

New Student Enrollment

Parent/Guardian Instructions

- Parents may use a PC or a mobile device and browse to the following address:

<https://shelbyed.schoolmint.net>

Part I

- From the initial screen, click on “Sign Up”.

- Create an account:
 - Enter either an email address or a cell number which will be used from this point forward as the Username.
 - Enter a password. The password must be at least six characters long
 - Click on the green bar “Let’s Do This”
 - Be sure to keep track of your username and password because this is how you will access the program from now on.

Sign Up

123@example.com

123@example.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.

- Select “No” on the following screen.

Did the student you are enrolling attend a school in **Shelby County School District** last year?

Yes

No

- Complete the Guardian Information for Guardian/Contact 1. If you have an additional guardian to add, click on the “Add Another Guardian” button at the bottom of the screen.
- Click Next

Add Parent/Guardian Information * = Required

Relationship to students *	First name *	Last name *
Mother	Phyllis	Greene
Home Address *	Apartment, Unit, Suite Number	
123 Main	Apartment, Unit, Suite Number	
City *	State/Province/Region *	ZIP/Postal Code *
Sterrett	AL	35147
Mobile Phone Number †	Home Phone Number	Work Phone Number
(205) 555-5555	(205) 555-5556	(205) 555-5557
Email	Contact Preference *	
456@example.com	Email Only	

† Message and data rates may apply based on your wireless carrier's rate plan.

Back + Add Another Guardian Next

- Complete the student information. If you wish to add an additional **NEW** student to Shelby County Schools, you can click the Add Another Student button in the bottom right corner.

Student Information * = Required

Personal Information

First Name *	Middle Name	Last Name *
Jasmine	Princess	Greene
Birth Date *	Gender	
June 4 2012	Female	

Address Information

This student lives with one or both of the account's guardians:

123 Main, Sterrett, AL, 35147 Phyllis Greene

Back + Add Another Student Next

- Select your student and enter the grade information.

Please select the school year you would like to apply to

2017-2018

Please click on your student's name

Jasmine Princess Greene

June 4th 2012

123 Main
Sterrett, AL 35147

Add another student

Current Grade

Pre Kindergarten


Grade Applying to

Kindergarten

- Select Shelby County District Enrollment School and click on Next.

Choose Preferred Schools

All students initially apply to Shelby County District Enrollment. You are not enrolled in your school until you bring the required documents to the school your student will be attending. If you are unsure which school your student is zoned for, please contact the Shelby County Transportation Department at 205-882-7130.



Please select only one school:

1 school(s) selected.

Select	School	Grades	Distance	Location	Website
<input checked="" type="checkbox"/>	Shelby County District Enrollment	K - 12	6029 mi	See Map	Website

Back
Cancel
Next

- Complete the Application Packet for Enrollment
- Click Next when completed. Any required fields that were left blank will be highlighted red and will need to be completed.

The screenshot shows a web form titled "Fill Out Application for Jasmine Princess Greene". A yellow banner at the top states "This application is for: Shelby County District Enrollment." The form is divided into sections: "Basic Information" (expanded), "Student General Information", and "Student Residence".

Student General Information:

- First Name: Jasmine
- Last Name: Princess
- Other: Greene
- Other field description: Enter "Other" if you don't see your school, or "Not Applicable"

Student Residence:

- Address: 123 Main
- City: Slerrett
- State: AL
- Apartment, Unit, Suite Number: 35147

At the bottom, it says "ALABAMA APPLICATION FOR STUDENT ENROLLMENT" and "Must be completed by Parent/Legal Guardian". There is also a "Today's Date" field with dropdowns for Month, Day, and Year.

- You will have an opportunity to review and confirm your information before clicking on the "Submit" button. Once your application has successfully been submitted, please log out of SchoolMint.

Part II:

You have now applied to Shelby County District Enrollment. To complete the enrollment process you must physically appear at the school and present the required enrollment documents. If you are unsure which school you are zoned for, please contact the transportation department at 682-7130. Upon approval by the local school, your application packet will be moved into the school and you will be required to complete the online registration packet.

Part III:

Once the school has informed you that your student has been moved into their school, you should log back in and complete the registration packet.

- Go to the same URL:
<https://shelbyed.schoolmint.net>
- Log back into SchoolMint using the Username and Password you created when you registered.
- Once you are logged back in, you will see your student dashboard. Click on the "Register" button.

Student Dashboard

Important and Active

+ Add Returning Student

+ Add/Edit New Student Application

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Jasmine Greene	Vincent Elementary	Kindergarten	2017-2018	02/14/2017	New Student	● Accepted	Register Withdraw

- You will be presented with a series of forms to complete. Click on the down arrow at the end of the form name to expand the form to complete each one. If you need to stop in the middle of the process, you may click on the “Save and Continue Later” button, log out and come back later to pick back up where you left off.
- Once you have completed all the forms, click on the “Submit Forms” button. Any required items not completed will appear in Red.

* = Required

Textbooks

Student Checkout Information (Lunch option)

Student Residence

Registration Information

Acknowledgement Concerning Use of Student Lockers

Student War Against Temptation Enlistment (SWAT Team)

Pre-School Participation

[Cancel](#) [Save and Continue Later](#) [Submit Forms](#)

- Once the forms are submitted, you will be returned to the Student Dashboard and the status will show as Registration Completed. You may view and print your PDF copy of completed forms. This process must be completed for each new student you are enrolling. From the student dashboard screen, you may also make changes to your Family Profile or Account Settings if needed.

Home Family Profile Account Settings

Student Dashboard

Important and Active

+ Add Returning Student + Add/Edit New Student Application

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Jasmine Greene	Vincent Elementary	Kindergarten	2017-2018	02/14/2017	New Student	● Registration Completed	Withdraw View PDF

For your records

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Jasmine Greene	Vincent Elementary	Kindergarten	2017-2018	02/14/2017	New Student	● Registration Completed	Withdraw View PDF