

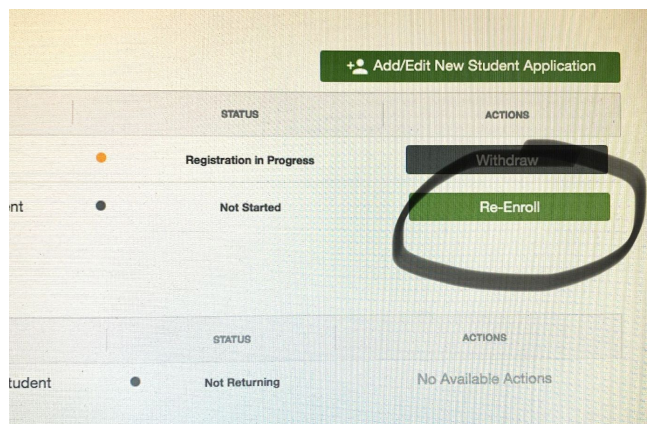


UPDATED RE-ENROLLMENT INSTRUCTIONS

Hello Parents & Guardians!

Due to a SchoolMint update the steps to re-enroll your learner have changed. Re-enrollment must be done online, even if you turned in the "Intent To Return Form." Please follow the steps below to re-enroll your learner for the 2019-2020 school year. **If you have already completed re-enrollment and received the verification, you do not need to do this; if you are unsure you can call at 419-491-7423.**

1. Log-in to SchoolMint
2. On the homepage click "Re-Enroll"
 - a. Do Not Click "Add/Edit New Student Application"
If "Re-Enroll" does not appear see directions below
3. Make sure that all the information is correct, and re-enter mailing address.
4. End by clicking "Submit Forms"



****If "Re-Enroll" does not appear, send an email to ali.reed@ileadspringmeadows.org. After that you will receive a confirmation email that you can then go in and select "Re-Enroll"***

After those short steps your learner should be re-enrolled!
If you have any questions you can call the office at 419-491-7423, or email ali.reed@ileadspringmeadows.org.