



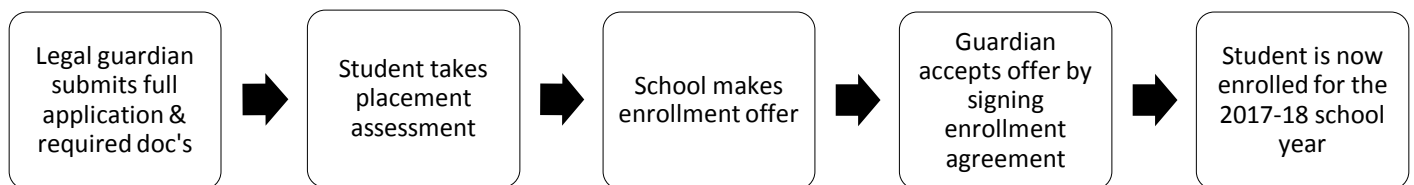
Cornerstone Academy
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Dear Prospective Cornerstone Family:

Thank you for your interest in Cornerstone Academy, a free public charter school serving grades K-8. Open Enrollment begins on March 1 after 8:30 am and continues through March 31st. A lottery will be held, if necessary, on April 14th which will include completed applications received during Open Enrollment. Applications submitted after March 31st will not be included in the lottery process and accepted solely on a first come, first served basis.

After Open Enrollment closes, we will review and process applications for all potential new students and determine if a lottery is necessary. Lotteries are held on a grade level basis and only occur if we receive more applicants than openings available. First preference is given to siblings of currently enrolled students and then to students who reside in the Columbus City School district. Notification of acceptance into the Academy will be sent by May 1st.

As a reminder, filling out an enrollment application does not guarantee enrollment for your child. The full enrollment process involves the following steps:



Cornerstone Academy is pleased to announce our online enrollment system, **SchoolMint**. SchoolMint makes parent-school communication easier than ever.

To begin the enrollment application process:

- 1) Gather the documents you will need to complete your application (see checklist on back page)
- 2) Download the SchoolMint App and/or from any browser go to <https://accelschools.schoolmint.net/signup>
- 3) Create an account using your email address or mobile phone number as your username. You will be prompted to create a minimum 6 character password of your choice
- 4) Follow the prompts to create your Family Profile and to work through the application. If you run out of time, you will have the opportunity to save your progress as you go

Should you require any assistance using SchoolMint, representatives fluent in English and Spanish may be reached via email at support@schoolmint.com or by phone at 1.855.957.3535: press 2 for Family Support. You may also check out the Family Support Center which is accessible from the SchoolMint website: <https://schoolmint6.zendesk.com/hc/en-us/categories/201674143-Families>.

For all incoming **Kindergarten** students, we conduct assessments to accurately place students for the coming year. All incoming **Kindergarten** students must take this assessment to complete their enrollment in the Academy. Assessments for **Kindergarten** will be held on **May 9th** for those with last names beginning with A-M. On **May 10th**, we will test those with last names beginning with N-Z. Assessments times are from 8:30-10:30am and 12:00–2:00pm on a first come, first served basis.



We require current year **final** grade card **and** standardized assessment (AIR, Terra Nova, ITBS, etc.) results for all incoming 1st through 8th grade applicants. Failure to submit these items **by July 14th** will result in loss of placement. Any student enrolling from out of state or without standardized testing scores will be required to complete an assessment at Cornerstone Academy on **Wednesday, July 19th at 10:00 am**. Please submit these items as soon as they are received or contact us to schedule the assessment test.

Checklist of Required Enrollment Documents

Throughout the online application process you will be prompted to upload four documents that are required for enrollment. Depending on your answers throughout the application, you may be asked to upload additional documents. See below for details. *Options for uploading documents: Scanner | Smartphone Camera | Bring or mail hardcopies to the school office*

Required for All Students:

- Copy of child's birth certificate
- Copy of child's immunization records
- Copy of parent's photo ID
- Copy of proof of residency (see below)

For Grades 1-8 only

- Most recent report card/transcripts
- Current year assessment results and *final* grade card due by July 14th

Required Only If Applicable:

- Legal Custody Papers
- Affidavit of Residency, Notarized (1 per student)
- Individual Education Plan (IEP) or other learning plan
- Behavior Intervention Plan (504)
- Required Medical Forms: Student Self Possession and Use of Epi Pen, Inhaler, and /or Medicine; Diabetes Management and Care; Food/Allergy Care Plan; or Request to Administer Prescribed Medication at School

ACCEPTABLE FORMS OF PROOF OF RESIDENCY

1) When the student lives with the legal guardian and the proof of residency documentation is in the legal guardian's name:

Dated within 30 days of submitting the enrollment application:

- Utility Bill (electric, gas, water or sewer; Resident name and address must appear on the bill)
- Mortgage Statement; Resident name and address must appear on the statement
- Rent Receipt; must be dated and include names and signatures of the lessee and the lessor
- Property Tax Bill; must be dated and include resident name and address

2) When the dependent student (younger than 18) lives in a residence other than with the legal guardian, OR When the dependent student (younger than 18) and legal guardian reside with a friend or relative, OR When the independent student (age 18+) resides with a friend or relative:

An *Affidavit of Residency Form* must be completed in the presence of a Notary Public. The Notary Public must sign and seal the affidavit within 30 days of the enrollment application being submitted, and the original, hardcopy form must be submitted to the school office. The *Affidavit of Residency Form* requires that the Lessor/Property Owner also provide proof of residence—see form for details.

School begins on August 9th for 2017-18 school year. We welcome you to our school community and look forward to working with your family. Please do not hesitate to call us with any questions you may have about our school or the enrollment process—our door is always open. Thank you for choosing Cornerstone Academy.

Cornerstone Academy Administrative Staff

