

New Student Enrollment

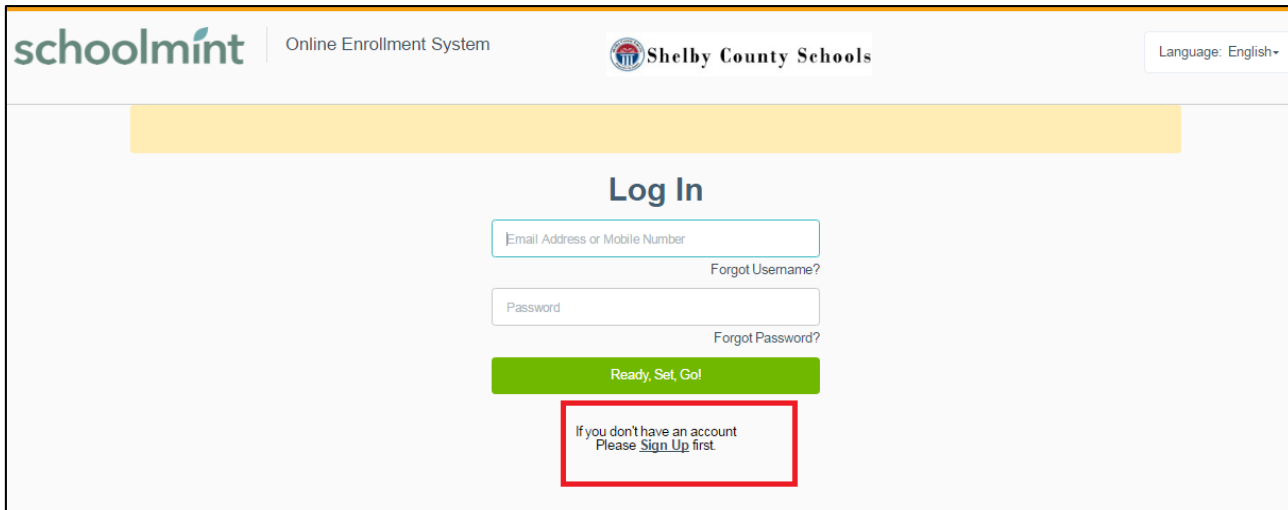
Parent/Guardian Instructions

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

<https://Shelbyed.schoolmint.net>

Part I

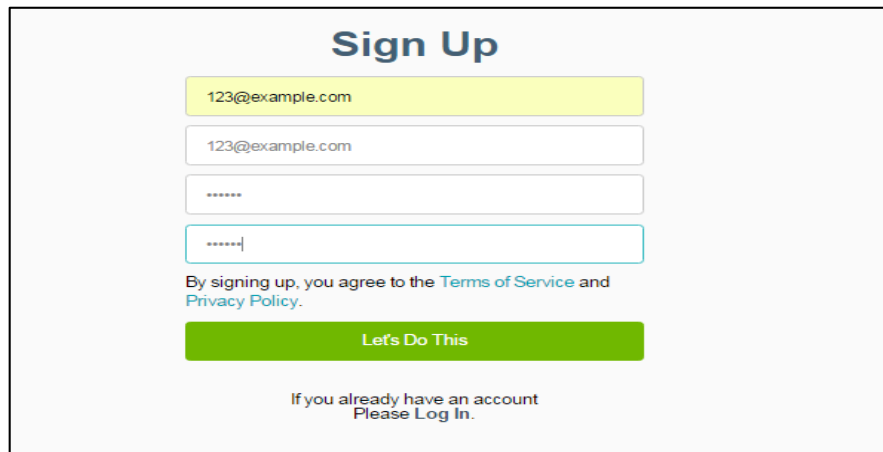
1. From the initial screen, click on “Sign Up”.



The screenshot shows the 'Log In' page of the Schoolmint Online Enrollment System. The page header includes the 'schoolmint' logo, 'Online Enrollment System', the 'Shelby County Schools' logo, and a language dropdown set to 'English'. The main content area features a 'Log In' heading, two input fields for 'Email Address or Mobile Number' and 'Password', and links for 'Forgot Username?' and 'Forgot Password?'. A green button labeled 'Ready, Set, Go!' is positioned below the input fields. A red box highlights a message at the bottom: 'If you don't have an account Please Sign Up first.'

2. Create an account:

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



The screenshot shows the 'Sign Up' page of the Schoolmint Online Enrollment System. The page features a 'Sign Up' heading, a yellow highlighted input field for the username (containing '123@example.com'), and two input fields for the password (both containing '123@example.com'). Below the password fields is a green button labeled 'Let's Do This'. A message at the bottom reads: 'By signing up, you agree to the Terms of Service and Privacy Policy.' and 'If you already have an account Please Log In.'

3. 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.

Add Parent/Guardian Information * = Required

Relationship to students *
Mother

First name *
Phyllis

Last name *
Greene

Home Address *
123 Main

Apartment, Unit, Suite Number
Apartment, Unit, Suite Number

City *
Sterrett

State/Province/Region *
AL

ZIP/Postal Code *
35147

Mobile Phone Number †
(205) 555-5555

Home Phone Number
(205) 555-5556

Work Phone Number
(205) 555-5557

Email
456@example.com

Contact Preference *
Email Only

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

Back + Add Another Guardian Next

4. Click Next
5. 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 *
Jasmine

Middle Name
Princess

Last Name *
Greene

Birth Date *
June 4 2012

Gender
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

6. Select the appropriate school year.

Select 2017-2018 to enroll a student in Shelby County Schools if attending school prior to May 24, 2018. x

Select 2018-2019 to enroll a student who will be attending Shelby County Schools beginning August 7, 2018.

Only use the "Add another student" option if your student did not attend a Shelby County School during the prior school year.

Please select the school year you would like to apply to

2017-2018 2018-2019

7. Select your student and enter the grade information.

Jasmine Princess
Greene

June 4th 2013
 601 1st St North
Alabaster, AL 35007

[+ Add another student](#)

Current School

Is Jasmine Greene currently enrolled at a school in Shelby County School District ?

Yes No


Current Grade **Grade Applying to**

Pre Kindergarten Kindergarten

8. 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 205-682-7130. x



Please select only one school:
1 school(s) selected.

Filter by School Name

Select	School	Grades	Distance	Location	Website
<input checked="" type="checkbox"/>	Shelby County District Enrollment	K-12	6225 mi	See Map	Website

[Back](#) [Cancel](#) [Next](#)

9. Complete the Application Packet for Enrollment

10. Click Next when completed. Any required fields that were left blank will be highlighted orange 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." Below this is a teal header for "Basic Information". The form is divided into two sections: "Student General Information" and "Student Residence".

Student General Information:

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

Student Residence:

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

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

11. 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.

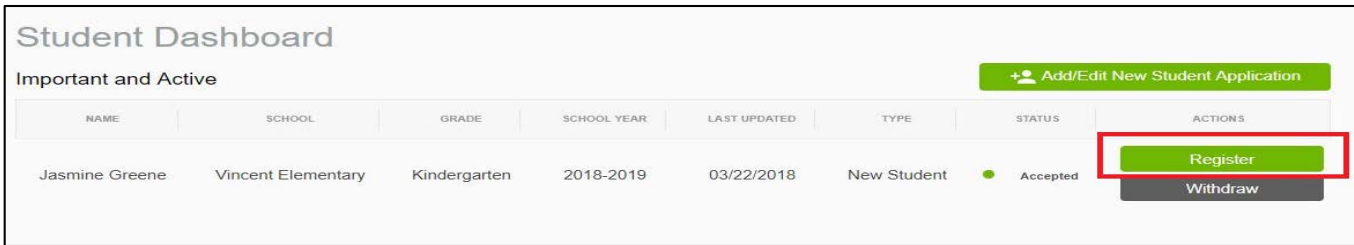
Part III:

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.

12. Go to the same URL:
<https://Shelbyed.schoolmint.net>

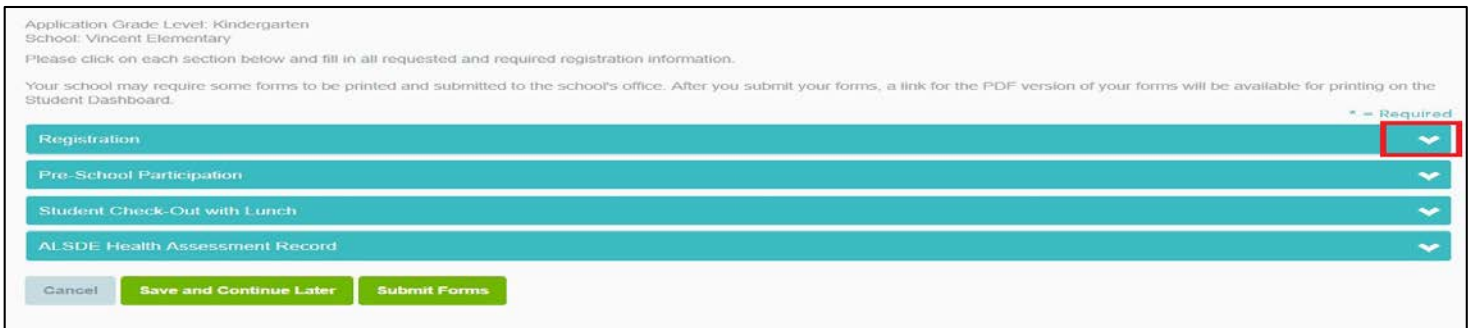
13. Log back into SchoolMint using the Username and Password you created when you registered.

14. Once you are logged back in, you will see your student dashboard. Click on the “Register” button.



15. 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.

16. Once you have completed all the forms, click on the “Submit Forms” button. Any required items not completed will appear in orange.



17. 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.

