



# Crossroads Charter Schools

## Re-Enrollment Timeline

### January 12: Re-Enrollment Opens

You will receive an email inviting you to re-enroll your scholar for next year. You must log into SchoolMint to fill out re-enrollment paperwork\* to secure your child's spot for next year by March 1!

#### On SchoolMint you will:

- Fill out the Re-enrollment Application and other required forms.
- Upload an updated proof of residency (***MUST BE DATED IN 2018***)  
*Acceptable proof: utility bill (land line phone, gas, electric, water, or cable), paid personal property tax receipt, lease agreement, or mortgage statement*
- Incoming 8th graders only must submit an updated immunization record.

\*See next page for detailed instructions.

### February 16: EARLY RE-ENROLLMENT INCENTIVES!!

- All classes who are 100% complete\* with Re-Enrollment by February 16 will win a classroom party.
- All names of students whose Re-Enrollment is complete\* by February 16 will be entered into a drawing to win one of (5) \$100 gift cards!!

\*Complete meaning returning students have completed all forms and uploaded documents necessary and non-returning students have been marked as NOT RETURNING in SchoolMint.

### March 1: Re-Enrollment Deadline

If you have not completed Re-Enrollment by midnight on March 1 you may risk losing your seat for the upcoming year.

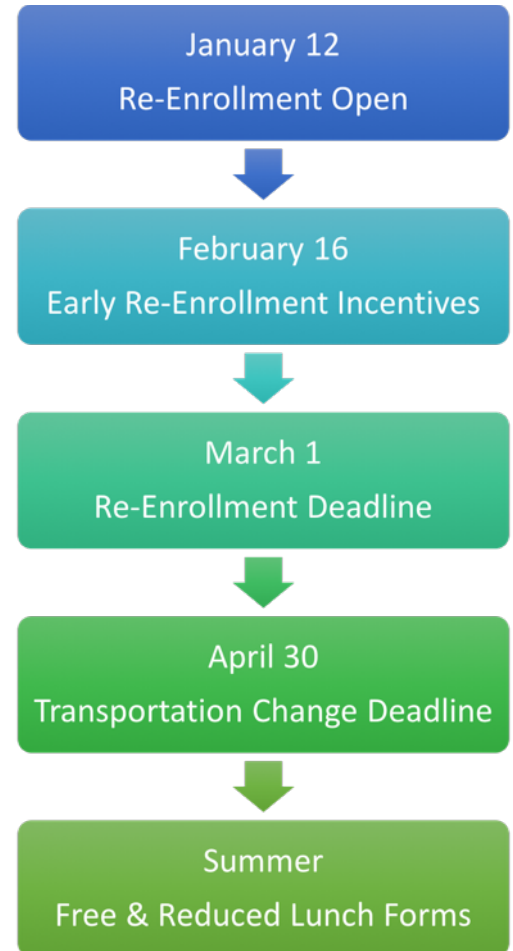
### April 30: Transportation Change Deadline

In order to receive transportation on the first day of school all info must be correct by this day to ensure bus routes are created in a timely fashion. If you move or have an updated transportation request other than what was entered into SchoolMint during Re-Enrollment you must contact Rachel Uptergrove by 4/30. Routes will be established for August with the information we have on April 30. Any changes requested after April 30 will not be effective until September 4th. [ruptergrove@crossroadsschoolskc.org](mailto:ruptergrove@crossroadsschoolskc.org) or 816-221-3191 x333.

### Summer: 2018-19 Free & Reduced Lunch Application Available

Once we receive the updated application (which usually becomes available in July) we will email & mail it to all families. Applications must be completed by all families and will be due by Friday, August 17.

*If you have any questions about this process, please email [enroll@crossroadsschoolskc.org](mailto:enroll@crossroadsschoolskc.org) or call the school.*



**For assistance with Re-Enrollment visit one of our ENROLLMENT FAIRS:**

Central Street & Quality Hill: January 27, February 3 & February 24, 10am - 1pm

Crossroads High School: February 17, 10am - 1pm

# Instructions for Re-Enrolling on SchoolMint

On January 12 you will receive a text or email from [enroll@crossroadsschoolskc.org](mailto:enroll@crossroadsschoolskc.org) stating that Re-Enrollment is open. Here are the steps to complete the Re-Enrollment process:

Go to <https://crossroadsacademykc.schoolmint.net/signin>

Sign in using your existing Username & Password

Your username will be in the email sent to you on the 12th. If you do not remember your password click FORGOT PASSWORD? on the sign in screen.

On the Student Dashboard click RETURNING or NOT RETURNING by your student's name

- If NOT RETURNING you will be asked to give a reason for leaving then click YES, NOT RETURNING
- If RETURNING you will be asked to confirm YES, RETURNING

You will then be taken back to the Student Dashboard where you will click RE-ENROLL under "Actions" by your student's name

You will be taken to a page to confirm your account information.

- Here you can make updates to contact information and add or remove a guardian
- Once the information is correct click SAVE & CONTINUE at the bottom of the screen

You will then be taken to a list of forms. Click on each form and fill out all the information requested.

- On the Re-Enrollment Application you will be asked to upload:

1. An updated proof of residency (***MUST BE DATED IN 2018***): *utility bill (land line phone, gas, electric, water, or cable), paid personal property tax receipt, lease agreement, or mortgage statement (UPLOADED PHOTO/PDF MUST BE OF COMPLETE DOCUMENT SHOWING NAME, ADDRESS, & DATE)*

2. An updated immunization record (incoming 8th graders only)

- If you must stop before all the forms are complete and all documents are uploaded click SAVE & CONTINUE LATER at the bottom of the screen.
- If all forms are complete and documentation uploaded click SUBMIT.

Once you have completed every form and uploaded your proof of residency and immunization record (incoming 8th graders only) you will receive a text or email saying that your "Re-Enrollment is Complete." Once your proof of residency has been verified by our staff you will receive an email stating that your "Re-Enrollment is Verified." Once your child's Re-Enrollment is verified you have secured their seat for next year.

**DEADLINE: MARCH 1, 2018**

If you have not re-enrolled by midnight on 3/1/18 you run the risk of losing your child's seat for next school year.

**TO ENROLL A NEW SIBLING FOR NEXT SCHOOL YEAR:**

From the Student Dashboard click ADD/EDIT NEW STUDENT APPLICATION. You must start the process from here so that your children will be linked and your new student will get "Sibling Priority" status in the lottery.