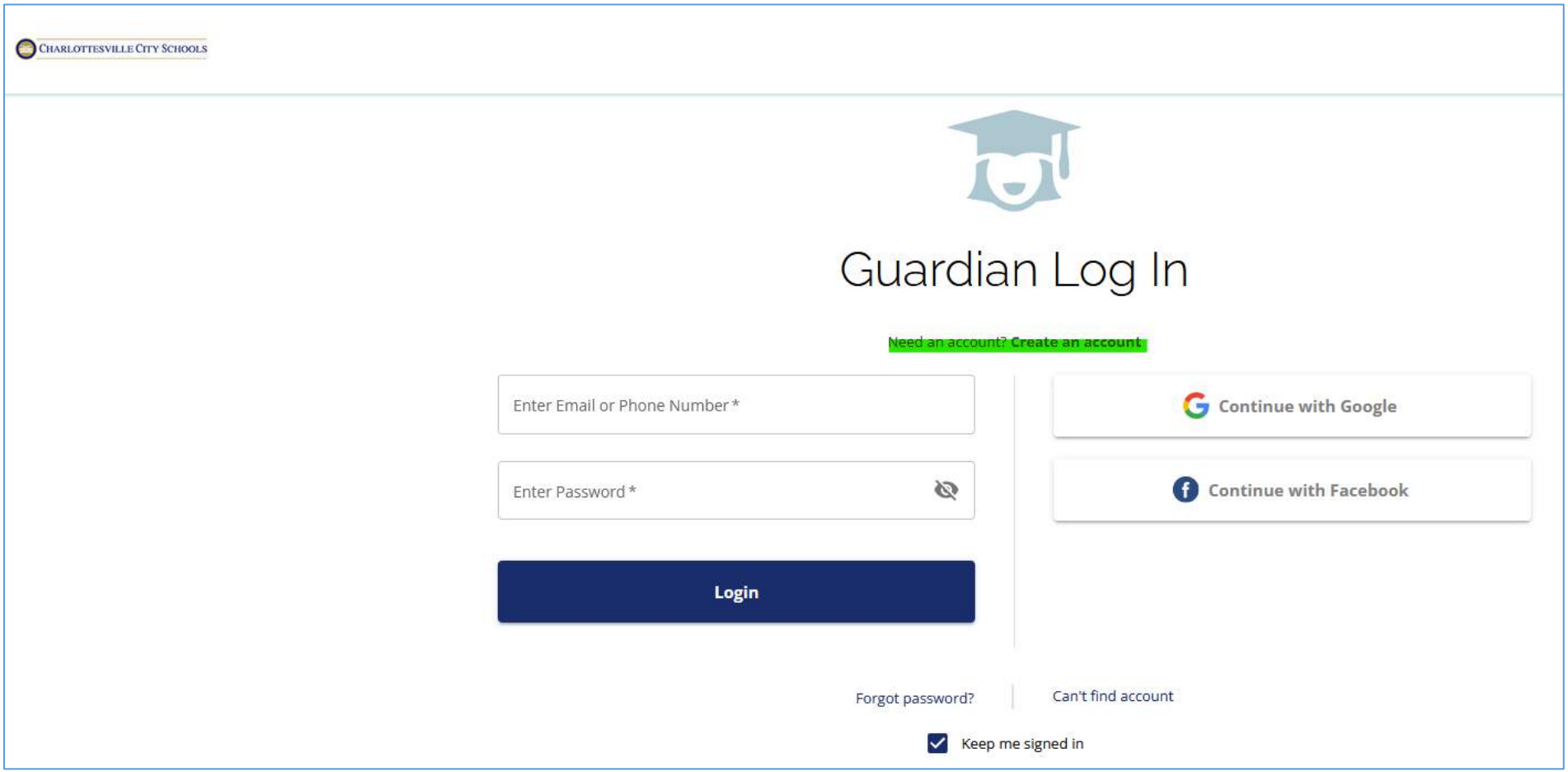
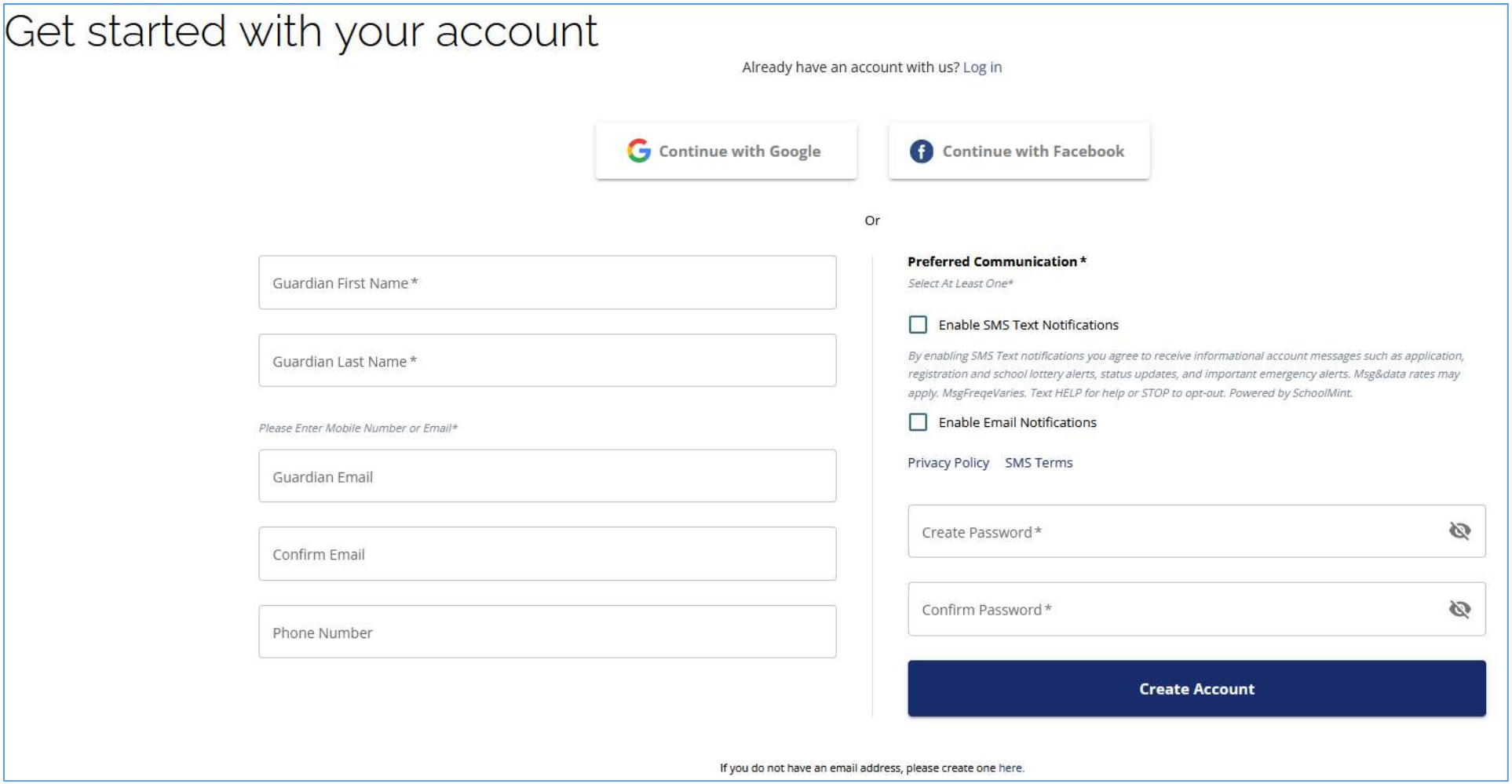
2023-2024 – RE-Registration (Returning) STUDENT Instructions

Web address is https://ccs.schoolmint.com/login

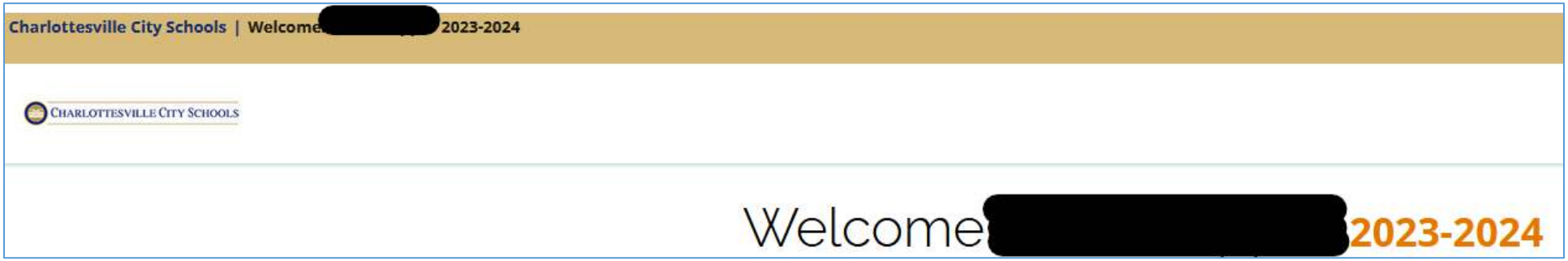


If the parent/guardian has not used SchoolMint thus far, they will need to '*Create an Account*'.

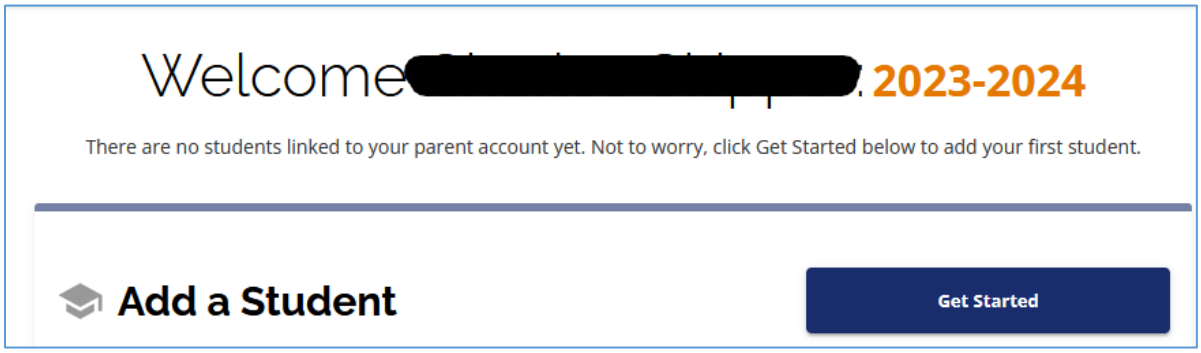
If they have an account already, created since April 2023, they can enter the phone number used or email address. The phone number sign-up option is great for parents who currently do not have email addresses (although at the bottom of the page, parent/guardians can click to create an email address before creating the account if they wish).



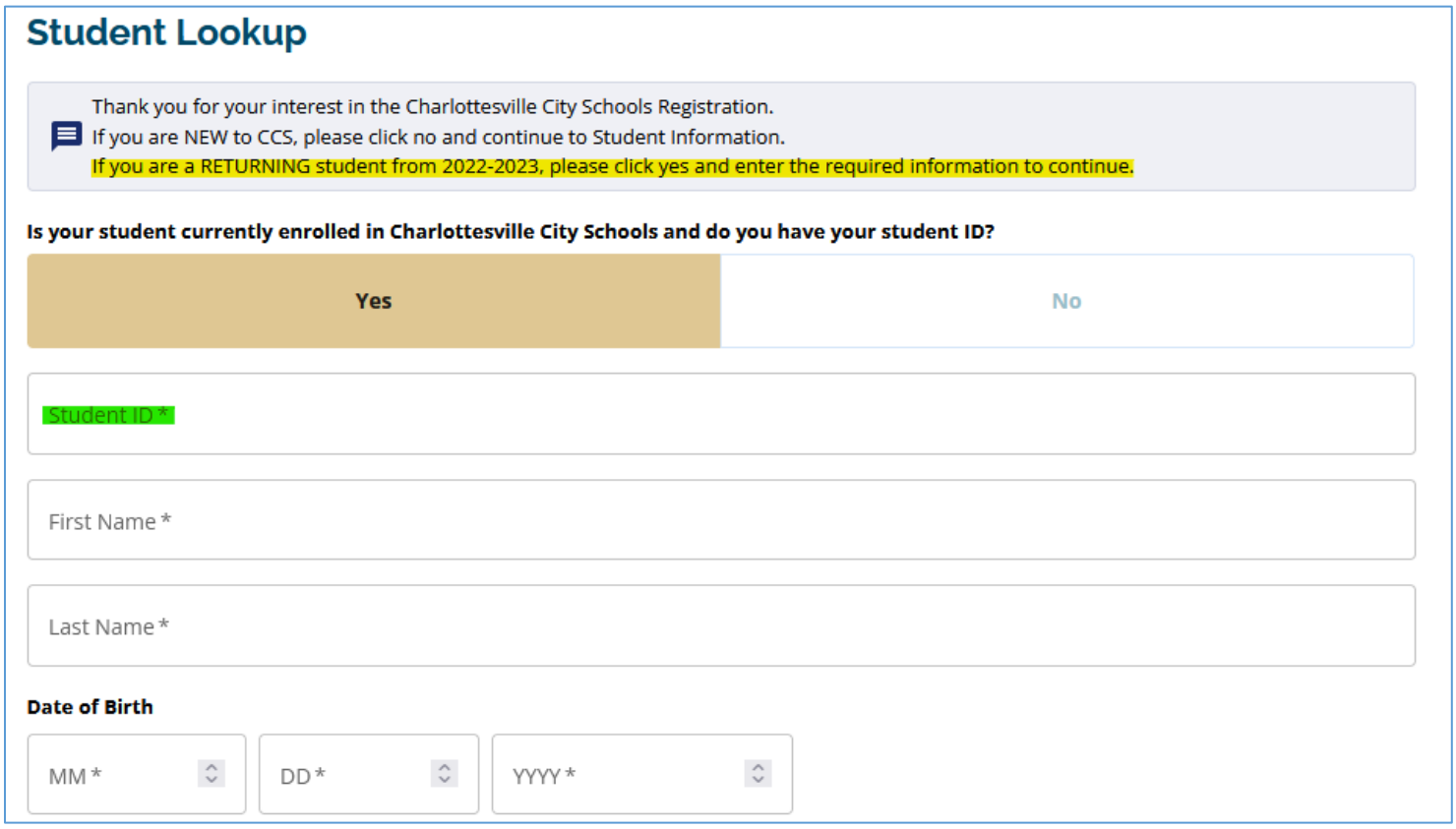
Once the account is created, the parent/guardian is taken to the registration screen and will see a Welcome xxx: 2023-2024.



2023-2024 Re-Registration (Returning) Student

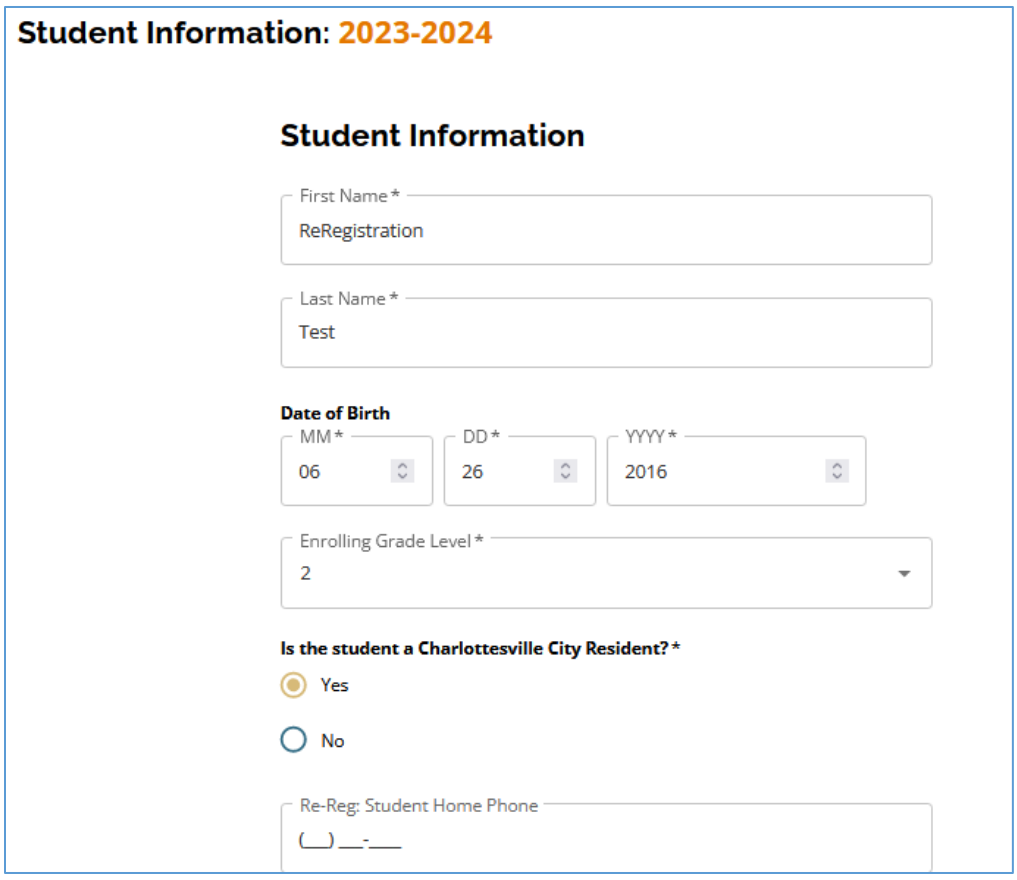


After verifying that the school registration shows 2023-2024, click on the *'Get Started'* or *'+Add Student'* button to start the processing. Basic information on the student is required to begin the process, as shown on these screen shots. All required fields are marked with an *, either in the text box (first name) or on the question itself for radio buttons (Is Charlottesville resident).



For Re-Registration (Returning) students, four items are necessary to match parent/guardians to students. The first element is the *Student Id*, which can be found in the PowerSchool Parent Portal in the Grades/Attendance or the Demographic page. Additionally the student's first name, last name, and date of birth are needed. Please note that the date of birth must be in the MM/DD/YYYY format. After entering all four items, please click the *Continue to Student Information* button in the bottom right-hand side of the screen.

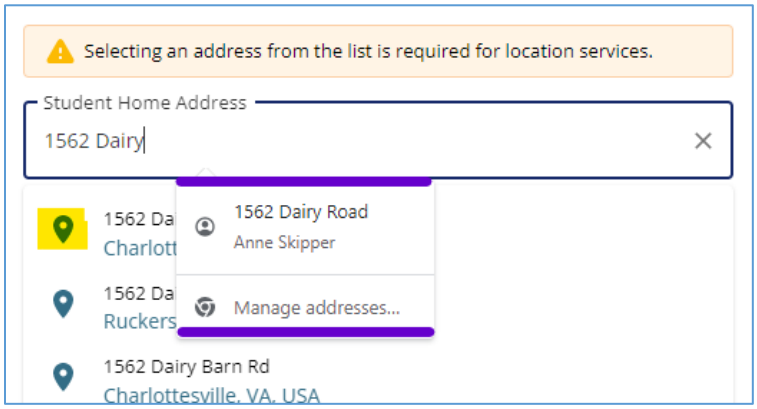
The next screen that appears is the *Student Information*. Confirm that the information listed is correct.



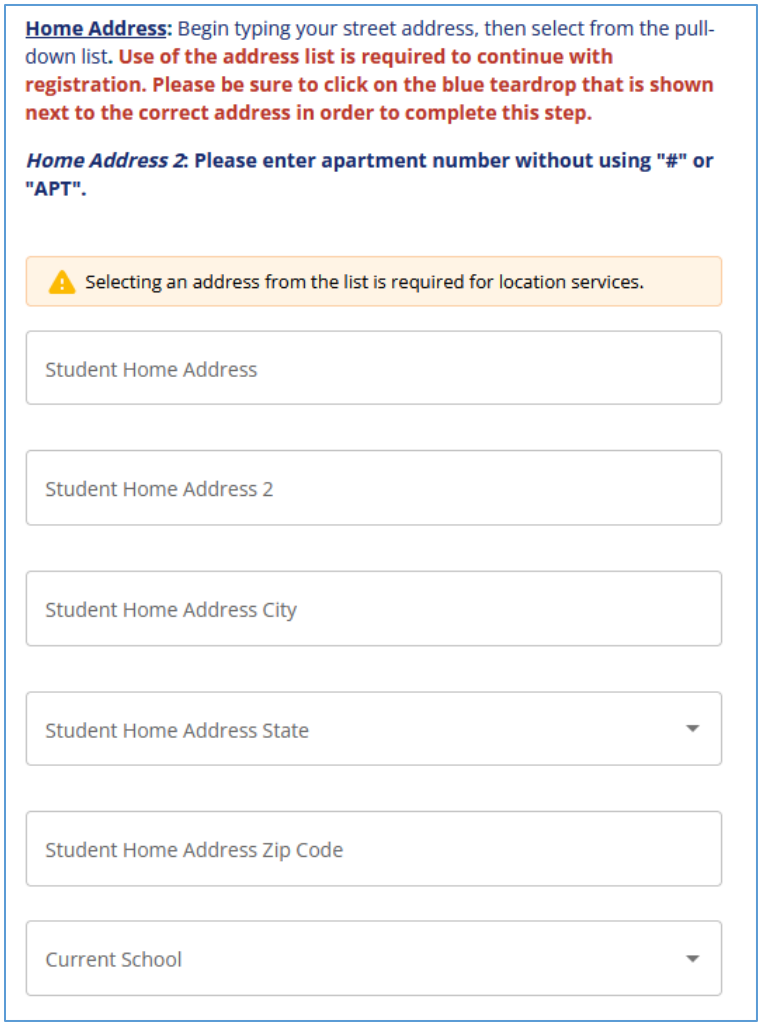
The second section below the home phone is the *Home Address* information. Question #1 is whether the home address for the student shown is still correct? If it has changed, please mark the YES button, and fill in the correct address below. If No, please continue to the bottom of the screen.

A KEY note on address: The system uses a location service to verify the address is within the Charlottesville City Schools boundary and helps to select the correct enrollment school.

The key to entering an address, as explained below, is that a family needs to pick the blue teardrop to fill in the address. Issues may arise if a parent has "auto-completion" turned on in their computer/phone/tablet. An example of this auto-completion is shown here with the purple lines showing on the box:



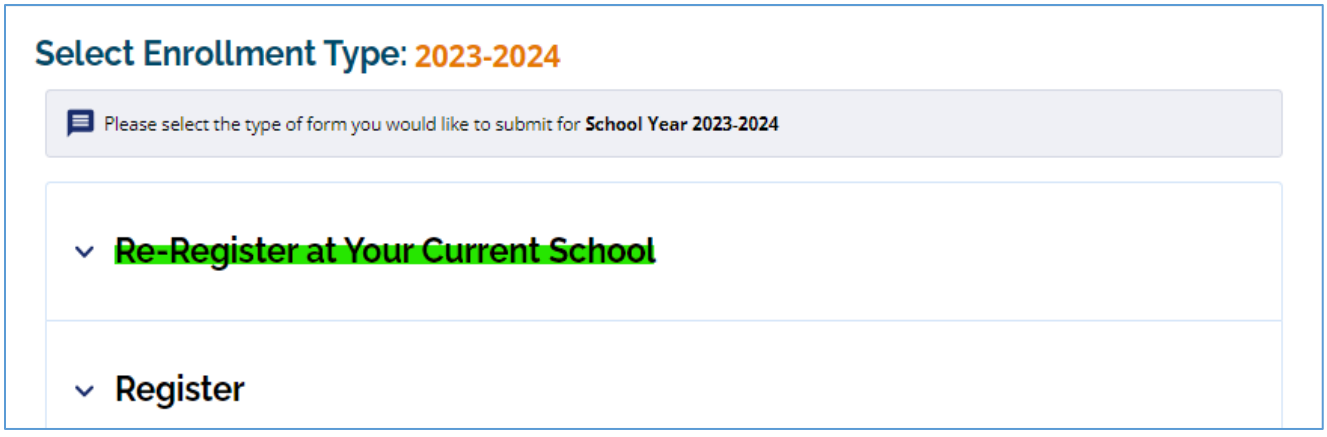
If a parent/guardian picks something from this auto-completion box, it will fill in the street address, however nothing else will come over. The location service process will not be able to confirm the address, and the parent will receive and error message and not be allowed to continue with the registration process. **To make this process work, it is extremely important that the parent/guardian click on the blue teardrop (highlighted yellow as shown in the previous screen shot) so that it will fill in the fields properly**.

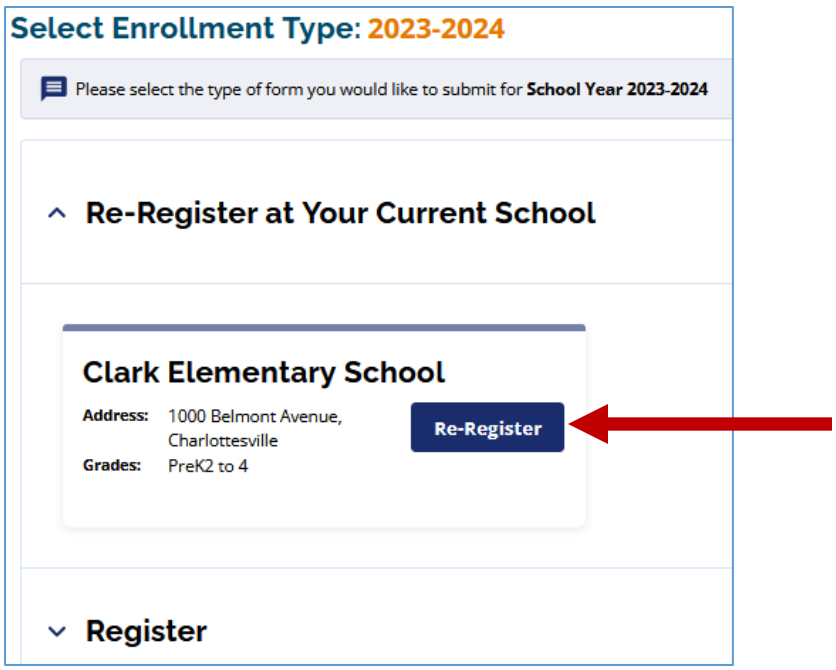


'Student Home Address 2' is for entry of an apartment number, lot number, etc. Simply enter the number or letter designation. Please do not add # or apt., for example, as the system will do so automatically.

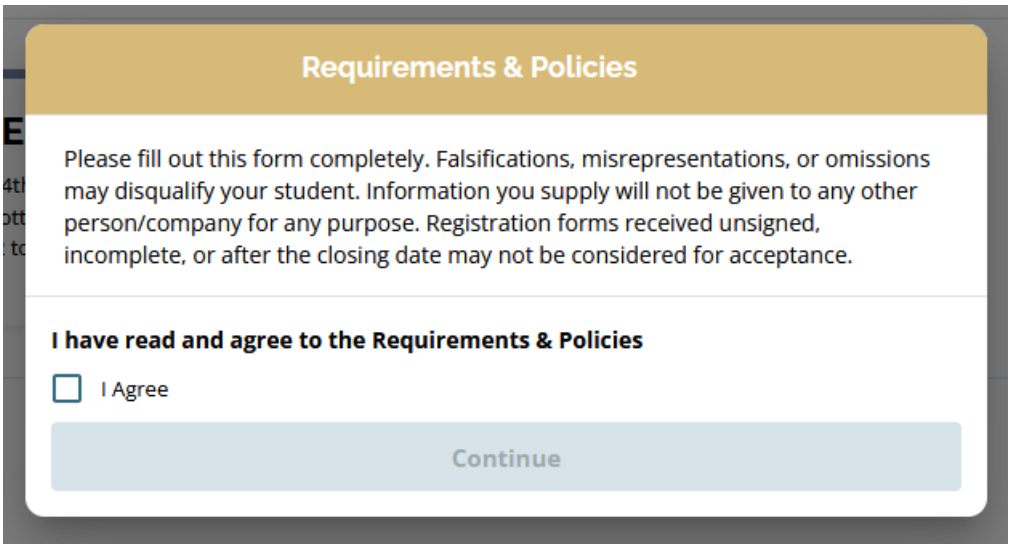
'Previously Enrolled School' is a required field and will list the school the student attended in 2022-23 academic year.

Click the *'Save and continue'* button, the next screen to appear will ask you to "Re-Register at Your Current School" – click the box, and the school information will appear, and then click the blue Re-Register button to continue. These steps are shown in the next two screen captures.





A pop-up box will appear, and the parent/guardian needs to check the *'I agree'* box and click *'Continue'* button.



Parent/Guardians will then process through a variety of questions. Once finished, the parent/guardian will need to submit the re-registration for processing by the school.