items

- Once the initial submission is complete, parents will no longer be able to edit information or upload additional documents. If corrections or additional documentation are needed, parents must contact their campus directly for assistance with updating information and uploading the necessary documents.

16. Receive Registration Confirmation

- The campus confirms that all registration requirements have been satisfied.
- Parents receive next-step information regarding orientation, school supplies, uniforms, schedules, and the first day of school.

Important: Submitting an application is the first step to get started at one of our campuses. Once a seat is available, a seat offer will be sent. Families must complete the required registration steps, and the campus must verify the submitted information.