

# The Launch Crew



1580 Dean St, Brooklyn, NY 11213

## *Special Congrats from:*

Amanda Leake, Co-Head of School  
Shamikah Kenlock, Co-Head of School  
Alexis Rubin, Sr. Director of External Affairs  
Sheryl Davis, Family Engagement Coordinator



## *Miko Simmons-Jones*

Outreach Coordinator  
Recruitment &  
Enrollment Team  
Parent Alum (2018)

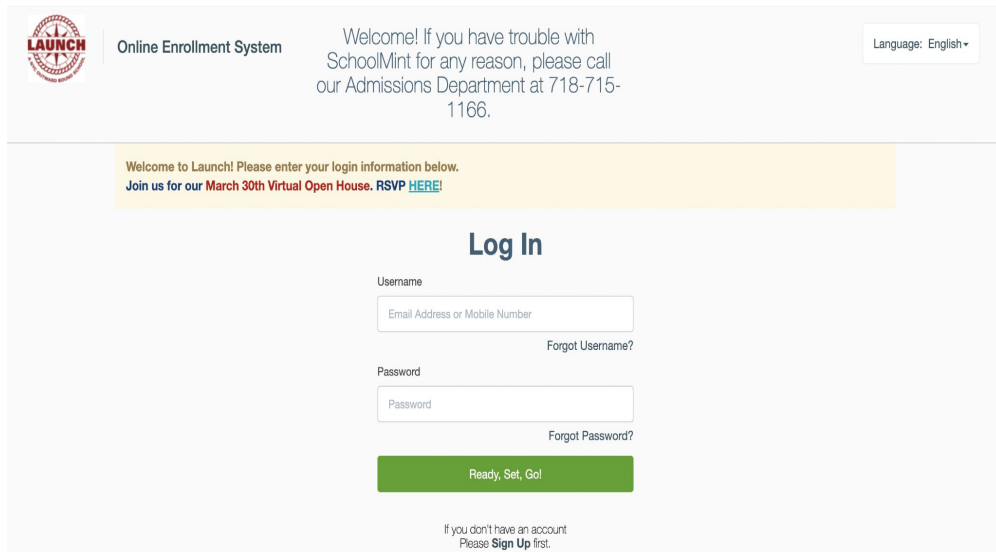


# Congratulations & Welcome to The Launch Crew!

# AFTER THE LOTTERY, HOW DO I ENROLL?

## Are you comfortable enrolling online?

Log in to SchoolMint (<https://launch.schoolmint.net/signin>) and **ACCEPT** our offer of a seat. After you've accepted the offer, proceed to registration.



The screenshot shows the 'Online Enrollment System' login page. At the top left is the 'LAUNCH!' logo. To its right is the text 'Online Enrollment System'. Further right is a welcome message: 'Welcome! If you have trouble with SchoolMint for any reason, please call our Admissions Department at 718-715-1166.' To the right of the message is a language dropdown menu set to 'English'. Below this is a yellow banner with the text: 'Welcome to Launch! Please enter your login information below. Join us for our March 30th Virtual Open House. RSVP HERE!'. The main section is titled 'Log In' and contains two input fields: 'Username' (with a sub-label 'Email Address or Mobile Number') and 'Password'. Below each field is a link for 'Forgot Username?' and 'Forgot Password?'. A green button labeled 'Ready, Set, Go!' is positioned below the password field. At the bottom, there is a link for users who don't have an account: 'If you don't have an account, Please Sign Up first.'



# ENROLLMENT PROCEDURE

# AFTER THE LOTTERY, HOW DO I ENROLL?

Registration is complete once you've filled out the forms and uploaded the required documents.

After you've logged in to SchoolMint and accepted the offer, you will be able to begin enrollment/registration. Complete all the sections and upload your documents at the end.

The screenshot shows the SchoolMint Online Enrollment System interface. At the top, there is a navigation bar with "School Mint" and "Online Enrollment System" on the left, a search box, and a "Help" button on the right. Below this is a main content area with a welcome message: "Welcome! If you have trouble with SchoolMint for any reason, please call our Admissions Department at 718-715-1166." A secondary navigation bar contains "Dashboards", "Application Index", "Reports", "Communications", "Admissions", "Settings", and "Student search". The main content area displays "Application Grade Level: Sixth Grade" and "School: Launch Expeditionary Learning Charter School". It includes instructions: "Please click on each section below and fill in all requested and required registration information." and "Your school may require some forms to be printed and submitted to the school's office. After you submit your forms, a link for the PDF version of your forms will be available for printing on the Student Dashboard." A list of sections follows, each with a dropdown arrow: "Student Bio", "Release Forms", "Contacts", and "Enrollment". A legend indicates that an asterisk (\*) denotes required sections. At the bottom left, there is a "Support" button, and at the bottom center, there is a "WalkMe" button.

ENROLLMENT  
PROCEDURE

The background image shows three people (two women and one man) standing outdoors, all wearing blue t-shirts with the "LAUNCH" logo. The text "ENROLLMENT PROCEDURE" is overlaid in large white letters on the right side of the image.



# AFTER THE LOTTERY, HOW DO I ENROLL?

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Would you prefer to receive assistance from the Enrollment Team?

## ENROLLMENT SUPPORT SESSIONS

### IN-PERSON

- Monday, April 3rd, 9:15 AM - 6:15 PM
- Tuesday, April 4th, 2:00 PM - 7:00 PM

### VIRTUAL

- Saturday, April 15th, 10:00 AM - 12:00 PM and 5:00 PM - 7:00 PM

Register in advance for virtual enrollment sessions:

<https://tinyurl.com/LaunchEnroll2023>

### 1:1 PHONE SUPPORT

For appointments, email [admissions@launchschool.org](mailto:admissions@launchschool.org) or call Miko Simmons-Jones at 718-715-1166.



# AFTER THE LOTTERY, HOW DO I ENROLL?

## Is a paper form more your style!



### Enroll Your Student Today!

LAUNCH ENROLLMENT FORM 2023-2024

#### I. Student Bio

Student Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

Street Address \_\_\_\_\_ Apartment/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Gender Male  Female  Non-Binary  Date of Birth MM / DD / YYYY Birth Place \_\_\_\_\_ STATE OR COUNTRY

Race Background \_\_\_\_\_ Ethnic Background \_\_\_\_\_  
Black or African American  Hispanic  White  Asian  Hispanic or Latino/a   
American Indian  Pacific Islander  Not Specified  Not Hispanic or Latino/a

#### II. Student Residency Form

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435 and must be completed for each student. The information you provide is confidential. Your child will not be discriminated against based upon the information provided. Please complete the following questions regarding the student's housing in order to help determine services the student may be eligible to receive.

Please identify the student's current living arrangements. Please check ONE box.

- Permanent Housing – Student lives in a fixed, regular, and adequate housing situation
- Shelter – Emergency or transitional shelter
- Doubled Up – With another family/person due to loss of housing or economic hardship
- Hotel/Motel – Not an emergency or transitional shelter involves payment
- Other Temporary living situation – Car park, abandoned building, street, campground, other inadequate living space, etc.

Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002 (3)(d).

Parent/Guardian Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date MM / DD / YYYY

This form is in the welcome packet you received in the mail.

Simply fill it out, attach copies of registration documents and drop it off. We'll take care of the rest.

Launch Address:  
PS 243 Weeksville Bldg  
1580 Dean St, 3rd Fl  
Brooklyn, NY 11213  
(corner of Troy Ave)

## ENROLLMENT PROCEDURE

# Launch Required Registration Documents

## Child's Birth Certificate (or proof of guardianship)

- Does your child's birth certificate have his/her name on it, and your name on it?
- Does your child's birth certificate have the same birthday listed on the application?

## Parent/Guardian Proof of Residence

- Apartment lease
- Official NYS Driver's License, Learner's Permit or ID [which has not expired]
- Two current billing statements [dated within the past 60 days]:
  - Gas utility bill
  - Electricity utility bill

- Receipt of rent payment
- Pay stub from employer
- Bank statement

Is the parent/guardian name on the proof of residence identical to the name on the the application?

## Documents Required by the beginning of School

- Medical Paperwork:
  - Immunization Records [**most important. Your child will not be able to attend school without up to date immunizations**]
  - Physical Exam [current]
  - Medical Administration Form (Asthma, Allergies, Diabetes medications, etc.)
- Student's most recent report card (if available)





# Examples of Registration Documents

Upload them in SchoolMint, or  
bring them to an Enrollment Session





**THE CITY OF NEW YORK**  
**VITAL RECORDS CERTIFICATE**

**CERTIFICATE OF BIRTH REGISTRATION**

NEW YORK CITY  
DEPARTMENT OF HEALTH  
AND MENTAL HYGIENE

**CERTIFICATE OF BIRTH**

DATE FILED: 2003 OCT 28 P 12: 32

Birth No. [REDACTED]

|   |   |  |  |                      |
|---|---|--|--|----------------------|
| 1. FULL NAME OF CHILD   | First Name<br>Ray                           | Middle Name<br>Alfred  | Last Name<br>Jones, III  |                      |
| 2. SEX<br>Male  | 3a. NUMBER DELIVERED of this pregnancy<br>1 | 3b. If more than one, number of this child in order of delivery                          | 4a. DATE OF CHILD'S BIRTH<br>(Month) (Day) (Year)<br>October 23, 2003              | 4b. HOUR<br>03:29 PM |
| 5. PLACE OF BIRTH   | 5a. NEW YORK CITY BOROUGH OF<br>Queens      | 5b. Name of Facility (if not in institution, street address)<br>New York Hospital Queens |  | 5c. Hospital         |
| 6a. MOTHER'S FULL MAIDEN NAME<br>Miko Nathalie Simmons        |   | 6b. MOTHER'S DATE OF BIRTH<br>(Month) (Day) (Year)<br>[REDACTED]                         | 6c. MOTHER'S BIRTHPLACE<br>City & State or foreign country<br>St Vincent & Grenadi |                      |
| 7. MOTHER'S USUAL RESIDENCE<br>a. State NY<br>b. County Kings |   | 7c. City, town, or location<br>New York  | 7d. Street and house number<br>[REDACTED]  | Zip<br>[REDACTED]    |
| 7e. Inside city limits of 7c?<br>Yes                          |   |  |  |                      |
| 8a. FATHER'S FULL NAME  |   | 8b. FATHER'S DATE OF BIRTH   |  |                      |

**Parent's Name:**  
Does it match the name on the application?

**Child's Name:**  
Does it match the name on the application?

**DOB:**  
Does it match the application?





## Sample Lease I

### Parent or Guardian:

The name & address on apartment lease must match the application.

### Lease must be current.

**55** Apartment lease, comprehensive form, rules, guaranty, plain English, 11-15

PREPARED BY ARNOLD MANDELL, L.L.B.

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### LEASE AGREEMENT

The Landlord and Tenant agree to lease the Apartment for the Term and at the Rent stated on these terms:

**LANDLORD:** \_\_\_\_\_ **TENANT:** \_\_\_\_\_

Address for Notices \_\_\_\_\_

Apartment (and terrace, if any) \_\_\_\_\_ at \_\_\_\_\_

Bank \_\_\_\_\_

|                           |   |  |
|---------------------------|---|--|
| Lease date: _____         | Term _____<br>beginning _____<br>ending _____ | Yearly Rent \$ _____<br>Monthly Rent \$ _____<br>Security \$ _____ |
| Broker <sup>o</sup> _____ |   |  |

**Rider** Additional terms on \_\_\_\_\_ page(s) initialed at the end by the parties is attached and made a part of this Lease.

**1. Use** The Apartment must be used only as a private Apartment to live in as the primary residence of the Tenant and for no other reason. Only a party signing this Lease may use the Apartment. This is subject to Tenant's rights under the Apartment Sharing Law and to limits on the number of people who may legally occupy an Apartment of this size.

be deemed released. The Landlord may use the security as stated in this section. Landlord may put the security in any place permitted by law. Tenant's security will bear interest only if required by law. Landlord will give Tenant the interest when Landlord is required to return the security to Tenant. Any interest returned to Tenant will be less the sum Landlord is allowed to keep for expenses. Landlord need not give Tenant interest on the security if Tenant is

## PART II: SAMPLE RESIDENTIAL LEASE AGREEMENT

### Sample Lease II

#### Parent or Guardian:

The name & address on apartment lease must match the application.

**Lease must be current.**

THIS AGREEMENT is executed between the \_\_\_\_\_ Housing Authority (herein called "PHA"), and \_\_\_\_\_ (herein called the "Tenant"), and becomes effective as of this date: \_\_\_\_\_ [966.4 (a)]

**(1) Unit:** That the PHA, relying upon the representations of Tenant as to Tenant's income, household composition and housing need, leases to Tenant, (upon Terms and Conditions set forth in Part I of this Lease agreement) the dwelling unit LOCATED at \_\_\_\_\_ (and hereinafter called the "premises") to be occupied exclusively as a private residence by Tenant and household. The Tenant UNIT NUMBER is: \_\_\_\_\_ [966.4 (a)]

**(2) Household Composition:** The Tenant's household is composed of the individuals listed below. (Other than the Head or Spouse each household member should be listed by age, oldest to youngest. [966.4 (a)(2)] All members of the household over age 18 shall execute the lease.

| Name | Relationship | Age & Birthdate | Social Security # |
|------|--------------|-----------------|-------------------|
| 1.   | Head         | ___ / /         | ___ - ___ - ____  |
| 2.   |              | ___ / /         | ___ - ___ - ____  |
| 3.   |              | ___ / /         | ___ - ___ - ____  |
| 4.   |              | ___ / /         | ___ - ___ - ____  |

**Parent or Guardian Name:**

Does this name match the name on the application?




**Address:**

Does this address match address on application?

**Non-expired ID:**

The ID must be current



**1** BARBARA MONROE


Your account number: 83-3750-4962-0003-0

Service delivered to: 42-40 1 ST HSE

Your electric rate: EL1 Residential or Religious

Next meter reading date: Tuesday, Dec 13, 2016

Avoid estimated bills... please plug in address to read your meter



**3** Working for you 24/7.

**Message Center**

With 08 month(s) remaining, your LEVEL PAYMENT AMOUNT billed to date of \$180.00 is \$193.87 less than your ACTUAL CHARGES to date of \$373.87. To stay current on your Level Payment Plan, please pay the TOTAL AMOUNT DUE shown.

Energy prices and your monthly usage affects your Con

**Parent or Guardian:**

Is this the name & address that appears on the application?




**Direct Payment Record**  
**Do not Pay**

Your account number: 83-3750-4962-0003-0  
Total amount due: \$45.00  
The amount of \$45.00 will be automatically deducted from your bank on Nov 28, 2016.

**Direct Payment Plan**  
**Do not mail a payment**

BARBARA MONROE  
42-40 1 ST HSE  
FLUSHING NY 11358-2624

0005336





**X15**

Company code

ST ANGELA MERICI SCHOOL  
266 E 163RD STREET  
BRONX, NY 10451

### Earnings Statement



Pay Period: 8/01/2005 to 8/15/2005

Pay Date: 8/19/2005

Employee Number: 0005 File number

Department Number:

Social Security Number:

Marital Status: MARRIED

Number Of Allowances: 00

Rate: 50.0000

**KAREN BACETTI**  
19 NOEL COURT  
BREWSTER, NY 10509



Federal Withholding

| Hours and Earnings |       |             |                     | Taxes and Deductions |             |              |
|--------------------|-------|-------------|---------------------|----------------------|-------------|--------------|
| Description        | Hours | This Period | Year-To-Date        | Description          | This Period | Year-To-Date |
| REGULAR SALARY     |       | 1478.96     | 6000.00<br>17747.52 | FICA                 | 113.15      | 1816.69      |
|                    |       |             |                     | FED WT               | 142.05      | 2838.93      |
|                    |       |             |                     | NY ST                | 63.43       | 1172.16      |
|                    |       |             |                     | SAVE 1               | 10.00       |              |
|                    |       |             |                     | SAVE 2               | 20.00       |              |

### Parent or Guardian:

Is this the name & address that appears on the application?



We need legible documents!

Please follow the steps to take clear pictures with your camera phone.

Thank you!

# Camera Phone Tips:

- Turn off your flash. Flashes tend to reflect harshly off of white surfaces like paper. The result is a washed-out image.
- Turn on HDR (High Dynamic Range imaging). Most camera phones have this feature. Instead of just taking one photo, HDR uses three or more photos taken at different exposures. Choose the best photo.
- Find the best lighting. Since you can't use a flash, the document needs to have ample natural light. Position the document near a window or directly under a lamp.

Continued on next page . . . .



# Camera Phone Tips:

- Smooth out any lines or creases on the document.
- Try to fill the camera frame with as much of the document as possible.
- For note-size pieces of paper (*less than 8/12" x 11"*) and driver license, you may want to rotate your camera 90 degrees so that the document fills even more of the screen.
- Hold the camera phone with both hands to keep it steady. Slight movements can produce a blurry image, especially in low-light situations.







**TOGETHER,**

**WE CAN ACHIEVE MORE THAN WE THOUGHT POSSIBLE.**

