



HERITAGE ACADEMY

“Building America’s Heroes, Together”

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 towards the end of the school year.
 - 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 next to the grade level for the 2023-2024 school year.
- ❑ **VERIFY INFORMATION** – Please make sure your address, phone number(s), and email(s) are updated and correct. We have found that some students have multiple entries for the same guardian, please remove those not needed.
- ❑ **CLICK “SAVE AND CONTINUE”**
- ❑ **SELECT “RE-ENROLLMENT DEMOGRAPHIC UPDATE”**
- ❑ **COMPLETE REQUIRED INFORMATION**
 - If you have **MOVED**, you will need to upload a new Arizona Residency Proof.
 - **UPLOAD ARIZONA RESIDENCY “PROOF”** – Select one of the listed documents (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 you have successfully re-enrolled your scholar. There is no need to confirm that we received your application. If anything is missing, we will notify you.