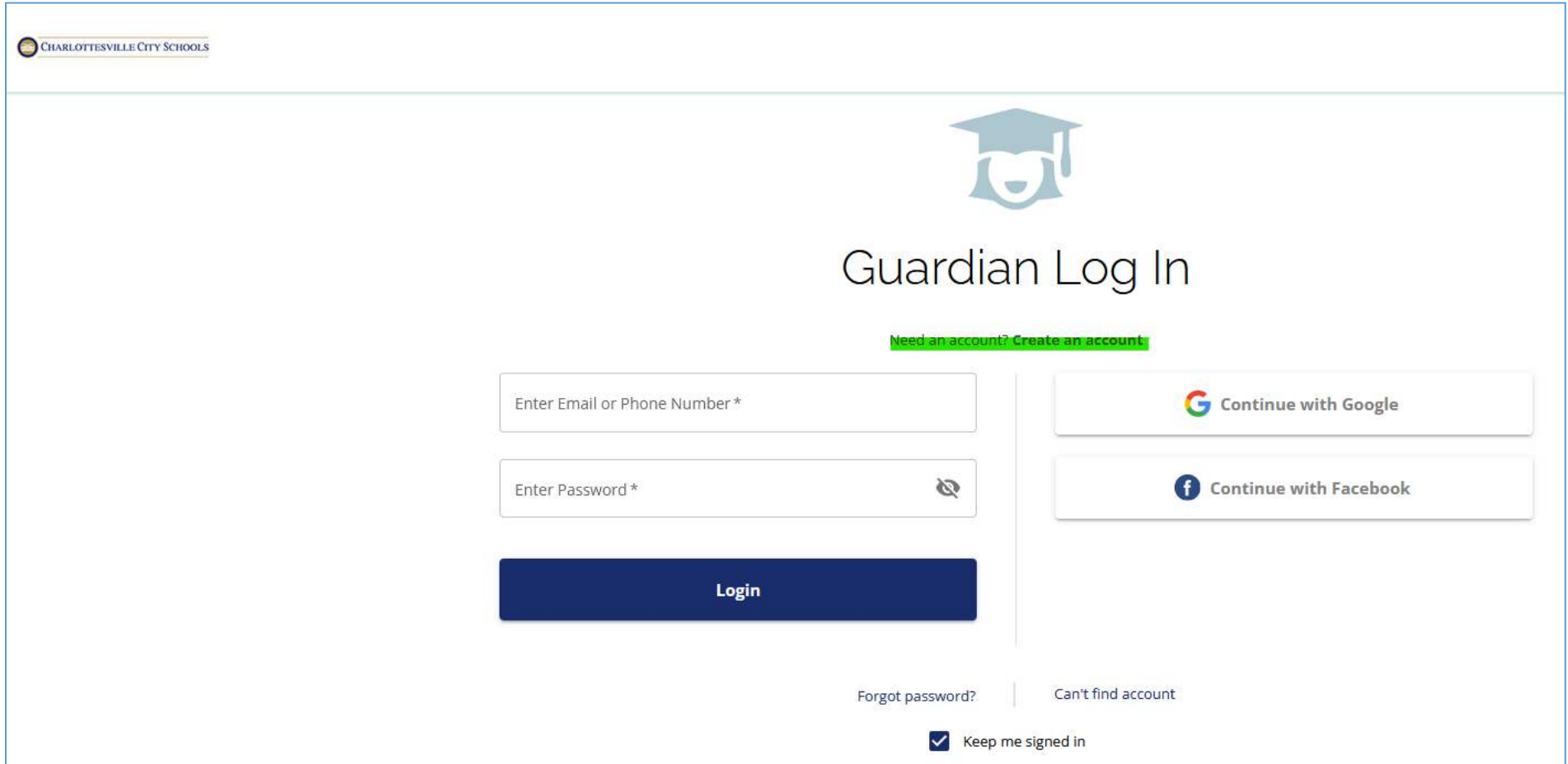



## 2023-2024 – RE-Registration (Returning) STUDENT Instructions

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



The image shows the 'Guardian Log In' page for Charlottesville City Schools. At the top left is the school's logo. In the center, there is a blue graduation cap icon above the text 'Guardian Log In'. Below this, a green link says 'Need an account? Create an account'. The login section is divided into two columns. The left column has two input fields: 'Enter Email or Phone Number \*' and 'Enter Password \*' (with a toggle icon). Below these is a dark blue 'Login' button. The right column has two buttons: 'Continue with Google' and 'Continue with Facebook'. At the bottom, there are links for 'Forgot password?' and 'Can't find account', and a checkbox labeled 'Keep me signed in' which is checked.

CHARLOTTESVILLE CITY SCHOOLS



Guardian Log In

[Need an account? Create an account](#)

Enter Email or Phone Number \*

Enter Password \*

Login

Continue with Google

Continue with Facebook

[Forgot password?](#) | [Can't find account](#)

☒ Keep me signed in

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).

# Get started with your account

Already have an account with us? [Log In](#)

 Continue with Google

 Continue with Facebook

Or

Guardian First Name \*

Guardian Last Name \*

Please Enter Mobile Number or Email \*

Guardian Email

Confirm Email

Phone Number

## Preferred Communication \*

Select At Least One \*

☐ Enable SMS Text Notifications

By enabling SMS Text notifications you agree to receive informational account messages such as application, registration and school lottery alerts, status updates, and important emergency alerts. Msg&data rates may apply. MsgFrequVaries. Text HELP for help or STOP to opt-out. Powered by SchoolMint.

☐ Enable Email Notifications

[Privacy Policy](#) [SMS Terms](#)

Create Password \*



Confirm Password \*



Create Account

If you do not have an email address, please create one [here](#).

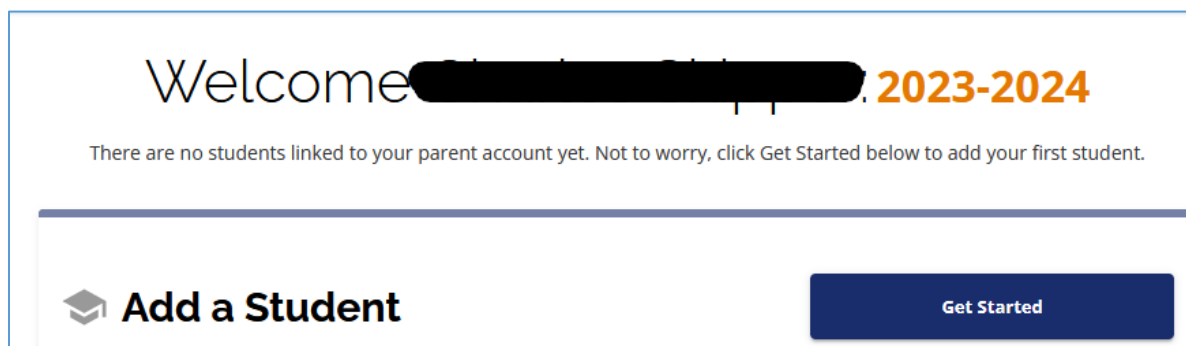
Once the account is created, the parent/guardian is taken to the registration screen and will see a Welcome xxx: 2023-2024.

Charlottesville City Schools | Welcome [REDACTED] 2023-2024




Welcome [REDACTED] 2023-2024

## 2023-2024 Re-Registration (Returning) Student



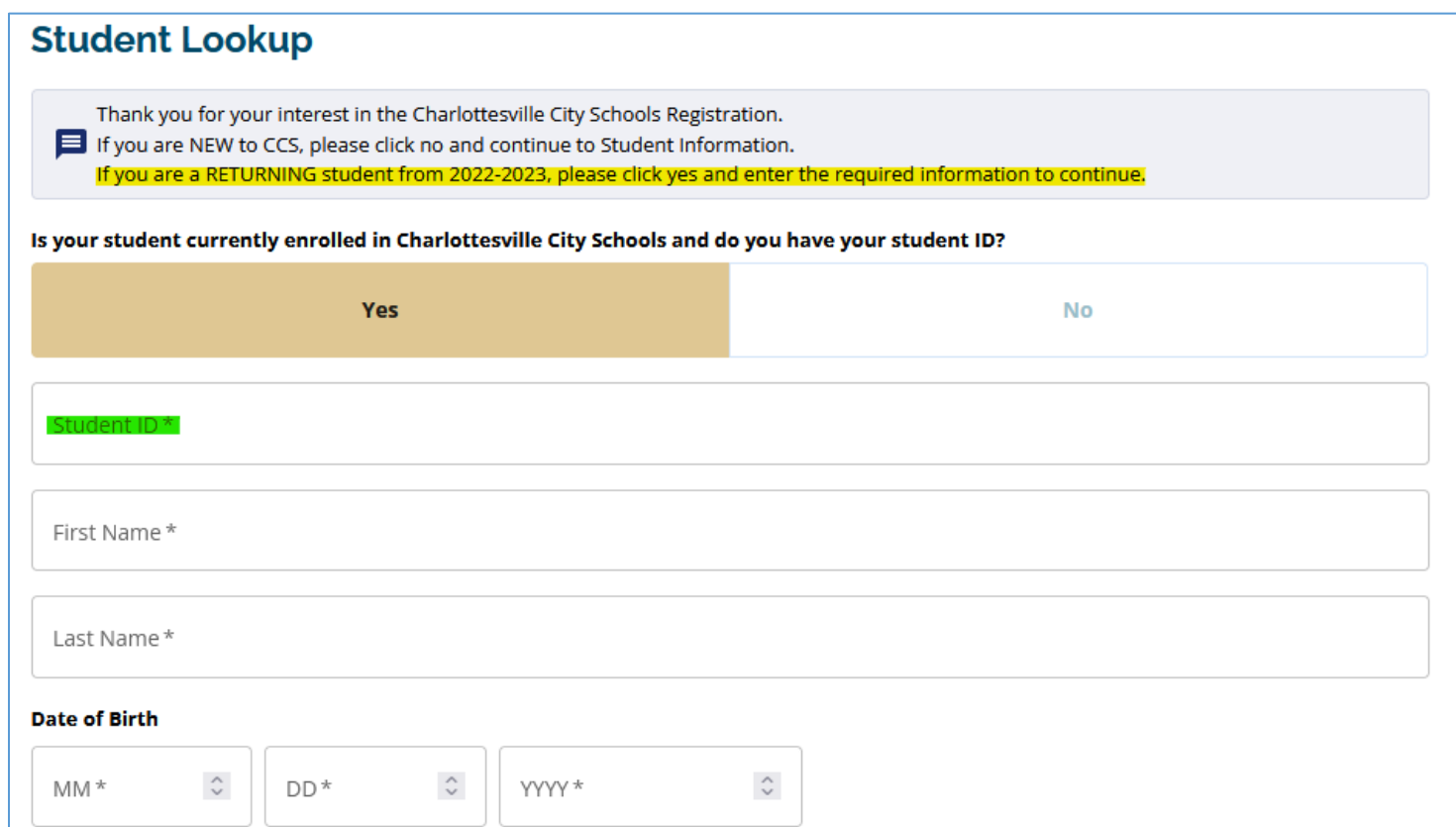
Welcome [REDACTED] **2023-2024**

There are no students linked to your parent account yet. Not to worry, click Get Started below to add your first student.

 **Add a Student**

**Get Started**

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).



### Student Lookup

Thank you for your interest in the Charlottesville City Schools Registration.

If you are NEW to CCS, please click no and continue to Student Information.

If you are a RETURNING student from 2022-2023, please click yes and enter the required information to continue.

**Is your student currently enrolled in Charlottesville City Schools and do you have your student ID?**

**Yes** **No**

**Student ID \***

**First Name \***

**Last Name \***

**Date of Birth**

**MM \*** **DD \*** **YYYY \***

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.

## Student Information: 2023-2024

### Student Information

First Name \*

ReRegistration

Last Name \*

Test

#### Date of Birth

MM \*

06

DD \*

26

YYYY \*

2016

Enrolling Grade Level \*

2

Is the student a Charlottesville City Resident? \*

☒ Yes

☐ No

Re-Reg: Student Home Phone

( ) - -

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:

Selecting an address from the list is required for location services.

Student Home Address


1562 Dairy

- 1562 Dairy Road  
Anne Skipper
- 1562 Dairy Ruckers
- 1562 Dairy Barn Rd  
Charlottesville, VA, USA

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 an 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.**

**Home Address:** Begin typing your street address, then select from the pull-down list. **Use of the address list is required to continue with registration. Please be sure to click on the blue teardrop that is shown next to the correct address in order to complete this step.**

**Home Address 2:** Please enter apartment number without using "#" or "APT".

 Selecting an address from the list is required for location services.

Student Home Address

Student Home Address 2

Student Home Address City

Student Home Address State ▼

Student Home Address Zip Code


Current School ▼

‘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.

## Select Enrollment Type: 2023-2024

 Please select the type of form you would like to submit for **School Year 2023-2024**

▼ **Re-Register at Your Current School**

▼ Register

**Select Enrollment Type: 2023-2024**

Please select the type of form you would like to submit for **School Year 2023-2024**

^ **Re-Register at Your Current School**

**Clark Elementary School**

**Address:** 1000 Belmont Avenue,  
Charlottesville

**Grades:** PreK2 to 4

**Re-Register**

v **Register**

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

**Requirements & Policies**

Please fill out this form completely. Falsifications, misrepresentations, or omissions may disqualify your student. Information you supply will not be given to any other person/company for any purpose. Registration forms received unsigned, incomplete, or after the closing date may not be considered for acceptance.

**I have read and agree to the Requirements & Policies**

☐ I Agree

**Continue**

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.