Online Applications: Step by Step Instructions for Families

Applications can be entered online at applyla.schoolmint.net (Applications for ECHS-Gardena can be entered at https://bit.ly/37pTlJT)

- Applications for Environmental Charter High School (Lawndale) must be submitted by Friday, 2/12/21 to be eligible for the lottery.
- Applications for Environmental Charter Middle School (Gardena) must be submitted by Tuesday, 3/23/21 to be eligible for the lottery.
- Applications for Environmental Charter Middle School (Inglewood) must be submitted by Friday, 3/19/21 to be eligible for the lottery.

If you already have an ApplyLA or SchoolMint account but cannot log in, call 1-855-957-3535 or email support@schoolmint.com for help.

See next page for step by step screen instructions.
### Instructions

<table>
<thead>
<tr>
<th>1) Create Account</th>
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<tbody>
<tr>
<td>● Your email or phone number</td>
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<tr>
<td>● A password for the account</td>
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If you’ve already created an account with us last year, you may get an error message saying an account already exists. If so, click the gray “Sign In” button on the bottom right and then use the the forgot password link to reset your password and log-in.

### Image of What You Should See

![Create an Account](image_url)

**What is ApplyLA?**

ApplyLA is a suite of resources for families to find and successfully navigate the enrollment process for all public schools in Los Angeles.

At ApplyLA.org, families will find a School Finder tool, resources for navigating school enrollment, and links to all application processes (district and charter).

The ApplyLA Charter Common Application was created to make it easier for families to navigate the enrollment processes of the LA’s charter public schools. Charter public schools are public, few and open to all students. There are over 250 different independent charter public schools across Los Angeles. Traditionally, most charter public schools have their own application and enrollment processes, meaning families must juggle separate applications, multiple websites, and different deadlines if they want to apply to more than one school. The ApplyLA Charter Common Application seeks to simplify the process.

With the ApplyLA Charter Common Application, families fill out one application, on one website, and apply to as many of the participating schools as they want in as little as 5 minutes. ApplyLA is accessible on your computer, tablet, or mobile phone. The application is available in English, Spanish and Korean. You can also apply by phone via the ApplyLA hotline at 877-877-8067.

Create an account to get started today!
2) Welcome Screen

- Update your preferred language here between English or Spanish.
- Click the green button to apply.

Please note that each parent or guardian will make one account, and later on you'll be able to add multiple student profiles in case you are a parent of more than one child who is applying through ApplyLA.
3) Parent Info: Screen 1 of 3 for Account Information

- Enter parent/guardian information

This information should be about you, the parent or guardian. You'll have a place to share information about your student, if different, on the next page. (For example, if your student has a different address than you, please put your address here and then the student’s address when prompted on the next screen.)
4) Student Info: Screen 2 of 3 for Account Information

- Enter student information including name, date of birth, and address.

If the student’s address is different than the guardian’s address, please click the box on the right titled “New Address” and enter the student’s address.
Student Info: Screen 3 of 3 for Account Information

- Select the school year you’d like to submit an application for. To apply for next year, select the 2021-2022 school year option
- Select which student you want to put an application in for (if you have more than 1 child on your account)
- Enter the students current school information, current grade, and the grade they are applying to enter.
Questions you might need help with:

Is YOUR STUDENT currently enrolled at a charter school participating within ApplyLA?

1) Click “Yes”. A box will appear that asks you to select your child’s school from a dropdown list. If you’re child’s school is there, select it. If your child’s school is not there, proceed to step 2.

2) Change your answer to the previous question to “No”. Now you will be able to enter either:
   a) “Other” if your child is currently enrolled at a school, but you can’t find it in the list.
   b) “Not Applicable” if your child is not currently enrolled in any school.
5) Choose Preferred Schools

- Browse school options by proximity to your home

Tips for the School Finder:

- Narrow your school options to Environmental Charter Schools by typing “Environmental Charter” into the search bar.
- Click on the blue links to see school information and profiles.
- You can select more than 1 school and apply to them all at once!
6) Fill Out Application

- You will not have to reenter any information you’ve already shared; so your student name & address should already be complete.
- Share whether your applying student has any siblings at any of the schools they are applying to
- Share if a parent or guardian is employed by ECS.

If your student is applying to schools other than Environmental Charter Schools, you will see an orange box entitled “Additional Questions” for each organization you are applying to. For Environmental Charter Schools, our additional questions only ask you to share:

1) Does the student have a brother or sister currently attending a school you have chosen in this application?
2) Is one of the parents or guardians employed by this organization?
7) Confirm Application

The last step is simply to review the information you entered and ensure it is correct. If it is not, hit the “Back” button at the bottom and navigate back to the page with the incorrect information & correct it. If it is correct, click “Submit” at the bottom.
8) Verify Submission

Once you've submitted your applications, click “Home” in the yellow navigation bar at the top to see your submitted applications.

Your student's status should show up next to each school. The status should be “submitted” and have a green dot.

If at any point you'd like to cancel an application, use the red “Cancel” button on the right to do so.