

## Online Applications: Step by Step Instructions for Families

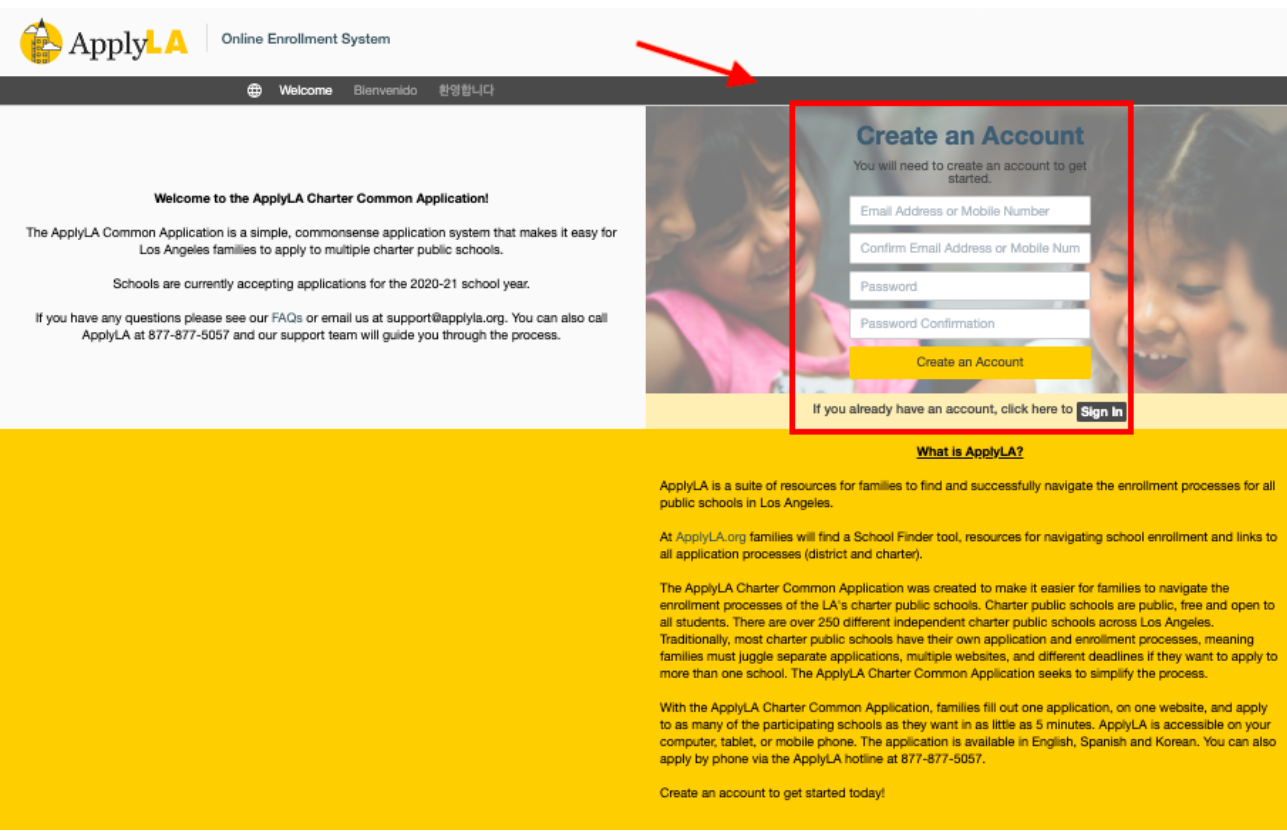
Applications can be entered online at [applyla.schoolmint.net](https://applyla.schoolmint.net) (*Applications for Compton & San Diego can be entered at [kipsocal.schoolmint.net](https://kipsocal.schoolmint.net)*)

- 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](mailto:support@schoolmint.com) for help.

**See next page for step by step screen instructions.**

Instructions	Image of What You Should See
<p><b>1) Create Account</b></p> <ul style="list-style-type: none"> <li>Your email or phone number</li> <li>A password for the account</li> </ul> <p>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.</p>	 <p>The screenshot shows the ApplyLA Online Enrollment System interface. At the top, there is a navigation bar with 'Welcome', 'Bienvenido', and '환영합니다'. The main content area is titled 'Welcome to the ApplyLA Charter Common Application!' and provides information about the application process for the 2020-21 school year. A red arrow points to the 'Sign In' button located at the bottom right of the 'Create an Account' form. The form itself has a white background and is overlaid on a blurred image of children. It contains four input fields: 'Email Address or Mobile Number', 'Confirm Email Address or Mobile Num', 'Password', and 'Password Confirmation'. Below these fields is a yellow 'Create an Account' button. At the bottom of the form, there is a link that says 'If you already have an account, click here to Sign In'.</p>

## 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.

ApplyLA Online Enrollment System

Update your language here

Language: English - Your#Here @schoolmint.net -

Account Settings

1 2 3

Welcome! Let's create your Family Profile to get started.  
Apply In Three Easy Steps

Click here to apply! → Let's Get Started!

### 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.

Account Settings

1 2 3

Add Parent/Guardian Information \* = Required

Relationship to student(s) \*  
Relationship to student(s)

First name \*  
First name

Last name \*  
Last name

Home Address \*  
Street address, P.O. box, c/o

Apartment, Unit, Suite Number  
Apartment, Unit, Suite Number

City \*  
City

State/Province/Region \*  
State/Province/Region

ZIP/Postal Code \*  
ZIP/Postal Code

Mobile Phone Number †  
Mobile Phone Number

Home Phone Number  
Home Phone Number

Work Phone Number  
Work Phone Number

Email  
Email

Contact Preference \*  
Select Contact Preference

†Message and data rates may apply based on your wireless carrier's rate plan. If your preferred contact method includes Text, you give permission for ApplyLA and affiliate partners to send autodialed text messages to your cell phone.

Back + Add Another Guardian Next

## 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.

The screenshot displays the 'Account Settings' page for the 'ApplyLA Online Enrollment System'. At the top, there is a navigation bar with the ApplyLA logo, the text 'Online Enrollment System', and dropdown menus for 'Language: English' and '9737666450@schoolmint.net'. Below this is a yellow header with the text 'Account Settings'. A progress indicator shows three steps, with the second step (2) highlighted in yellow. The main content area is titled 'Student Information' and includes a legend '\* = Required'. Under the 'Personal Information' section, there are input fields for 'First Name', 'Middle Name', and 'Last Name', and a 'Birth Date' section with dropdown menus for 'Month', 'Day', and 'Year'. The 'Address Information' section contains two boxes: one with a checkmark and the address '9110 S. Central Avenue, Los Angeles, CA, 90002', and another labeled 'New Address'. At the bottom, there is a yellow 'Back' button on the left, and two green buttons on the right: '+ Add Another Student' and 'Next'.

## 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.

Home Family Profile Account Settings

1 2 3

Student Information

Please select the school year you would like to apply to

2019-2020  2020-2021

Please click on your student's name

Applying Student Name  
January 1st 2014  
9110 S. Central Avenue  
Los Angeles, CA 90002

Add another student

Current School

Is Lane Tiers currently enrolled at a charter school participating within ApplyLA?

Yes  No

Current Grade Grade Applying to

Select One Select One

Cancel Next

## **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.

Current School

Is (name) currently enrolled at a charter school participating within ApplyLA?

Yes  No

What school is (name) currently enrolled in? (REQUIRED)

Other

Enter "Other" if you don't see your school, or "Not Applicable"

Current Grade: Select One

Grade Applying to: Select One

## 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!

Your school options are below

Select+	School+	Grades	Distance+	Location	Website	Profile
<input type="radio"/>	<a href="#">KIPP Promesa Prep</a>	TK - 4	0.7 mi	<a href="#">See Map</a>	<a href="#">Website</a>	<a href="#">View Profile</a>
<input type="radio"/>	<a href="#">KIPP Illuminar Academy</a>	TK - 4	1.6 mi	<a href="#">See Map</a>	<a href="#">Website</a>	<a href="#">View Profile</a>
<input type="radio"/>	<a href="#">KIPP Raices Academy</a>	TK - 4	2.1 mi	<a href="#">See Map</a>	<a href="#">Website</a>	<a href="#">View Profile</a>
<input type="radio"/>	<a href="#">KIPP Pueblo Unido</a>	TK - 6	3.2 mi	<a href="#">See Map</a>	<a href="#">Website</a>	<a href="#">View Profile</a>



## 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:

Basic Information ▼

**Student General Information**

Child 1  Middle Name  KIPP

**Student Residence**

3601 East 1st Street  Apartment, Unit, Site Number

Los Angeles  CA  90063

**Siblings**

Does the student have a brother or sister currently attending a school you have chosen in this application?  Yes  No

**Additional Information**

Is one of the parents or guardians employed by this organization?  Yes  No

Additional Questions for KIPP SoCal Schools ▼

**Does the student have siblings who are also entering the 2020-21 lottery for any KIPP SoCal school(s)?**

Yes  No

If YES, please ensure you submit a new application for your sibling using the same username.

Additional Notes to Applicants

Please note: You will only get priority if the sibling is currently attending the school that you are applying for; no priority is given for other KIPP schools. Ex: If a 1st grade student is applying to KIPP Illuminar and has a sibling currently attending KIPP Sol, the 1st grade student will not get any priority at KIPP Illuminar. However, if a 1st grade student is applying to KIPP Illuminar and has a sibling currently attending 2nd grade at KIPP Illuminar, the 1st grade student will be given priority.

How did you hear about KIPP SoCal?

How did you hear about us? Choose an option below.

- 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.

1 2 3 4  
 Student Information   Choose Preferred Schools   Fill out Application   Confirm Application

Confirm Application

Student General Information	
Student Name	Child 1 KIPP
Birth Date	September 3rd 2015
Current School	Other
Current Grade	Not Applicable
Grade Applying to	Transitional Kindergarten

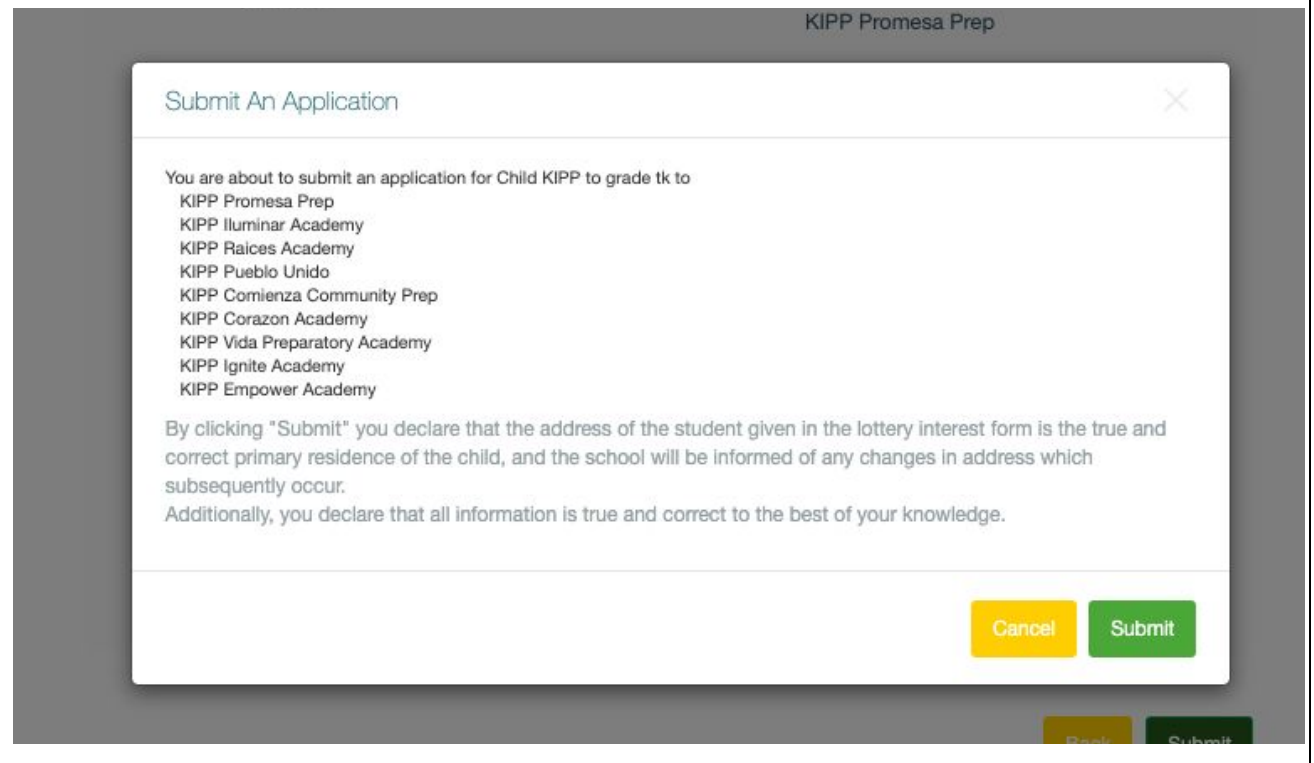
Schools:

- KIPP Promesa Prep
- KIPP Iuminar Academy
- KIPP Raices Academy
- KIPP Pueblo Unido

School Year: 2020-2021

Back Submit

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.

The screenshot displays the 'Student Dashboard' interface. At the top, there is a yellow navigation bar with links for 'Home', 'Family Profile', and 'Account Settings'. Below this, the 'Student Dashboard' title is followed by an 'Add New Student' button. The main content area features a 'Child KIPP' section with an 'Edit New Student Application' button. Below this, there is a table listing schools and their enrollment status. The table has columns for 'Current School' and 'Next Grade'. The schools listed are KIPP Comienza Community Prep, KIPP Corazon Academy, KIPP Empower Academy, and KIPP Ignite Academy, all of which are in the 'Submitted' status. Each row includes a 'New Student' button, 'School Year: 2020-2021', 'Updated: 09/11/2019', 'Enrollment Phase: Pre-Lottery', and a green dot indicating the status. A red 'Cancel' button is located at the end of each row.

Current School	Next Grade
KIPP Comienza Community Prep (Transitional Kindergarten)	Transitional Kindergarten
KIPP Corazon Academy (Transitional Kindergarten)	Transitional Kindergarten
KIPP Empower Academy (Transitional Kindergarten)	Transitional Kindergarten
KIPP Ignite Academy (Transitional Kindergarten)	Transitional Kindergarten