Online Applications: Step by Step Instructions for Families

Applications can be entered online at applyla.schoolmint.net (Applications for Compton & San Diego can be entered at kippsocal.schoolmint.net)

- Applications for KIPP LA Prep, KIPP Sol, & KIPP Innovation must be submitted by Thursday, 1/30/20 by 4:00pm PST to be eligible for the lottery.
- Applications for all other LA and Compton schools must be submitted by Friday, 2/14/20 by 4:00pm PST to be eligible for the lottery.
- Applications for Adelante in San Diego must be submitted by Friday, 3/13/20 by 4:00pm PST to be eligible for the lottery.

To apply by phone call 1-877-877-5057 (ApplyLA Hotline) or 323-647-8898 (KIPP SoCal Enrollment Hotline)
If you already have an ApplyLA or SchoolMint account but cannot log in, call 1-855-957-3535 or email support@schoolmint.com for help.

See next page for step by step screen instructions.
### Instructions

#### 1) Create Account

- Your email or phone number
- A password for the account

If you've already created an account with us last year, you may get an error message saying an account already exists. If so, click the gray “Sign In” button on the bottom right and then use the the forgot password link to reset your password and log-in.

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### Image of What You Should See

[Image of ApplyLA enrollment portal](https://applyla.org)
2) Welcome Screen

- Update your preferred language here between English or Spanish.
- Click the green button to apply.

Please note that each parent or guardian will make one account, and later on you’ll be able to add multiple student profiles in case you are a parent of more than one child who is applying through ApplyLA.
3) Parent Info: Screen 1 of 3 for Account Information

- Enter parent/guardian information

This information should be about you, the parent or guardian. You’ll have a place to share information about your student, if different, on the next page. (For example, if your student has a different address than you, please put your address here and then the student’s address when prompted on the next screen.)
4) Student Info: Screen 2 of 3 for Account Information

- Enter student information including name, date of birth, and address.

If the student's address is different than the guardian's address, please click the box on the right titled “New Address” and enter the student's address.
Student Info: Screen 3 of 3 for Account Information

- Select the school year you’d like to submit an application for. To apply for next year, select the 2020-2021 school year option (boxed in red)
- Select which student you want to put an application in for (if you have more than 1 child on your account)
- Enter the students current school information, current grade, and the grade they are applying to enter.
Questions you might need help with:
Is YOUR STUDENT currently enrolled at a charter school participating within ApplyLA?

1) Click “Yes”. A box will appear that asks you to select your child’s school from a dropdown list. If you’re child’s school is there, select it. If your child’s school is not there, proceed to step 2.

2) Change your answer to the previous question to “No”. Now you will be able to enter either:
   a) “Other” if your child is currently enrolled at a school, but you can’t find it in the list.
   b) “Not Applicable” if your child is not currently enrolled in any school.
5) Choose Preferred Schools

- Browse school options by proximity to your home

Tips for the School Finder:
- Narrow your school options to KIPP SoCal Public Schools by typing “KIPP” into the search bar.
- Click on the blue links to see school information and profiles.
- You can select more than 1 school and apply to them all at once!
6) Fill Out Application

- You will not have to reenter any information you've already shared; so your student name & address should already be complete.
- Share whether your applying student has any siblings at any of the schools they are applying to.
- Share if a parent or guardian is employed by KIPP.

If your student is applying to schools other than KIPP SoCal Public Schools, you will see an orange box entitled “Additional Questions” for each organization you are applying to. For KIPP SoCal Public Schools, our additional questions only ask you to share:
● Does the applying student have any siblings also applying to KIPP SoCal schools for this school year?
● How did you hear about KIPP SoCal?

7) Confirm Application

The last step is simply to review the information you entered and ensure it is correct. If it is not, hit the “Back” button at the bottom and navigate back to the page with the incorrect information & correct it. If it is correct, click “Submit” at the bottom.
You’ll be prompted one more time to confirm your information is correct. If so, please click “Submit”.
8) Verify Submission

Once you've submitted your applications, click “Home” in the yellow navigation bar at the top to see your submitted applications.

Your student's status should show up next to each school. The status should be “submitted” and have a green dot.

If at any point you'd like to cancel an application, use the red “Cancel” button on the right to do so.