

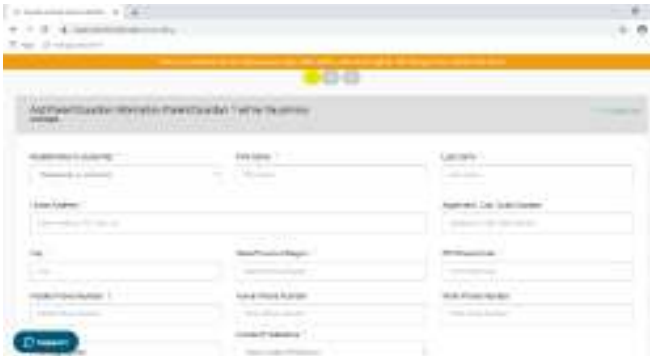
# NUSD New Student Registration

2020-2021

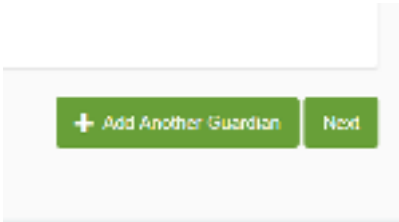
1. Create a School Mint account by using your email address or cell phone number.



2. Start by entering parent/guardian information of the child being registered.



3. Click the green “Add Another Guardian” button in the bottom right corner of the screen, if applicable, after completed click the green “Next” button.



4. School Mint will ask you to verify your address, if it is correct on the screen click on the green “Confirm” button to continue.



- Next, enter in the information for the child that is being registered.



A screenshot of a web browser showing a registration form. The form has several sections: 'Child Information' with fields for 'First Name', 'Last Name', and 'Date of Birth'; 'Address Information' with fields for 'Address' and 'City/State/Zip'; and a 'Next' button in the bottom right corner.

- If registering more than one student click the “Add Another Student” button, if not applicable click the “Next” button in the bottom right corner of the screen.
- Review and confirm that the automated school year and child chosen to register are correct on the screen.



A screenshot of a web browser showing a form with two sections. The first section is titled 'Please select the school year you wish to register for' and has two radio buttons: '2019-2020' and '2020-2021'. The second section is titled 'Please select the child you wish to register for' and has two options: 'John Doe' and 'Add Another Student'.

- Choose your child’s current grade and the grade they are applying to. (If your child is an incoming kindergartner then choose “Not Applicable” for their current grade.) Click the “Next” button to continue.



A screenshot of a web browser showing a form with two dropdown menus. The first dropdown is labeled 'Current Grade' and has 'K-12' selected. The second dropdown is labeled 'Grade Applying To' and has 'K-12' selected. There is a 'Cancel' button and a green 'Next' button.

- A map with a list of schools closest to you based on your home address will be displayed, with your home school being the very first one on the list.



10. Click on your home school, then the “Next” button to continue.



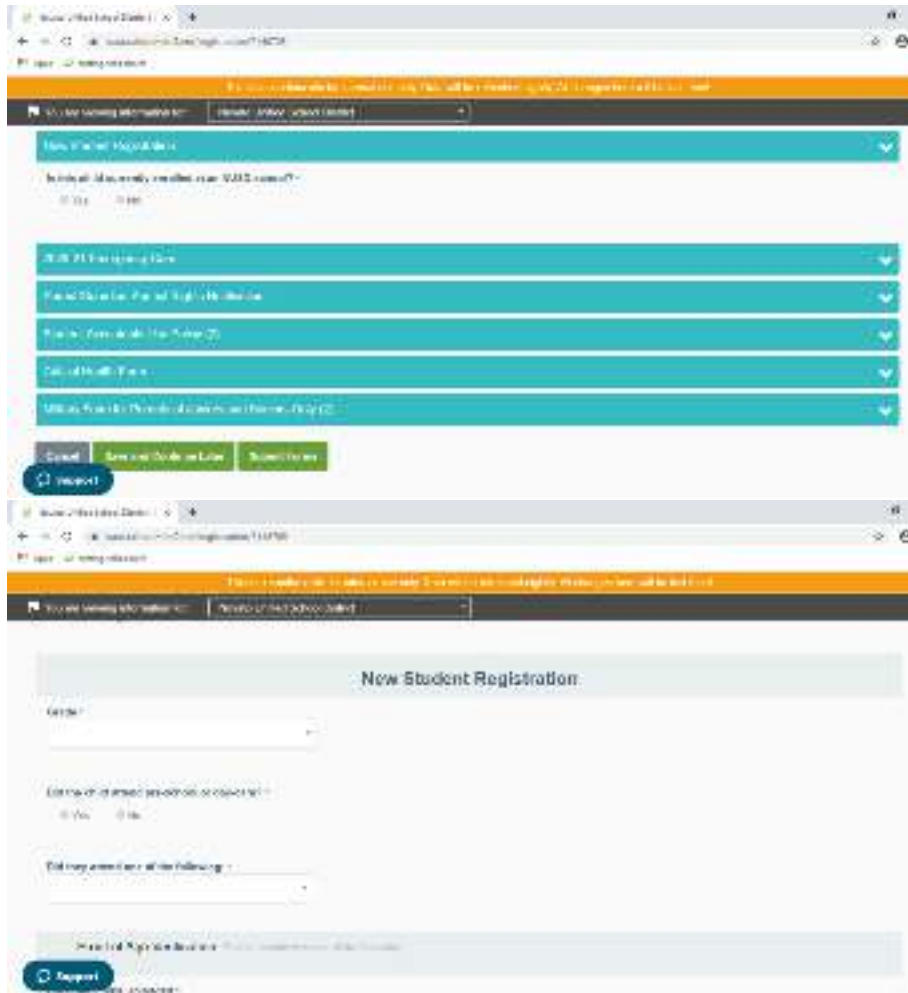
11. Confirm the details of your child’s name, the school chosen, the grade you are applying for, and your home address. If everything is correct, click the green button to continue.



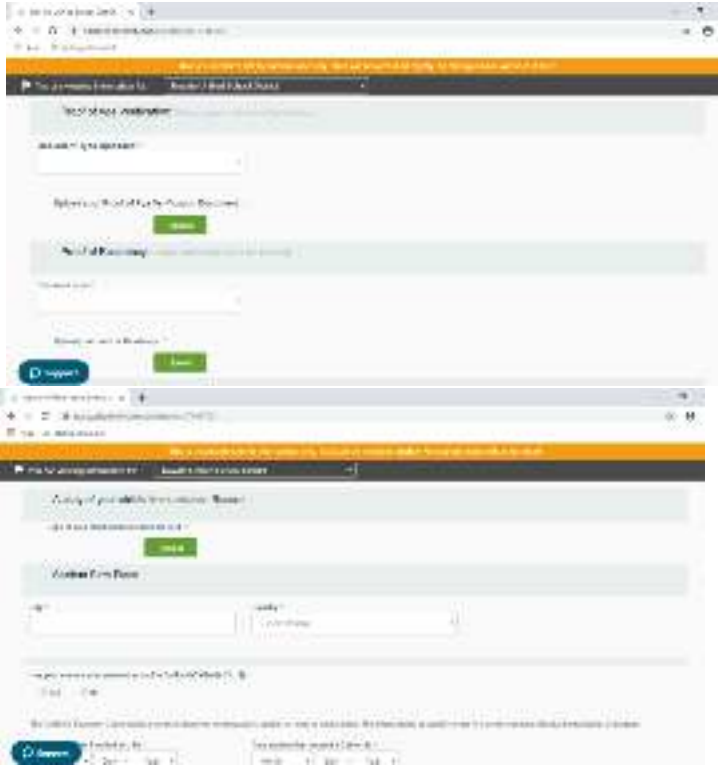
12. Click on each blue section and proceed by filling in all required information for your child that is marked with a blue asterisk.



### 13. Section 1- New Student Registration

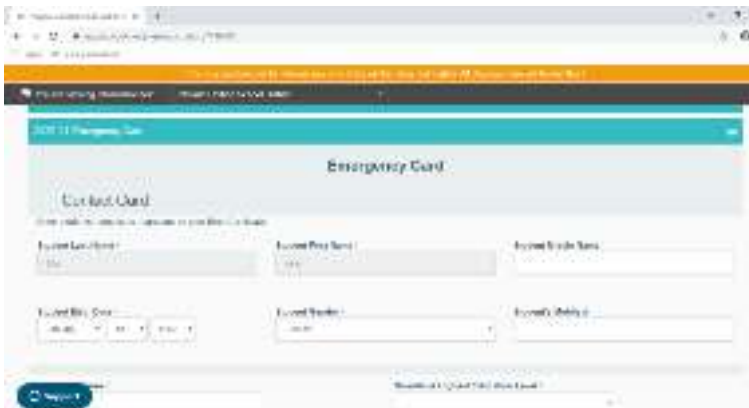


14. For the registration of a new student, you will need the following documents: Proof of age verification, proof of residency, and a copy of your child’s immunization records. For each section use the drop list to choose what type of document you will be uploading. (\*SEE LAST STEP FOR INSTRUCTIONS ON HOW TO UPLOAD DOCUMENTS)



15. Section 2- Emergency Card.

Sign at the end of this section with a parent/guardian’s initials.



16. Section 3- Parent/Guardian Annual Rights Notification.

Enter the name of the school your child is applying to for the current school. Then, a parent/guardian signature is required for this section which can be completed by clicking and dragging your finger on the laptop mousepad.



17. Section 4- Student Acceptable Use Policy

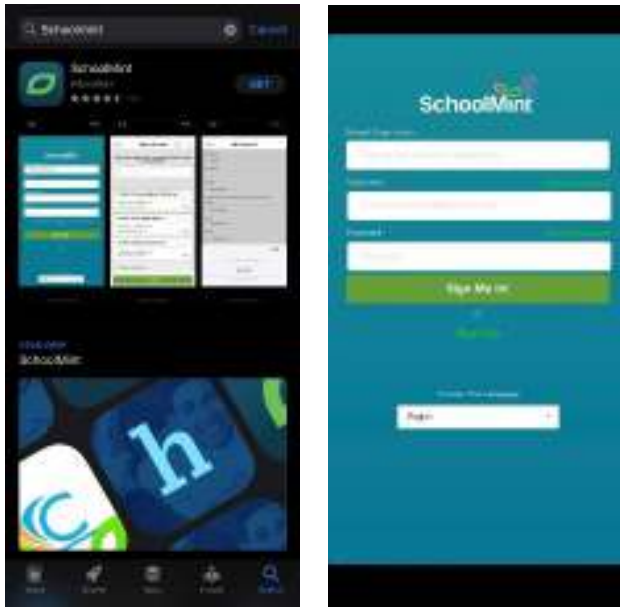
A parent/guardian’s and the student’s signatures are required to complete this section.



## 18. Section 5- Critical Health Form



19. For the document upload required for this section you will need to download the School Mint app from your mobile device that is available for free in the app store.



20. Enter and choose Novato Unified School District for the school organization. Next, log into your School Mint account using the email/phone number and password you created.
21. Once you have logged in click on the student's application for who you are registering for and click the New Student Registration section. Scroll down to the document upload section.
22. Click on the camera icon and take a picture of the document you are uploading. After completing all necessary documents scroll to the bottom of the page and press the green "Save and Continue" button.
23. If there is more than one page of the document you are uploading to a section, please deliver the remaining documents to the school site you are applying to.
24. To submit your application, click the "Submit Forms" button.