



ATLANTA  
CLASSICAL ACADEMY

## Intent to Enroll User Guide 2019 – 2020

### IMPORTANT NOTES:

1. This guide is for **FIRST-TIME** SchoolMint users who do not already have an account.
2. Returning SchoolMint users should use the link below to log into SchoolMint and follow the instructions on the Student Dashboard page to begin the application process. Please use the Forgot Username or Forgot Password links to retrieve/reset your login credentials.

SchoolMint Login: <https://atlantaclassical.schoolmint.net/signin>

For optimal performance, we recommend using a web browser (such as Chrome) to complete your application.

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

## Step One:

To set up your SchoolMint account for the first time, log in using the link below and click the “Sign Up first” link at the very bottom of the screen.

SchoolMint Login: <https://atlantaclassical.schoolmint.net/signin>

The screenshot shows the 'Online Enrollment System' login page. At the top left is the Atlanta Classical Academy logo. The page title is 'Online Enrollment System'. In the top right, there is a language dropdown menu set to 'English'. Below the header, a yellow banner contains the following text: 'Welcome to Atlanta Classical Academy's online enrollment and forms submission system. First time users of SchoolMint, please click the Sign Up link under the green bar to create a family account and begin the Intent to Enroll process. Existing SchoolMint users and current Atlanta Classical families, please use the Log In fields below to enter your existing username and password.' The main section is titled 'Log In' and contains two input fields: 'Email Address or Mobile Number' and 'Password'. To the right of each field is a link: 'Forgot Username?' and 'Forgot Password?'. Below the fields is a green button labeled 'Ready, Set, Go!'. At the bottom, there is a note: 'If you don't have an account Please Sign Up first.' and a purple 'Support' button with a question mark icon.

## Step Two:

Choose your email/mobile number as your username and choose a password.

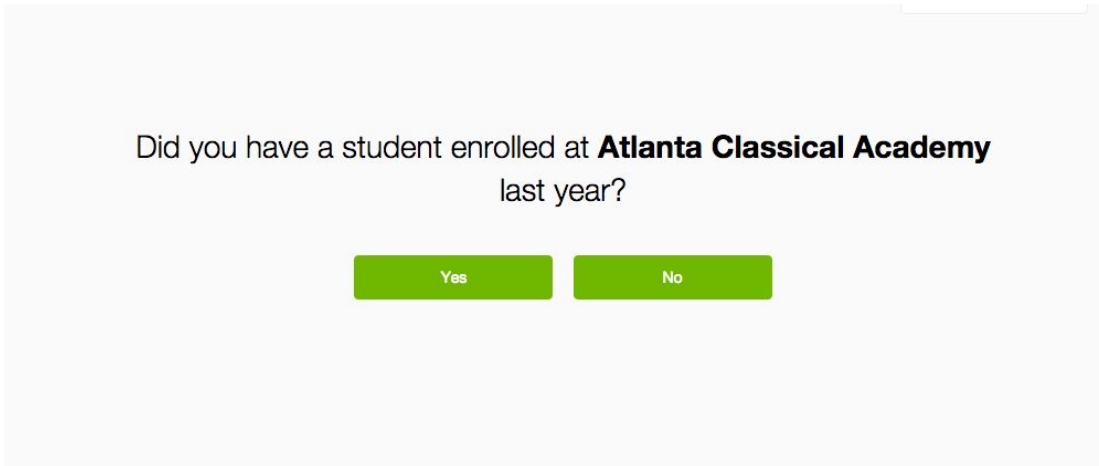
The screenshot shows the 'Online Enrollment System' sign up page. At the top left is the Atlanta Classical Academy logo. The page title is 'Online Enrollment System'. In the top right, there is a language dropdown menu set to 'English'. Below the header, a yellow banner contains the following text: 'Select your preferred language, English or Spanish, using the drop down box in the upper right hand corner. After completing the fields below, click Let's Do This to create your family account and begin the Intent to Enroll process.' The main section is titled 'Sign Up' and contains four input fields: 'Email Address or Mobile Number', 'Confirm Email Address or Mobile Number', 'Password', and 'Password Confirmation'. Below the fields is a green button labeled 'Let's Do This'. At the bottom, there is a note: 'If you already have an account Please Log In.' and a purple 'Support' button with a question mark icon.

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

**Step Three:**

Answer **No** to the question below. The system is actually asking if this applicant attended Atlanta Classical last year.

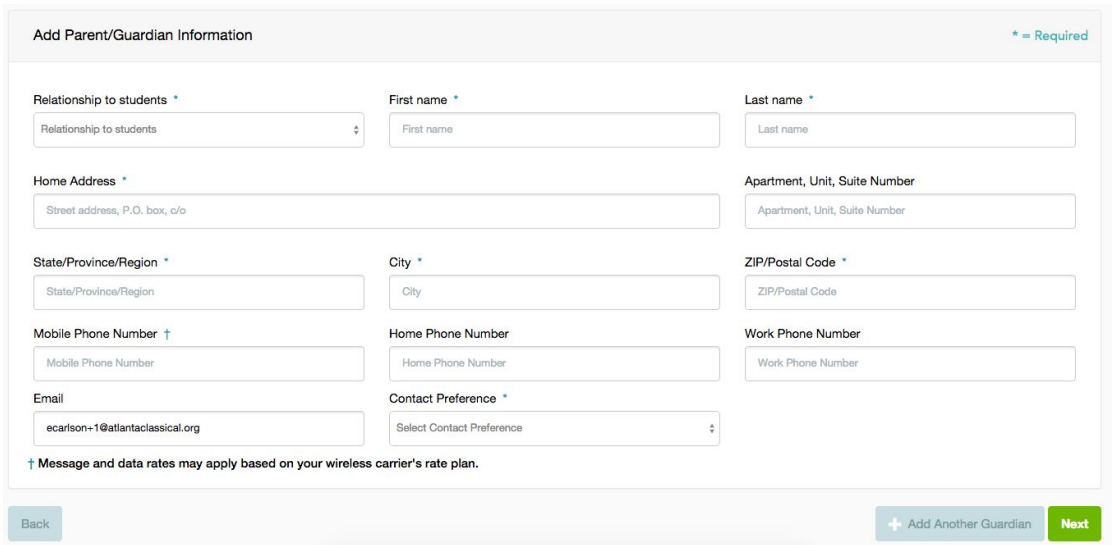


Did you have a student enrolled at **Atlanta Classical Academy** last year?

Yes No

**Step Four:**

Complete the Parent/Guardian Information fields and click Next. Click the Add Another Guardian button to provide information for all Parents/Guardians.



Add Parent/Guardian Information \* = Required

Relationship to students * <input type="text" value="Relationship to students"/>	First name * <input type="text" value="First name"/>	Last name * <input type="text" value="Last name"/>
Home Address * <input type="text" value="Street address, P.O. box, c/o"/>	Apartment, Unit, Suite Number <input type="text" value="Apartment, Unit, Suite Number"/>	
State/Province/Region * <input type="text" value="State/Province/Region"/>	City * <input type="text" value="City"/>	ZIP/Postal Code * <input type="text" value="ZIP/Postal Code"/>
Mobile Phone Number † <input type="text" value="Mobile Phone Number"/>	Home Phone Number <input type="text" value="Home Phone Number"/>	Work Phone Number <input type="text" value="Work Phone Number"/>
Email <input type="text" value="ecarlson+1@atlantaclassical.org"/>	Contact Preference * <input type="text" value="Select Contact Preference"/>	

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

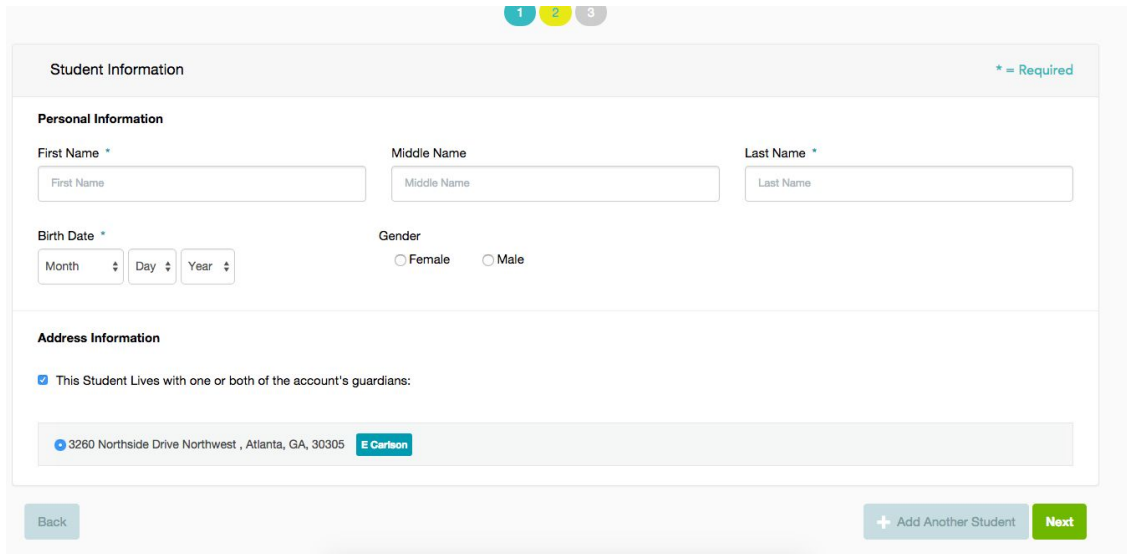
Back + Add Another Guardian **Next**

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

### Step Five:

Complete the Student Information fields and click Next. Click the Add Another Student button if you are also applying another child.

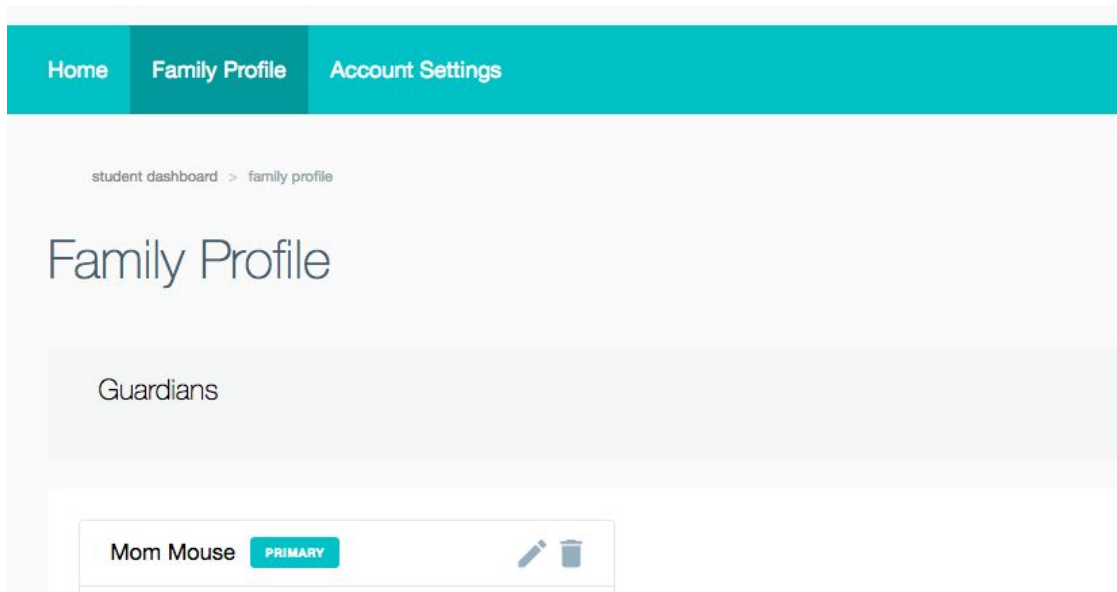


The screenshot shows a web form titled "Student Information" with a progress indicator at the top showing steps 1, 2, and 3. The form is divided into three sections: "Personal Information", "Address Information", and "Guardians".

- Personal Information:** Includes fields for "First Name \*", "Middle Name", and "Last Name \*". Below these are "Birth Date \*" (with Month, Day, and Year dropdowns) and "Gender" (with radio buttons for Female and Male).
- Address Information:** Includes a checkbox "This Student Lives with one or both of the account's guardians:" which is checked. Below is a text input field containing "3260 Northside Drive Northwest, Atlanta, GA, 30305" and a blue button labeled "E Carlson".
- Navigation:** At the bottom left is a "Back" button. At the bottom right are two buttons: "+ Add Another Student" and "Next".

### Step Six:

The Family Profile page will display the Parent and Student information for your review. Click the **HOME** tab in the blue bar to start the application process.



The screenshot shows the "Family Profile" page. At the top is a teal navigation bar with three tabs: "Home", "Family Profile", and "Account Settings". Below the navigation bar is a breadcrumb trail: "student dashboard > family profile". The main heading is "Family Profile". Below this is a section titled "Guardians". Under "Guardians", there is a card for "Mom Mouse" with a "PRIMARY" label and edit/delete icons.

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

**Step Seven:**

On the Student Dashboard page, click the green **Start an Application** button.

## Student Dashboard

You haven't applied to any schools.

Let's get an application started.

Start an Application

If you have an Access Code or Returning Student, [go here](#).

**Step Eight:**

Confirm the school year applying (screen should indicate 2019-2020), student applying, current grade, and grade applying to for the 2019-2020 school year, then click Next.

Please select the school year you would like to apply to

2018-2019

Please click on your student's name

Minnie M. Mouse

May 1st 2005

3260 Northside Dr Northwest  
Atlanta, GA 30305

Add another student

Current Grade

Seventh Grade

Grade Applying to

Eighth Grade

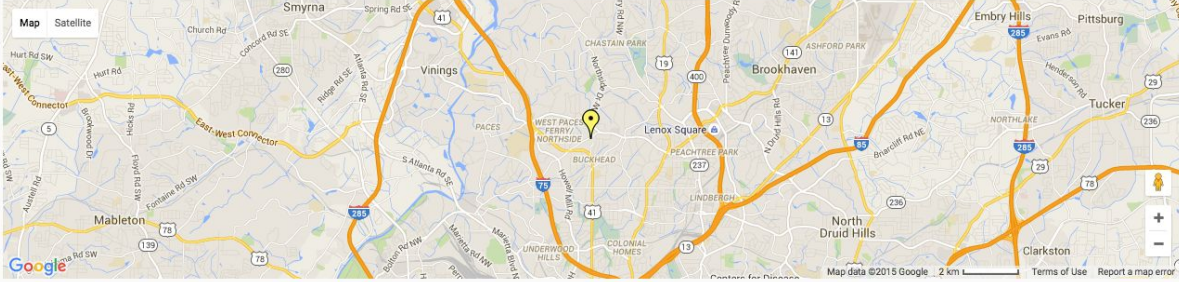
For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

### Step Nine:

On the map screen, select the school Atlanta Classical Academy and click Next.

Select Atlanta Classical Academy below the map image and click Next.



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

Filter by School Name

Select	School	Grades	Distance	Location	Website
<input checked="" type="checkbox"/>	Atlanta Classical Academy	K - 10	0 mi	<a href="#">See Map</a>	<a href="#">Website</a>

### Step Ten:

Complete all fields on the Application and click Next. Any required fields that are left blank will appear in red and must be completed before proceeding to the next screen.

Parent/Guardian Signature

By signing my name below, I certify the following:

- that the information provided in this application is accurate and complete, and
- that I understand I will be required to prove that my child resides in the Atlanta Public Schools district before he/she can attend Atlanta Classical Academy.
- I understand that intentionally falsifying information could result in the disqualification of an applicant.
- I am aware that Atlanta Classical may not provide transportation services; this will be the responsibility of the parent/guardian.
- I am aware that Atlanta Classical Academy will require students to be dressed in uniform every day, and
- that parents/guardians will be required to attend an Orientation meeting before the school year starts.
- I know that it is my responsibility to alert the Enrollment Coordinator if my address or contact information changes.

Parent/Guardian Signature \*

Required

Please type your full legal name: First Middle Last

Date \*

Month Day Year

Required

Back Cancel Save Progress Next

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

### Step Eleven:

Confirm that all Intent to Enroll information is correct and click Submit. Read the confirmation pop-up box and click Submit again to complete the application process.

Confirm Application

Student General Information	
Student Name	Mickey M. Mouse
Birth Date	May 1st 2005
Current Grade	Seventh Grade
Grade Applying to	Eighth Grade

Student Residence	
Address	Mickey M. Mouse 3260 Northside Dr Northwest, Atlanta, GA 30305

Submit An Application ✕

You are about to submit an application for Mickey M. Mouse to grade 8 to Atlanta Classical Academy

Please click the green Submit button below to complete your Intent to Enroll form for the 2018 - 2019 school year. Your application will not be received in the system until you click Submit. An email/text will be automatically sent to the contact for this account confirming that we have received your Intent to Enroll form.

Intent to Enroll forms received after 11pm on February 28, 2018 will not be included in the March 13 enrollment lottery, but will be added to post-lottery wait lists in the order received in the system.

Please keep your SchoolMint username and password for future login purposes as lottery results and wait list positions will be updated automatically in the system.

If you would like to complete an Intent to Enroll form for another child, click the Submit button below and proceed to the Student Dashboard page. On the Student Dashboard page, click the green Add/Edit New Student Application and follow the screens through the submission process.

Thank you.

Powered by

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

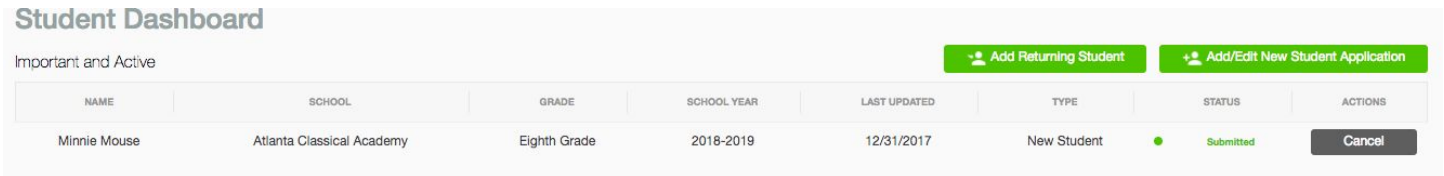
For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.

## Step Twelve:

Student Dashboard page:

Confirm details of your application, including grade level for the 2019-2020 school year. This is where you will see the submitted status of your child's application.

This is also where lottery results/wait list positions will be posted for each child.



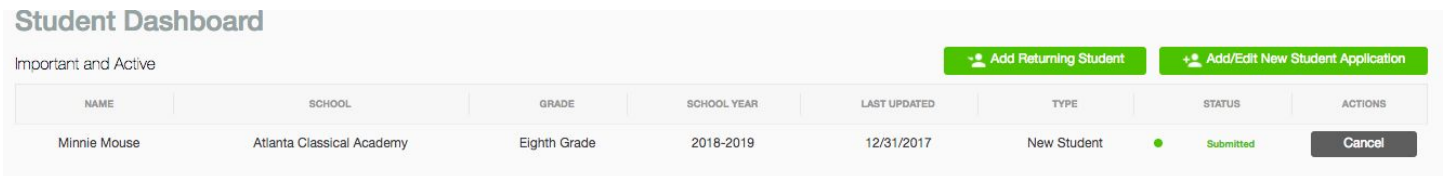
**Student Dashboard**

Important and Active Add Returning Student Add/Edit New Student Application

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Minnie Mouse	Atlanta Classical Academy	Eighth Grade	2018-2019	12/31/2017	New Student	Submitted	Cancel

## Step Thirteen:

To submit an application for an additional child in your family, or to edit a submitted application, click the green **Add/Edit New Student Application** button on your Student Dashboard and complete each screen as directed.



**Student Dashboard**

Important and Active Add Returning Student Add/Edit New Student Application

NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
Minnie Mouse	Atlanta Classical Academy	Eighth Grade	2018-2019	12/31/2017	New Student	Submitted	Cancel

## IMPORTANT NOTES:

You will receive a confirmation email and/or text message once each application is successfully received in the system. Read the email and confirm all details are correct.

If you do not receive a confirmation email and/or text message, then your application was not successfully received in our system. Please check the status of your application on your Student Dashboard page.

Only applications that are successfully received in the system by 11pm on February 28, 2019 will be included in the March 12, 2019 enrollment lottery.

Enrollment details and timing may be found on our webpage at:

<https://atlantaclassical.org/about/registration-enrollment/>

Thank you and we truly appreciate your interest in Atlanta Classical Academy.

For technical assistance, email [support@schoolmint.net](mailto:support@schoolmint.net) or call 855-957-3535.

For enrollment process questions, email [enrollment@atlantaclassical.org](mailto:enrollment@atlantaclassical.org) or call 404-369-3500.