

HOW TO APPLY FOR A CHOICE SCHOOL OR PROGRAM FOR THE 2020-21 SCHOOL YEAR

Attached is a step-by-step How-To Guide showing you exactly how to apply for a Choice School/Program.

Section A: Logging into or creating a family SchoolMint account.

Section B: Completing a Choice School application in your account.

Please contact the Office of Access and Enrollment Services if you have any questions.

Office of Access and Enrollment Services

Office of Innovation | San Antonio ISD | 1931 E. Houston St., San Antonio, TX 78202

Phone: 210-554-2660 | Fax: 210-228-4615

Email: enroll@saisd.net | Web: www.saisdchoice.com www.saisd.net/enroll

A. Log in to your existing SchoolMint account (or have a new account created for you)

To submit a Choice School/Magnet Program application for the 2020-21 school year, your family needs to have an active account in SchoolMint, SAISD's application and enrollment database.

If you have an existing SchoolMint account:

1. Go to the [SchoolMint login page here](#), or click "Apply" from the [SAISD Choice website](#). *Google Chrome works best for this.*
2. Log in to your account using your username (your phone number or email address)
3. You will automatically be taken to the "Home" section of your account (look for words "Student Dashboard"). Then skip to part B below.

If you do not have an existing SchoolMint account:

1. Please contact your child's school or the Office of Access and Enrollment Services at (210) 554-2660 to have an account created for you.
2. You will be asked to provide your phone number or email address as a username.
3. If you have multiple children, they will each have a profile in this one family account.
4. Once the account setup process is complete, follow the steps above for an existing account.

B. Submit a Choice School or Program Application for 2020-21

Once you have logged in to your SchoolMint account, you will be able to submit an application for up to 3 different Choice Schools/Programs per child.

1. *SchoolMint works best in the Google Chrome browser.* Once you've logged in, you should automatically be in the "Home" section of your account and see "Student Dashboard."
2. Find your child's name from the list. Next to their name, **click** the button that says "Edit New Student Application" (see example below).



Online Enrollment System

Need help? Call: 210-554-2660 | Text: 210-309-3259 | Email: enroll@saisd.net | SchoolMint support: 855-657-3535

SAISD follows Family Educational Rights and Privacy Act (FERPA) regulations regarding information provided through SchoolMint.

Home Family Profile Account Settings

Student Dashboard

David Ortiz

Edit New Student Application

Current School
Register for De Zavala Elementary

Current Grade
Fourth Grade

Next Grade
Fifth Grade

Intent to Return Survey

School Year 2019-2020 Updated 02/01/2019 Not Started

Start

- On the next page, **select** the 2020-2021 school year box at the top of the screen. A blue checkmark should be visible, and the box will be highlighted once you've selected it.
- Below that section, you'll see a box for each of the children you've created profiles for in your account. **Select** the child you're filling out an application for. (You will need to repeat this process if you're submitting an application for more than one child.)
- At the bottom, **select** your child's grade level for 2019-2020 on the left, and the grade they will be in for 2020-21 (the grade level they're applying for) on the right. Then, **click** the green "Next" button.
- In the example below, we're submitting an application for David A. Ortiz. This fictional student is a 4th grader in the 2019-2020 school year, applying as a 5th grader for 2020-2021.

- On the next page, select the "Choice" box to create a Choice application, as shown below:

- On the following page, you may **select** up to 3 Choice Schools/Magnet Programs to apply for. You will be submitting just one application, which will go to each school you select.* Select your desired school(s) and scroll down to click the green "Next" button.

The description for each school tells you which grades are holding a lottery, and which grades are waitlist only for selected school year. Our example student is applying to Advanced Learning Academy and Bonham Academy Dual Language.

CHOOSE PREFERRED SCHOOLS



Select up to 3 schools to apply to:
3 school(s) selected.

Select*	School*	Grades Accepting	School Type*	Distance*	Location	Website
<input checked="" type="checkbox"/>	Advanced Learning Academy - Lottery grades: PK4 and 6 Waitlist grades: K-5, 7-12	EE - 12	Choice and Magnet	2.8 mi	See Map	Website
<input checked="" type="checkbox"/>	Bonham Academy (Dual Language) - Lottery grades: K and 1 Waitlist grades: 2-8	EE - 8	Choice and Magnet	2.8 mi	See Map	Website

* If you are applying to YWLA Secondary, there will be additional questions asking you to provide teacher email addresses and to upload this year's and last year's report cards and most recent STAAR test results.

9. If you are applying to more than one school, the next screen will ask you to **rank** the schools in order of your preference.

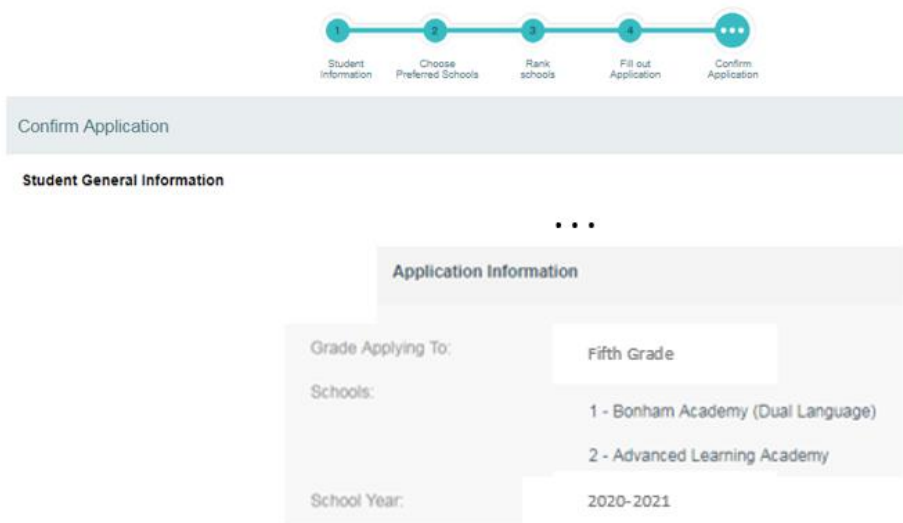
A screenshot of the application process. At the top, there is a navigation bar with "Home", "Family Profile", and "Account Settings". Below it is a progress indicator with five steps: 1. Student Information, 2. Choose Preferred Schools, 3. Rank schools (highlighted), 4. Fill out Application, and 5. Confirm Application. The main heading is "Rank your selected schools". Below this, there are instructions: "Please identify which Choice School or Program is your first choice, second choice, and third choice. Each school can be selected only once. This information is collected only for data purposes to help the District expand its program offerings and work to provide every student his/her best fit school." A table with two rows is shown. The first row has "1" in the "Rank" column and "Bonham Academy (Dual Language)" in the "School" column. The second row has "2" in the "Rank" column and a dropdown menu with "Advanced Learning Academy" selected. A "Click Here to Change Order" link is visible below the dropdown. At the bottom left is a "Back" button, and at the bottom right are "Cancel" and "Next" buttons.

10. You've now arrived to the application page. **Complete** all the questions. All questions with an asterisk (*) are required. (Follow these links for information on [SNAP](#) or [TANF](#) benefits.)

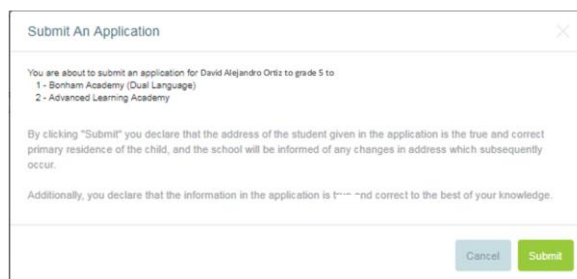
A screenshot of the application page for "David Alejandro Ortiz". The heading is "Fill out application for David Alejandro Ortiz". Below this, a yellow banner states "This application is for: Bonham Academy (Dual Language), Advanced Learning Academy." The main section is titled "Basic Information" and contains a sub-section "Student General Information" with three input fields: "David", "Alejandro", and "Ortiz".

11. If you need to come back to finish the application later, **click** the green "Save Progress" button at the bottom. If you've already completed the application, **click** "Next."

12. **Review** the information on the Confirm Application page. If you need to make changes, **click** the gray "Back" button at the bottom. If everything is correct, **click** the green "Submit" button.



13. A pop-up window (shown below) will ask you to confirm your submission. Click “Submit” to send your application.



14. After clicking “Submit,” you will be taken back to your account Home section. A green banner appearing at the top of your screen will confirm your application was submitted.
15. **Look** at the Student Dashboard section – you should see that your application has been submitted for your student to the school(s) you selected. The status of the application status reflects whether or not you’ve applied for a grade that is holding a lottery for that school for the upcoming school year. For example:

- **Submitted** means that the school is holding a lottery for your grade level for 2020-21, and your application will be part of that lottery.
- **Waitlisted** means that the school is not holding a lottery for your grade level for 2020-21, or you’ve applied after the initial application deadline. In either case, you have joined the waitlist for that school.

Home Family Profile Account Settings

Great! You've successfully filed an application. If you're on a public computer, please remember to [log out](#) when you are done.

ATTN: PARENTS OF CURRENT STUDENTS
Please use your existing account to login. If you do not know your account username or password, please contact your child's school to receive the login info or call the enrollment office (210-554-2660).

SCHOOLMINT WORKS BEST WHEN USING GOOGLE CHROME.

Student Dashboard

Important and Active Add/Edit New Student Application

RANK	NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS
1	Luis Cantu	Bonham Academy (Dual Language)	Sixth Grade	2019-2020	11/29/2018	New Student	waitlist	Withdraw
2	Luis Cantu	Advanced Learning Academy	Sixth Grade	2019-2020	11/29/2018	New Student	submit	Cancel

That's it -- you're done!

You should receive a text message/email confirming that your application(s) have been successfully submitted. If you do not receive this message and would like confirmation, please contact the Office of Access and Enrollment Services:

Office of Access and Enrollment Services		
Phone 210-554-2660	Text 210-309-3259	Email enroll@saisd.net

To **stay informed** about important dates and deadlines, please visit the Choice Schools webpage at <http://saisdchoice.com> to view the full application timeline for 2020-2021.

