What is SchoolMint?
Congratulations on deciding to apply to enroll your child in a new school! SchoolMint is an online enrollment system for K-12 schools and parents to use. The instructions provided in this guide will help you to apply for schools that are using SchoolMint as their application service. If you have any questions about this application, please contact the school(s) to which you are applying and they will be happy to assist you.

Accessing SchoolMint Website
To begin your application, please go to the website given to you by the school or organization to which you are applying.

For Propel schools, the website address is: https://prod.schoolmint.net/signup/propel

Signing Up
In order to proceed with your application, you will first need to Create an Account by Signing Up. To sign up, you will need to enter either your Email or your Telephone. This will function as your Username. You will also want to create a password. You will be asked to confirm the password by entering it twice:
Signing In to Continue an Existing Application

If you have already begun an application previously, you can continue your application by skipping the Sign Up and click on the Sign In option below:
Selecting Website Language
After signing up, you will be taken to the Welcome page. If you need to change your language or need to log out at any time, these options remain available at the top of your page. Your website language preferences will be saved for the next time you log in:

Creating a Family Profile
After signing in to the SchoolMint website for the school you’re applying to, and selecting the Language you prefer for viewing the website, Click on the Let’s Get Started button to begin. You will be asked to create a Family Profile as the first step in your application process. After completing your Family Profile, you can then begin applying to schools for the Students in your family.

Creating Parent/Guardian Profile(s)
To begin your Family Profile, you will first be directed to the Add Parent/Guardian Information page. This is where you will create the Parent/Guardian profile for each Parent, or Legal Guardian who may be contacted regarding the child.

You will be asked to fill in the Relationship to the Applicant, Title (Mr., Mrs., Ms.,), Name, Address, Phone and Email. Any Parent information you already entered on the Sign Up page will be filled automatically for the first Parent/Guardian:
You can add one Parent/Guardian, two Parent/Guardians, or multiple if you need to include other adults legally charged with taking care of the child. You can click Next if you are finished, or you can enter another Parent/Guardian’s information by clicking: 

Creating Student Profile(s)
When you are finished adding the Parents’ information, you will automatically be taken to a new page where you will be asked for the Student’s information. You will be asked for the student’s Name, Birthdate, and Gender.
You will see an option that asks if the Student lives with one or both of the account’s guardians. Keep this option checked if the Student lives with any of the adults whose information you entered on the Parent/Guardian information page:

If you have entered multiple Parent/Guardians, you can select which Parent/Guardian the student lives with. This will be used as the Student’s address in all of their applications:
If the student does not live with any of their Parents/Guardians, you will need to enter this information manually:

When you are finished entering the Student’s information, click **Save** to save the Student’s information in your Family Profile.

**Multiple Students in Your Family**

You can enter multiple Applicant Profiles within the same Family Account to represent all of the Students in your family who will be applying to schools through the School network/organization. To do this, go back to **Family Profile** and click **Add Applicant**.
Creating an Application
Once you have created your Family Profile, you are ready to begin completing Application(s) for your student(s). If this is your first time on the site, you will be taken to the Application Dashboard page automatically. If you are re-visiting the site, you can create a new application by clicking Application Dashboard on your Main Menu at the top of the webpage:

Using Application Dashboard
On the Application Dashboard, you will be asked to select which Student listed in your Family Profile is applying, what School Year they are applying for, and what Grade they will be entering at the start of the selected School Year:
Selecting Your Preferred Schools

After you hit **Next**, you will be taken to the Choose Preferred Schools page. This page will allow you to see all schools for the grade level of your Student within the network or organization whose website you are in.

You will see a map showing a **Green pin** for your address and **Blue pins** for the locations of all the schools within the network. Clicking on the **Blue Pins** you see on the map will turn the pins **Yellow** and light up the corresponding school in the list.

Please click on the school(s) you would like to apply to

You can select as many schools as you wish to apply to. Click **Next** when you are finished selecting schools, and you can proceed to filling out the Application for the schools you have selected.
Student General Information for Application

After you have chosen the school(s) to which you are applying, you will be taken to the start of the Application. The first section will ask general questions about your Student. These will be include some of the questions in the Family Profile, but will go into further detail. Any information you’ve already entered in the Student Profile will be automatically populated into the Application.

New questions you will be asked are: Current Grade and Current School. Please be sure to enter the Grade the child is currently in, NOT the grade they are entering.

If the child’s current school does not show on the drop-down list, you can select Other. If the child is pre-Kindergarten, you can select Not Applicable:

Students with Siblings Attending or Graduated

You may be asked whether or not your student has a sibling who is attending a school within the organization.

If you answer ‘Yes’, to either question, please be sure to provide accurate information about the Name, Grade or Graduation Date, and School of the attending or graduated sibling:
Reviewing Application Information and Submitting
Press **Next** to review all of the information on your application. Click **Go Back** to edit any information that needs to be changed:

After you have reviewed it and edited if needed until everything looks correct, you can now press **Submit**.
A confirmation message will appear for you to confirm the school(s) you are applying to. Press Cancel to continue editing, or Submit to finalize the application’s submission. By clicking Submit, you verify that all of the information you have written is true to the best of your knowledge:

After you click Submit, Your application will then appear on the Application Dashboard. You can view it any time, cancel it if your child is accepted into another school or for any other reason, and you can also check your status at any time:

Thanks for applying using SchoolMint!