



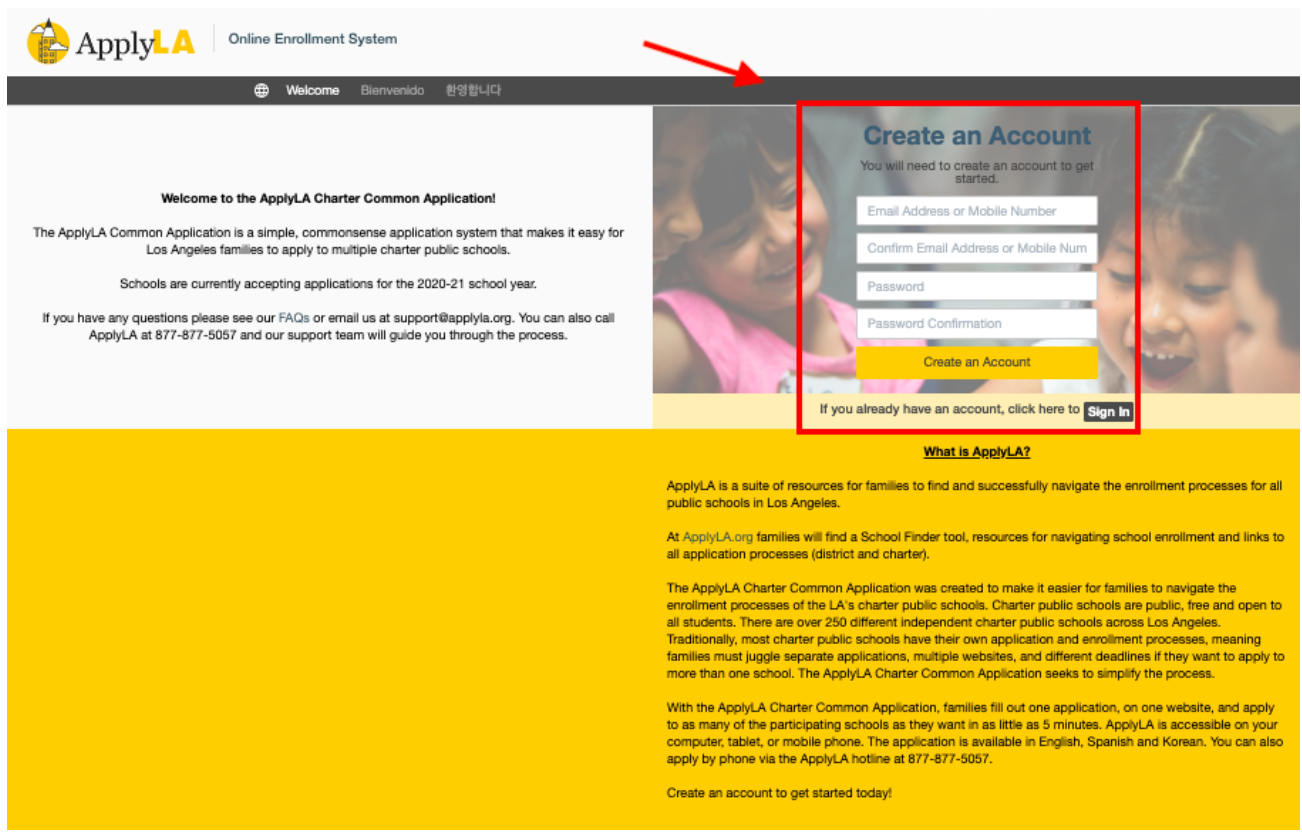
## Online Applications: Step by Step Instructions for Families

Applications can be entered online at [applyla.schoolmint.net](https://applyla.schoolmint.net) (*Applications for ECHS-Gardena can be entered at <https://bit.ly/37pTIJT>*)

- 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 **Friday, 3/5/21** to be eligible for the lottery.
- Applications for Environmental Charter Middle School (Inglewood) must be submitted by **Friday, 3/5/21** 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](mailto:support@schoolmint.com) for help.

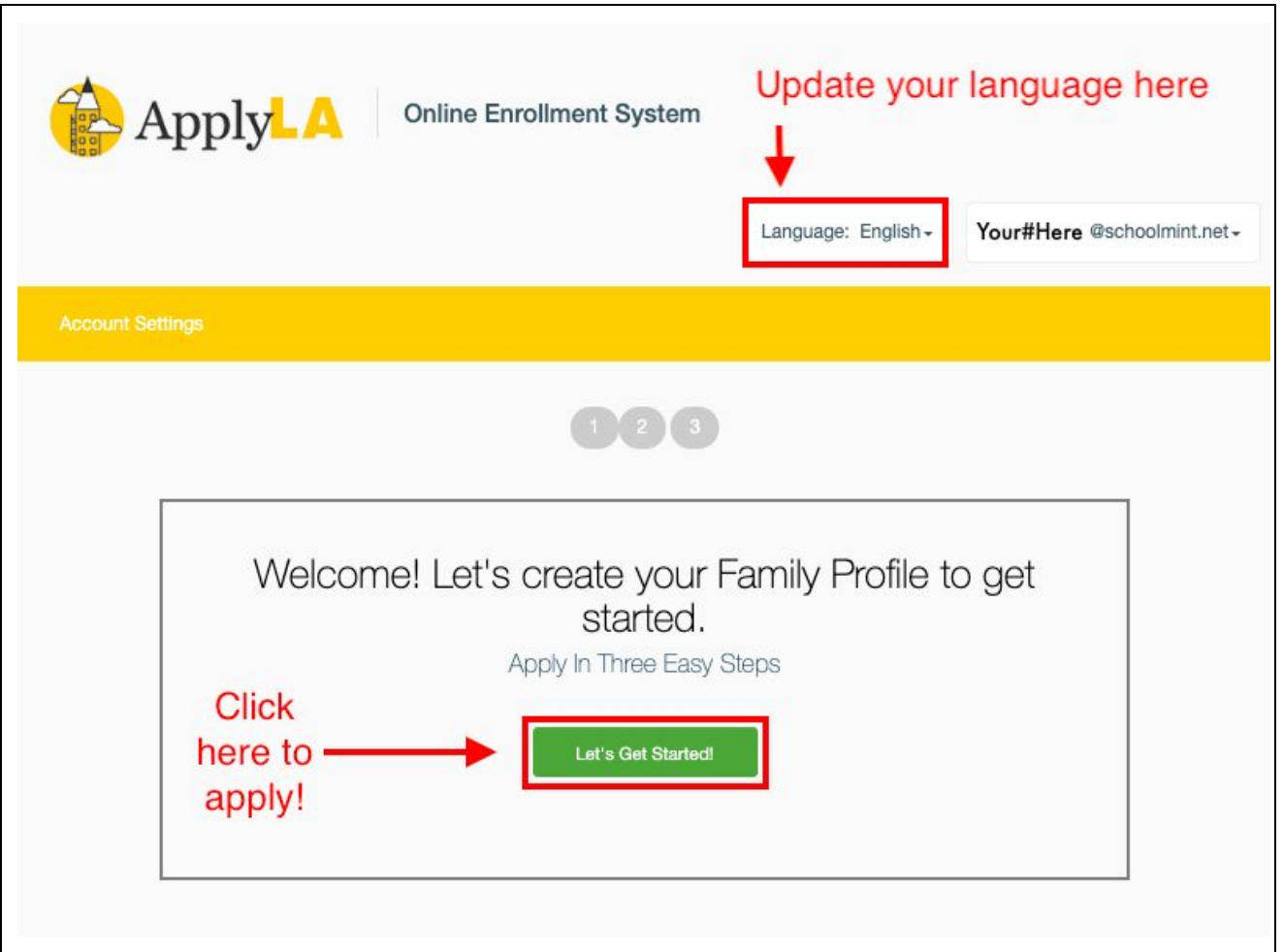
**See next page for step by step screen instructions.**

Instructions	Image of What You Should See
<p><b>1) Create Account</b></p> <ul style="list-style-type: none"> <li>• Your email or phone number</li> <li>• A password for the account</li> </ul> <p>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.</p>	 <p>The screenshot shows the ApplyLA Online Enrollment System interface. At the top, there is a navigation bar with the ApplyLA logo and the text 'Online Enrollment System'. Below this, there is a header with 'Welcome' in three languages: English, Spanish, and Korean. The main content area is divided into two columns. The left column contains a welcome message: 'Welcome to the ApplyLA Charter Common Application! The ApplyLA Common Application is a simple, commonsense application system that makes it easy for Los Angeles families to apply to multiple charter public schools. Schools are currently accepting applications for the 2020-21 school year. If you have any questions please see our FAQs or email us at support@applyla.org. You can also call ApplyLA at 877-877-5057 and our support team will guide you through the process.' The right column features a 'Create an Account' form with fields for 'Email Address or Mobile Number', 'Confirm Email Address or Mobile Num', 'Password', and 'Password Confirmation', along with a yellow 'Create an Account' button. A red arrow points to this button. Below the form, there is a 'Sign In' button. At the bottom of the page, there is a yellow section titled 'What is ApplyLA?' containing text about the system's purpose and accessibility.</p>

## 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.



The screenshot shows the ApplyLA Online Enrollment System interface. At the top left is the ApplyLA logo, which includes a stylized school building icon. To the right of the logo is the text "ApplyLA" and "Online Enrollment System". In the top right corner, there is a red arrow pointing to a dropdown menu labeled "Language: English -". Above this dropdown is the text "Update your language here" in red. To the right of the language dropdown is a user profile field labeled "Your#Here @schoolmint.net -". Below the top navigation bar is a yellow bar with the text "Account Settings". In the center of the page, there are three circular navigation buttons labeled "1", "2", and "3". Below these buttons is a large white box with a black border containing the text "Welcome! Let's create your Family Profile to get started." and "Apply In Three Easy Steps". To the left of this box, there is red text "Click here to apply!" with a red arrow pointing to a green button labeled "Let's Get Started!". The button is highlighted with a red border.

### 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.

Account Settings

1
2
3

Add Parent/Guardian Information
\* = Required

<b>Relationship to student(s) *</b> <input type="text" value="Relationship to student(s)"/>	<b>First name *</b> <input type="text" value="First name"/>	<b>Last name *</b> <input type="text" value="Last name"/>
<b>Home Address *</b> <input type="text" value="Street address, P.O. box, c/o"/>	<b>Apartment, Unit, Suite Number</b> <input type="text" value="Apartment, Unit, Suite Number"/>	
<b>City *</b> <input type="text" value="City"/>	<b>State/Province/Region *</b> <input type="text" value="State/Province/Region"/>	<b>ZIP/Postal Code *</b> <input type="text" value="ZIP/Postal Code"/>
<b>Mobile Phone Number †</b> <input type="text" value="Mobile Phone Number"/>	<b>Home Phone Number</b> <input type="text" value="Home Phone Number"/>	<b>Work Phone Number</b> <input type="text" value="Work Phone Number"/>
<b>Email</b> <input type="text" value="Email"/>	<b>Contact Preference *</b> <input type="text" value="Select Contact Preference"/>	

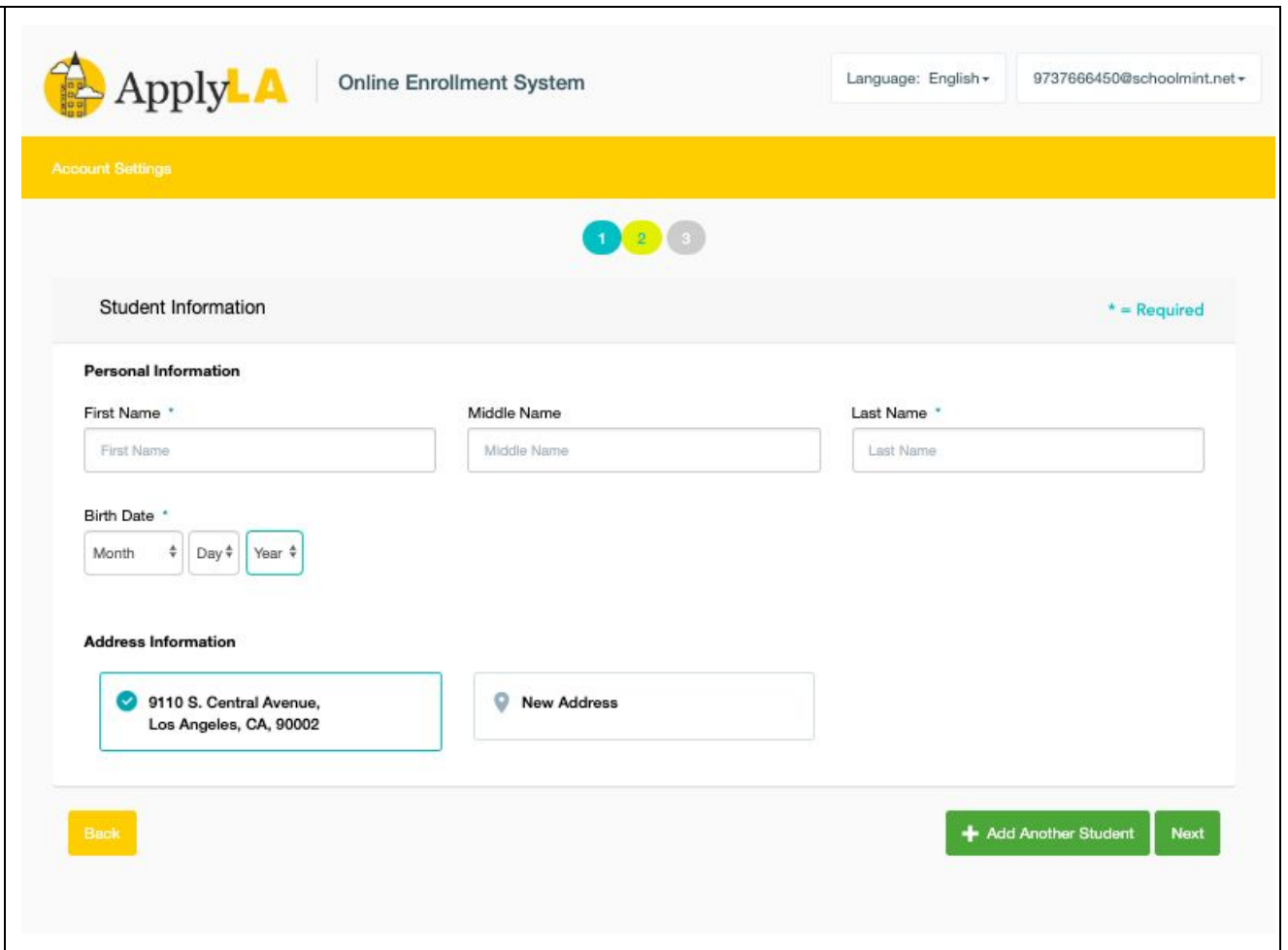
†Message and data rates may apply based on your wireless carrier's rate plan. If your preferred contact method includes Text, you give permission for ApplyLA and affiliate partners to send autodialed text messages to your cell phone.

Back
+ Add Another Guardian
Next

#### 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.



The screenshot shows the 'Account Settings' page in the ApplyLA Online Enrollment System. The page is titled 'Account Settings' and has a yellow header bar. Below the header, there are three numbered steps: 1 (blue), 2 (yellow), and 3 (grey). The current step is 'Student Information', which is indicated by a blue asterisk and the text '\* = Required'. The 'Student Information' section is divided into three sub-sections: 'Personal Information', 'Address Information', and 'Birth Date'. Under 'Personal Information', there are three text input fields for 'First Name', 'Middle Name', and 'Last Name'. Under 'Birth Date', there are three dropdown menus for 'Month', 'Day', and 'Year'. Under 'Address Information', there are two boxes: one with a checkmark and the address '9110 S. Central Avenue, Los Angeles, CA, 90002', and another with a location pin icon and the text 'New Address'. At the bottom of the page, there are three buttons: a yellow 'Back' button, a green '+ Add Another Student' button, and a green 'Next' button.



## 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.

### Student Information


Please select the school year you would like to apply to


2020-2021

2021-2022

Please click on your student's name

**Johnny Vo**

 October 15th 2004

 4115 W 142nd St  
Hawthorne, CA 90250

 [Add another student](#)

Current School

Is Johnny Vo currently enrolled at a charter school participating within ApplyLA?

Yes  No



**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.

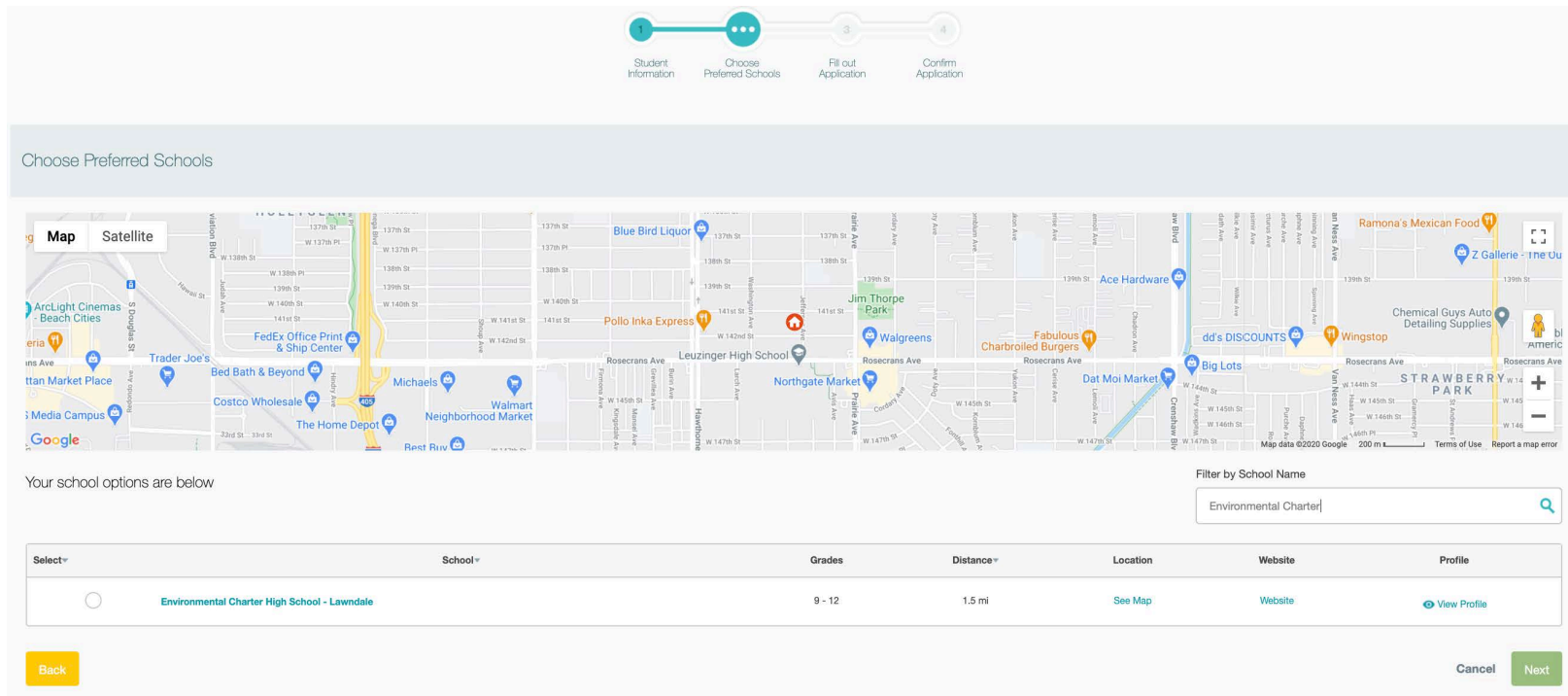
A screenshot of the ApplyLA enrollment form. The section is titled "Current School". It contains a question: "Is (name) currently enrolled at a charter school participating within ApplyLA?". Below the question are two radio buttons: "Yes" and "No". The "No" button is selected and highlighted with a red box. Below the radio buttons is a text input field with the placeholder text "What school is (name) currently enrolled in? (REQUIRED)". The word "Other" is entered in the field. Below the input field is a small instruction: "Enter 'Other' if you don't see your school, or 'Not Applicable'". Below this section are two dropdown menus: "Current Grade" and "Grade Applying to", both with "Select One" as the placeholder text.

## 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!



The screenshot shows the 'Choose Preferred Schools' step in a four-step process. It features a map of a neighborhood with various points of interest and a search filter for 'Environmental Charter'. Below the map is a table of school options.

Process Steps: 1. Student Information, 2. Choose Preferred Schools, 3. Fill out Application, 4. Confirm Application

Choose Preferred Schools

Your school options are below

Filter by School Name: Environmental Charter

Select	School	Grades	Distance	Location	Website	Profile
<input type="radio"/>	Environmental Charter High School - Lawndale	9 - 12	1.5 mi	<a href="#">See Map</a>	<a href="#">Website</a>	<a href="#">View Profile</a>

Buttons: Back, Cancel, Next





## 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?

### Basic Information

**Student General Information**

Johnny  Middle Name

**Student Residence**

4115 W 142nd St

Hawthorne  CA

**Siblings**

Does the student have a brother or sister currently attending a school you have chosen in this application? \*  Yes  No

**Additional Information**

Is one of the parents or guardians employed by this organization? \*  Yes  No



## 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.

1 2 3

1 Student Information 2 Choose Preferred Schools 3 Fill out Application 4 Confirm Application

### Confirm Application

#### Student General Information

Student Name	Johnny Vo
Birth Date	October 15th 2004
Current School	ENVIRONMENTAL CHARTER HIGH
Current Grade	Ninth Grade
Grade Applying to	Tenth Grade

#### Student Residence

Address	Johnny Vo 4115 W 142nd St, Hawthorne, CA 90250
---------	--

#### Application Information

Grade Applying To:	Tenth Grade
Schools:	Environmental Charter High School - Lawndale
School Year:	2021-2022

Back Submit



## 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.

The screenshot shows a "Student Dashboard" with a yellow header bar. A message in the header reads: "Great! You've successfully filed an application. If you're on a public computer, please remember to [log out](#) when you are done." Below the header, the user's name "Johnny Vo" is displayed next to a "Edit New Student Application" button. The main content area is a table with columns for "Current School", "Current Grade", and "Next Grade". The table contains one row for "Environmental Charter High School - Lawndale (Tenth Grade)". Below the school name, there are details: "New Student", "School Year: 2021-2022", "Updated: 10/21/2020", "Enrollment Phase: Pre-Lottery", and a green dot next to the word "Submitted". A red "Cancel" button is located on the right side of the row. At the bottom of the row, there is a "See All" link.