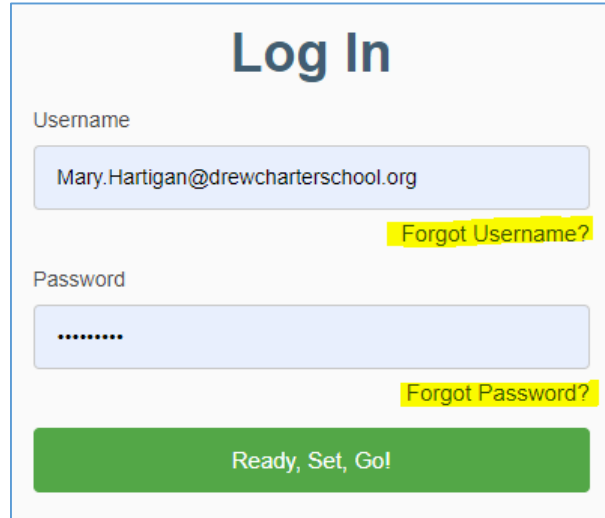
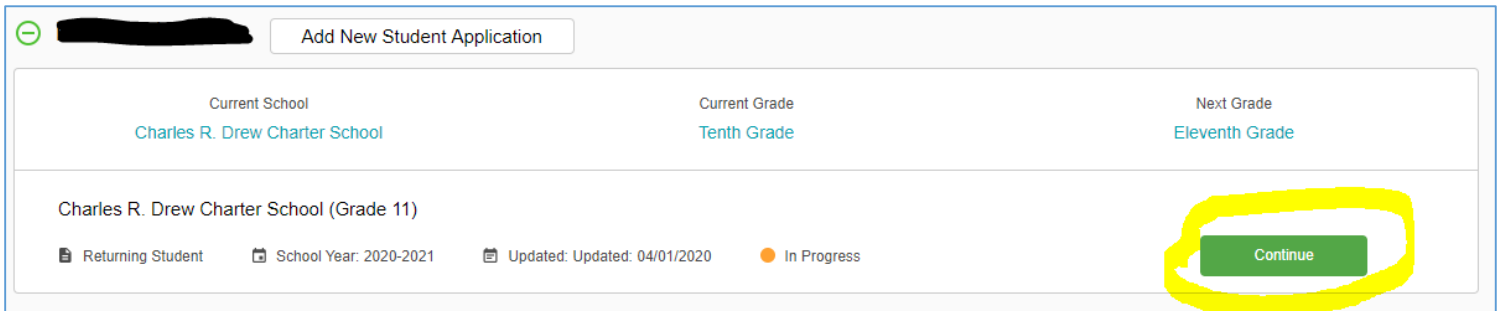


# Uploading Proof-of-Residency Documents in SchoolMint

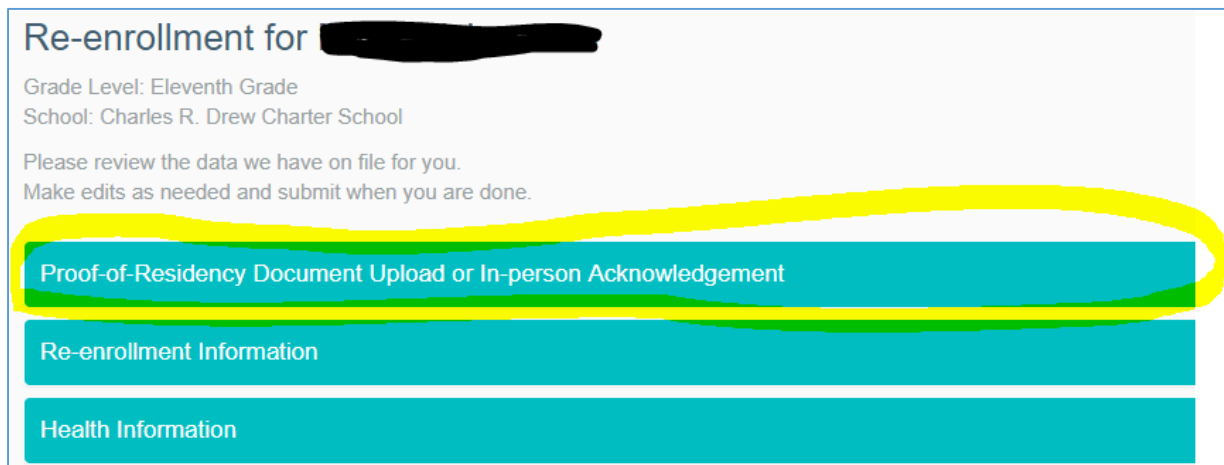
1. Sign into the SchoolMint account used when submitting your student’s online re-enrollment form: <https://drewcharterschool.schoolmint.net/signin>. If you forgot your information, click on the highlighted links for account recovery.



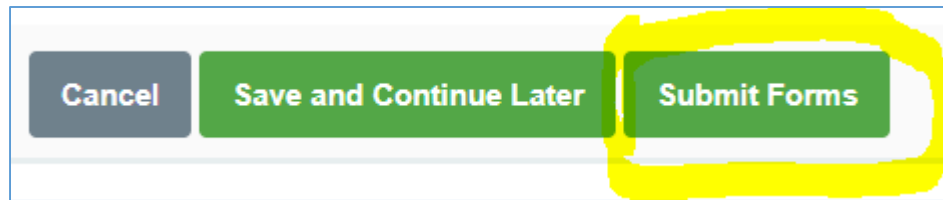
2. Once signed in, you will see your student listed on your Student Dashboard. Your rising 6<sup>th</sup> grader, 9<sup>th</sup> grader or all students if you have an address update will have the status “In Progress” rather than complete. Click on the green “Continue” button.



3. Click on the blue “Proof-of-Residency Document Upload or In-person Acknowledgement” bar.



4. Complete all questions/uploads on this form. You should review the [Re-enrollment Checklist](#) ahead of time and gather your documents together. Electronic version of the documents should be saved on whatever device you are using to complete the form. When you click "Upload" you will be able to select the document from your device.
5. Once the form is complete, scroll to the bottom of the page and hit "Submit".



6. You will receive a confirmation email/text that your re-enrollment is complete. We will send a re-enrollment verification email once all documents have been reviewed.

Please contact us at [enrollment@drewcharterschool.org](mailto:enrollment@drewcharterschool.org) or 404-450-0567 with any questions.