



CORNERSTONE ACADEMY

2019-20 ENROLLMENT INSTRUCTIONS

Dear Prospective Family,

Open enrollment for new students begins on March 4, 2019 and ends on March 22, 2019. Enrollment continues on a first come, first served basis after the initial open enrollment period if there are placements available. Otherwise, your student will be placed on the waitlist..

As a reminder, filling out a registration packet does not guarantee enrollment for your child. The full enrollment process involves the following steps:

- Parent/Guardian submits online registration packet & all required documents
- If standardized assessment results are not available from current school, student must take placement assessment: for incoming grades 1-10,
- School extends enrollment placement offer by email
- Parent/Guardian accepts placement offer, completes registration packet and provides all additional required documents.
- Student is now enrolled for the 2018-19 school year, enrollment confirmation will be sent

To begin the enrollment application process:

- 1) Start gathering together the documents you will need to have on hand to complete your application (
- 2) **Download the SchoolMint App to your smartphone, or using the Google Chrome browser on your computer go to <https://accelschools.schoolmint.net/signup>**
- 3) Create an account using the primary parent/guardian's email address or mobile phone number as your username. You will be prompted to create a minimum 6 character password of your choice
- 4) Follow the prompts to create your Family Profile and begin working through the registration forms. If you run out of time, you will have the opportunity to save your progress as you go
- 5) You may return to your Family Profile and/or Registration packet any time by visiting accelschools.schoolmint.net

Your application for enrollment will be received by our school once you formally submit it by pressing the SUBMIT button. If you need assistance with finishing your application or uploading the required documents, you call our school office for assistance.

Additionally, should you require any assistance while using SchoolMint, SchoolMint representatives fluent in English and Spanish may be reached via email at support@schoolmint.com or by phone at 1.855.957.3535 – PRESS 1 for Family Support.

Thank you again for choosing Cornerstone Academy and allowing us to serve your family.

Sincerely,
Cornerstone Academy Admissions