



2018-19 ENROLLMENT INSTRUCTIONS

Dear Prospective Family,

Included in this letter is the information you will need to complete an enrollment application for the 2018-19 school year. Open enrollment for new students begins on March 1, 2018.

To begin the enrollment application process:

- 1) Start gathering together the documents you will need to have on hand to complete your application (see checklist on back of this letter)
- 2) **Download the SchoolMint App to your smartphone, or using the Google Chrome browser on your computer go to <https://accelschools.schoolmint.net/signup>**
- 3) Create an account using the primary parent/guardian's email address or mobile phone number as your username. You will be prompted to create a minimum 6 character password of your choice
- 4) Follow the prompts to create your Family Profile and begin working through the registration forms. If you run out of time, you will have the opportunity to save your progress as you go
- 5) You may return to your Family Profile and/or Registration packet any time by visiting accelschools.schoolmint.net

Your registration packet will be received by our school once you formally submit it by pressing the SUBMIT button. If you need assistance with finishing your application or uploading the required documents, you may do so by dropping by our school office hours or scheduling an appointment.

Additionally, should you require any assistance while using SchoolMint, SchoolMint representatives fluent in English and Spanish may be reached via email at support@schoolmint.com or by phone at 1.855.957.3535 – PRESS 1 for Family Support. You may also check out the Family Support Center which is accessible from the SchoolMint website: <https://schoolmint6.zendesk.com/hc/en-us/categories/201674143-Families>.

Thank you again for choosing West Park Academy and allowing us to serve your family.

Sincerely,
Elizabeth Caraballo
Office Manager
(216) 251.5450



CHECKLIST OF REQUIRED ENROLLMENT DOCUMENTS

Throughout the online registration process you will be prompted to upload four documents that are required for enrollment. Depending on your answers throughout the application, you may be asked to upload additional documents. See below for details.

Options for uploading documents:

- Scanner
- Smartphone Camera
- Bring or mail hardcopies to the school office for assistance

Required for All Students:

- Enrollment Packet Forms (11 Pages)
- Copy of child's birth certificate
- Copy of child's immunization records or exemption waiver
- Copy of primary parent's photo ID
- Copy of proof of residency (see below for accepted docs)

Required Only If Applicable:

- Transportation Application
- Legal Custody Papers
- Individual Education Plan (IEP) or other learning plan such as Evaluation Team Report (ETR) or 504 Plan
- Behavior Intervention Plan (BIP)
- Medical Authorization Forms (available at school office)

ACCEPTABLE FORMS OF PROOF OF RESIDENCY

1) When the student lives with the legal guardian and the proof of residency documentation is in the legal guardian's name:

Dated within 90 days of submitting the enrollment application:

- Utility Bill (electric, gas, water, or sewer); Resident name and property address must appear on the bill
- Pay Stub; Resident name and address must appear on the stub
- Mortgage Statement; Resident name and property address must appear on the statement
- Rent Receipt; must be dated and include names and signatures of the lessee and the lessor

Other:

- Lease or Rental Agreement that specifies start and end date of the agreement; must be dated and include names and signatures of the lessee and the lessor
- Original Mortgage/Closing Paperwork such as the Housing & Urban Development (HUD) Statement; Resident name and property address must appear on the statement
- Property Tax Bill; must be dated and include resident name and property address
- Voter Registration Card
- Bank Statement
- County or County Court Documents (Jobs & Family Services Department or Child Support)

2) When the dependent student (younger than 18) lives in a residence other than with the legal guardian, OR When the dependent student (younger than 18) and legal guardian reside with a friend or relative, OR When the independent student (age 18+) resides with a friend or relative:

Two documents are required:

- An *Affidavit of Residency Form* must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the enrollment application being submitted, and the original, hardcopy form must be submitted to the school office.
- Proof of Residence in the Lessor/Property Owner's name—see the *Affidavit of Residency Form* for details.

You may obtain an *Affidavit of Residency Form* template from the school office or download one from the Admissions page on the school website.

Looking for a Notary Public? Ask our school office manager—many of our office managers are also notary publics.

