

Online Applications: Step by Step Instructions for Families

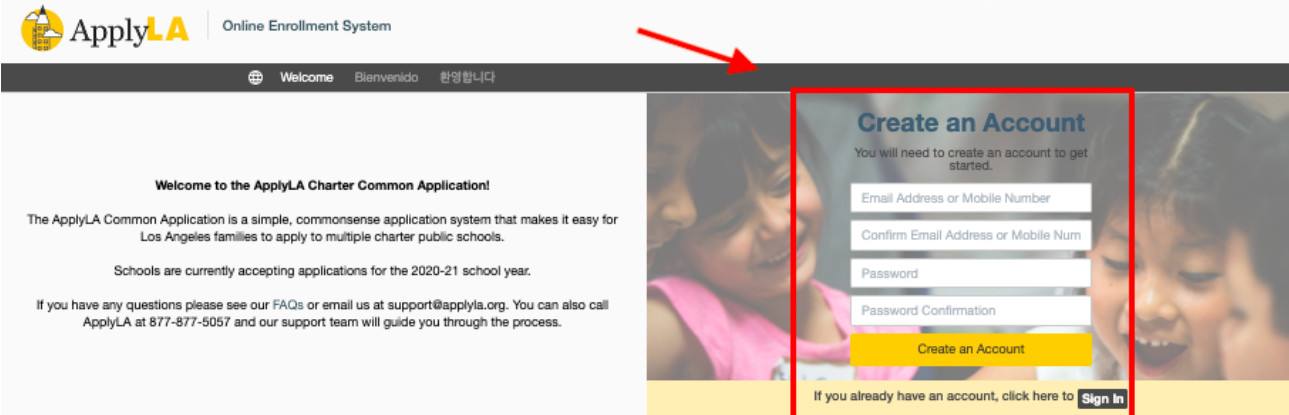
Applications can be entered online at applyla.schoolmint.net (Applications for Compton, Montebello & San Diego can be entered at kipsocal.schoolmint.net). These instructions will still apply but the interface will be blue instead of yellow.)

- Applications for all schools must be submitted by **Friday, 2/12/21 by 4:00 pm PST** to be eligible for the lottery. However, applications may be submitted after this date and students will be either immediately accepted or added to the waitlist depending on availability in that school.

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.

- For help with other tasks in ApplyLA or SchoolMint, such as withdrawing applications, please refer to [these instructions](#).

Step in Process & Info You'll Need to Enter	Image of What You Should See
<p>1) Create Account</p> <ul style="list-style-type: none">- Your email or phone number- A password for the account <p><i>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 forgot password link to reset your password and log-in.</i></p> <ul style="list-style-type: none">- After you sign-in, you will start at step 5 on these instructions since you have previously entered your guardian contact information and student information. If you need to update this information for some reason, please use these instructions.	 <p>What is ApplyLA?</p> <p>ApplyLA is a suite of resources for families to find and successfully navigate the enrollment processes for all public schools in Los Angeles.</p> <p>At ApplyLA.org families will find a School Finder tool, resources for navigating school enrollment and links to all application processes (district and charter).</p> <p>The ApplyLA Charter Common Application was created to make it easier for families to navigate the enrollment processes of the LA's charter public schools. Charter public schools are public, free and open to all students. There are over 250 different independent charter public schools across Los Angeles. Traditionally, most charter public schools have their own application and enrollment processes, meaning families must juggle separate applications, multiple websites, and different deadlines if they want to apply to more than one school. The ApplyLA Charter Common Application seeks to simplify the process.</p> <p>With the ApplyLA Charter Common Application, families fill out one application, on one website, and apply to as many of the participating schools as they want in as little as 5 minutes. ApplyLA is accessible on your computer, tablet, or mobile phone. The application is available in English, Spanish and Korean. You can also apply by phone via the ApplyLA hotline at 877-877-5057.</p> <p>Create an account to get started today!</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) *	First name *	Last name *
<input type="text" value="Relationship to student(s)"/>	<input type="text" value="First name"/>	<input type="text" value="Last name"/>
Home Address *	Apartment, Unit, Suite Number	
<input type="text" value="Street address, P.O. box, c/o"/>	<input type="text" value="Apartment, Unit, Suite Number"/>	
City *	State/Province/Region *	ZIP/Postal Code *
<input type="text" value="City"/>	<input type="text" value="State/Province/Region"/>	<input type="text" value="ZIP/Postal Code"/>
Mobile Phone Number †	Home Phone Number	Work Phone Number
<input type="text" value="Mobile Phone Number"/>	<input type="text" value="Home Phone Number"/>	<input type="text" value="Work Phone Number"/>
Email	Contact Preference *	
<input type="text" value="Email"/>	<input type="text" value="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 from the guardian's address, please click the box on the right titled "New Address" and enter the student's address.

The screenshot shows the 'Account Settings' page for the 'ApplyLA Online Enrollment System'. The page is titled 'Account Settings' and is part of a three-step process, with step 2 highlighted. The main section is 'Student Information', which includes a 'Personal Information' section and an 'Address Information' section. The 'Personal Information' section has three text input fields for 'First Name', 'Middle Name', and 'Last Name', and a 'Birth Date' section with three dropdown menus for 'Month', 'Day', and 'Year'. The 'Address Information' section has two boxes: one with a checkmark and the address '9110 S. Central Avenue, Los Angeles, CA, 90002', and another with a location pin icon and the text 'New Address'. At the bottom, there are three buttons: 'Back', '+ Add Another Student', and 'Next'. The top right corner shows 'Language: English' and an email address '9737666450@schoolmint.net'.

ApplyLA Online Enrollment System

Language: English 9737666450@schoolmint.net

Account Settings

1 2 3

Student Information * = Required

Personal Information

First Name * Middle Name Last Name *

First Name Middle Name Last Name

Birth Date *

Month Day Year

Address Information

9110 S. Central Avenue, Los Angeles, CA, 90002 New Address

Back + Add Another Student Next

5) 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 2021-2022 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 student's 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 your 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.

Student Information Choose Preferred Schools Fill out Application Confirm Application

Please select the school year you would like to apply to

2020-2021 2021-2022

Please click on your student's name

Lower Test KIPP
September 3rd 2015
3601 East 1st Street
Los Angeles, CA ...

Child 2 KIPP
November 3rd 2015
3601 East 1st Street
Los Angeles, CA ...

Middle Test KIPP
May 5th 2008
3601 East 1st Street
Los Angeles, CA ...

Child 3 KIPP
February 2nd 2009
3601 East 1st Street
Los Angeles, CA ...

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 Grade Applying to

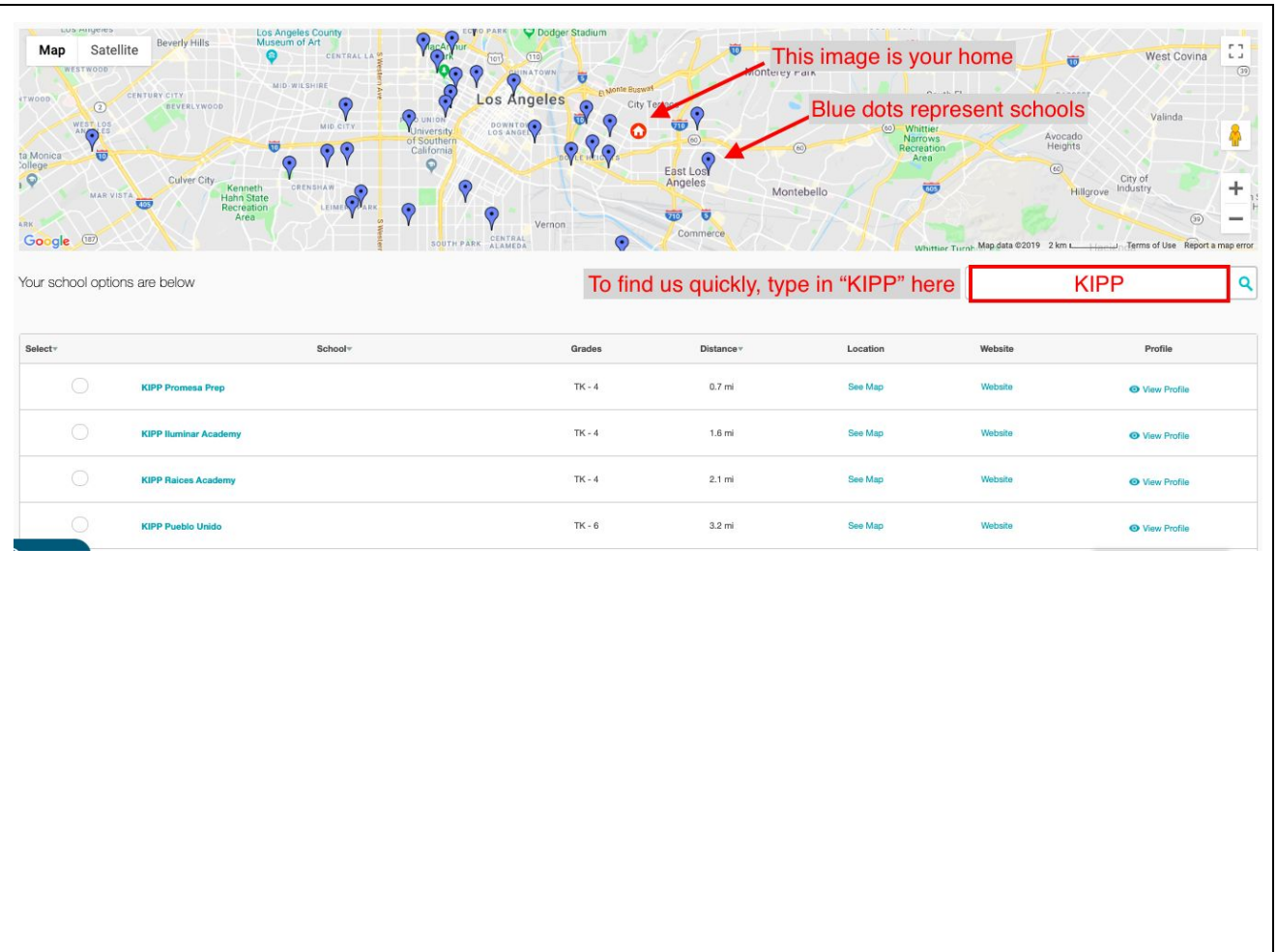
Select One Select One

6) 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

To find us quickly, type in "KIPP" here

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

7) 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?

Basic Information

Student General Information

Child 1 Middle Name KIPP

Student Residence

3601 East 1st Street Apartment, Unit, Suite 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.

8) 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 Student Information 2 Choose Preferred Schools 3 Fill out Application 4 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

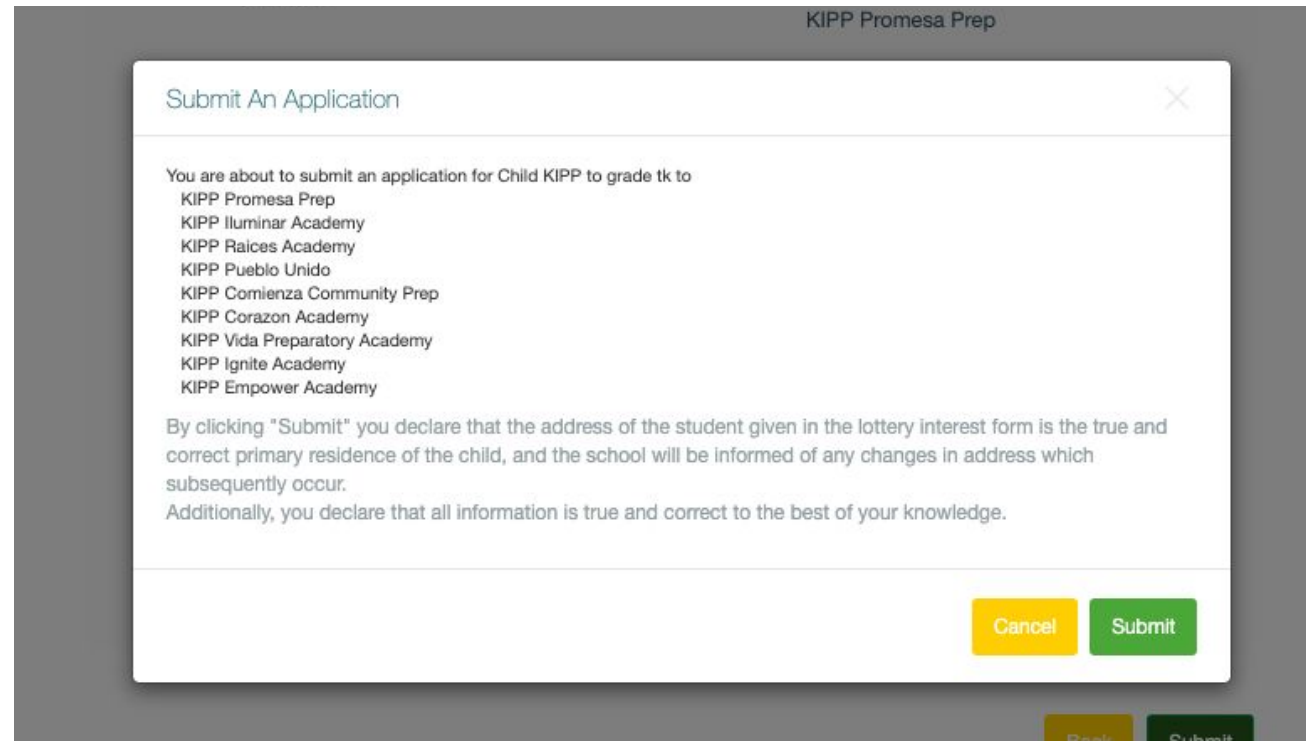
Schools:

- KIPP Promesa Prep
- KIPP Iluminar 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".



9) 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.

