



Cornerstone Academy
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Dear Prospective Cornerstone Family:

Thank you for your interest in Cornerstone Academy, a free public charter school serving grades K-11 in the 2020-21 school year. Open Enrollment begins on March 2nd after 8:30 am and ends at 4:00 pm on March 27th. A lottery will be held, if necessary, on April 15th which will include only completed and verified enrollment applications received during Open Enrollment. Applications submitted after March 27th will not be included in the lottery process and accepted solely on a first come, first served basis.

After Open Enrollment closes, we will review applications for all potential new scholars and determine if a lottery is necessary. Lotteries are held on a grade level basis and only occur if we receive more verified applicants than openings available for that grade. First preference is given to siblings of currently enrolled scholars and then to those who reside in the Columbus City School district. Notification of acceptance into the Academy will be sent to the registered email address via SchoolMint by May 1st.

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



Cornerstone Academy uses an online enrollment system, **SchoolMint**. SchoolMint makes parent-school communication easier than ever.

To begin the enrollment application process:

- 1) Gather the documents you will need to complete your application (see checklist on back page)
- 2) Download the SchoolMint App and/or from any browser go to <https://accelschools.schoolmint.net/signup>
- 3) Create an account using your 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 to work through the application. If you run out of time, you will have the opportunity to save your progress as you go

Should you require any assistance using 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 2 for Family Support. You may also check out the Family Support Center which is accessible from the SchoolMint website: <https://schoolmint6.zendesk.com/hc/en-us/categories/201674143-Families>.

All incoming **Kindergarten** scholars will take a readiness assessment to complete their enrollment in the Academy. Assessments for **Kindergarten** will be held on **May 5th** for those with last names beginning with A-M. On **May 6th**, we will test those with last names beginning with N-Z. Assessments times are from 8:30-10:30am and 12:00–2:00pm on a first come, first served basis.



We respectfully request a current year grade card **and** standardized assessment (AIR, MAP, Terra Nova, ITBS, iReady, Star, CogAT etc.) results for all incoming 1st through 11th grade applicants; however, we will be administering placement assessments for students as they accept offers of enrollment. We endeavor to assess all students before they begin with us, but if we are unsuccessful then students will be given assessments on their first day of attendance to ensure grade readiness.. Please contact us to schedule the assessment test as soon you accept the enrollment offer.

Checklist of Required Enrollment Documents

Throughout the online application process, you will be prompted to upload three documents that are required for enrollment. Depending on your answers throughout the application, you may be asked to upload additional documents. See below for details. *Options for uploading documents: Scanner | Smartphone Camera | Bring or mail hardcopies to the school office*

Required for All Scholars:

- Copy of child’s proof of identity
- Copy of parent’s photo ID
- Copy of proof of residency (see below)
- **After placement offer is extended:** Copy of child’s immunization records
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For Grades 1-11 only

- Most recent report card/transcripts
- Current year assessment results and grade card

Required Only If Applicable:

- Legal Custody Papers
- Affidavit of Residency, original notarized form (1 per scholar)
- Individual Education Plan (IEP) or other learning plan – current for school age child
- Evaluation Team Report – current for school age
- Behavior Intervention Plan (504)
- Required Medical Forms: Self Possession and Use of Epi Pen, Inhaler, and /or Medicine; Diabetes Management and Care; Food/Allergy Care Plan; or Request to Administer Prescribed Medication at School

ACCEPTABLE FORMS OF PROOF OF RESIDENCY

1) When the scholar lives with the legal guardian and the proof of residency documentation is in the legal guardian’s name:

Dated within 30 days of submitting the enrollment application:

- Utility Bill (electric, gas, water or sewer; Resident name and address must appear on the bill, cannot show cancellation pending)
- Mortgage Statement; Resident name and address must appear on the statement
- Current year lease showing lessor and lessee signatures and all names of residents

2) When the dependent scholar (younger than 18) lives in a residence other than with the legal guardian, OR When the dependent scholar (younger than 18) and legal guardian reside with a friend or relative, OR When the independent scholar (age 18+) resides with a friend or relative:

An *Affidavit of Residency Form* must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the enrollment application being submitted, and the original, hardcopy form must be submitted to the school office. The *Affidavit of Residency Form* requires that the Lessor/Property Owner also provide proof of residence—see form for details.

We look forward to working with your family. Please do not hesitate to call us with any questions you may have about our school or the enrollment process. Thank you for choosing Cornerstone Academy.

Cornerstone Academy Administrative Staff

Cornerstone Academy - Positively IMPACTING Every Child, Every Day!

