



RE-ENROLLMENT PROCESS AT HERITAGE ACADEMY

STEP 1: RETURNING or NOT RETURNING

- ❑ **VISIT HERITAGEACADEMY.SCHOOLMINT.NET** - Sign-In using your username and password or click "Forgot Username or Password" to reset credentials.
- ❑ **CLICK "RETURNING or NOT RETURNING"** – On the student dashboard click your choice to return or not return for each of your scholars.
- ❑ **CONFIRM "RETURNING or NOT RETURNING"** – In the pop-up box, confirm your selection.

If you are **NOT RETURNING**, we will reach out to you with withdrawal information.

If you are **RETURNING**, please continue to STEP 2.

STEP 2: RE-ENROLL (ONLY IF YOU ARE RETURNING)

- ❑ **CLICK "RE-ENROLL"** - On the student dashboard click "re-enroll" for each of your scholars.
- ❑ **VERIFY INFORMATION** – Please make sure your address, phone number(s), and email(s) are updated and correct. Make edits to the information as needed.
- **ENTER MAILING ADDRESS** – This section will need to be completed as it does not auto-populate in the application.
- ❑ **CLICK "SAVE AND CONTINUE"**
- ❑ **SELECT "DEMOGRAPHIC UPDATE"**
- ❑ **COMPLETE REQUIRED INFORMATION**
- ❑ **UPLOAD ARIZONA RESIDENCY "PROOF"** – Select one the listed documents (i.e. ID, Utility Bill, etc.) take a picture and upload it. Wait for it to say "Uploaded."
- ❑ **CLICK "SUBMIT FORMS"**

Once the re-enrollment documents have been submitted, you will receive an email from SchoolMint stating that everything has been received. There is no need to confirm that we received your application. If anything is missing or we have an issue, we will notify you.