

Enroll RPS Portal: A User Guide for Parents and Guardians

Welcome to the Enroll RPS Portal! This guide will help you navigate the enrollment process.

1. Accessing the Enroll RPS Portal

Visit enrollrps.schoolmint.com.

- New Users: Click "Create Account" at the top of the page to set up a new account.
- Returning Users: Log in on the left-hand side using your existing credentials.

Note: Fields marked with an asterisk () are required. Use the Google Translate button in the upper right to view the application in your preferred language.*

2. Parent Dashboard (with no students):

After logging in for the first time, you'll see the dashboard. Click the blue "Get Started" button to begin a new enrollment form.

3. Lookup Student

If your child is already an RPS student, you can look up their record using their student ID, first name, last name, and birthdate. If you don't have this information, you'll be directed to the Pre-Enrollment Form.

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Dashboard Messages Select Language | Enroll RPS 2024-2025

Student Lookup

All students who have been enrolled in RPS in a previous school year have a student ID. Your student's ID number can be found on their last report card, progress report, and student email address.

Is your student currently enrolled in Richmond City Public Schools and do you have your student ID?

Yes No

Student ID*

First Name*

Last Name*

Date of Birth

MM* DD* YYYY*

4. Pre-Enrollment Form

Input basic information about your child. The system will automatically assign them to the appropriate school based on grade level and address.

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Student Information: 2024-2025

Student Information

First Name*

Last Name*

Date of Birth

MM* DD* YYYY*

Applying Grade Level*

Warning: Selecting an address from the list is required for location services.

Student Home Address*

Student Home Address 2

Student Home Address City*

Student Home Address State*

Save & Exit Save & Continue >

Section 1 - Student Information

Complete this section with basic demographic information about your child. You cannot proceed to the next section if any required fields are missing. If you click "Save and Continue" and no changes occur, check for missing required fields.

The screenshot shows the 'Enrollment: 2024-2025' interface. On the left is a vertical navigation menu with steps 1 through 8. Step 1, 'Student Information', is highlighted with a blue bar and a question mark icon. The main content area is titled 'Student Information' with a progress indicator showing 1/5. The form includes fields for 'First Name' (filled with 'John'), 'Middle Name', 'Last Name' (filled with 'Johnson'), 'Suffix' (a dropdown menu), and 'Preferred / Chosen Name'. Below these is a 'Gender' section with radio buttons for 'Female', 'Male', 'Non-Binary', and 'Prefer Not to Disclose'. At the bottom right are 'Save & Exit' and 'Save & Continue' buttons.

Section 2 – Guardian Information

Provide contact details for individuals with whom the child lives, including custodians and emergency contacts.

The screenshot shows the 'Enrollment: 2024-2025' interface. The left navigation menu shows step 2, 'Guardian and Emergency Contact Information', highlighted with a blue bar and a question mark icon. The main content area is titled 'Guardian and Emergency Contact Information' with a progress indicator showing 2/5. A blue callout box contains the instruction: 'Please add all parents/legal guardians and **at least one emergency contact**.' Below this is a question: 'Is the applicant currently living in foster care?*' with a dropdown menu labeled 'Select Your Answer *'. The 'Contact #1' section includes fields for 'First Name *', 'Last Name *', a dropdown for 'Is this contact a parent/legal guardian?*', and a dropdown for 'Relation to student *'. At the bottom right are 'Save & Exit' and 'Save & Continue' buttons.

Section 3 – Student Supports

Upload any IEP or 504 Plan documents here. While not required at this step, you may need to provide them later. Report any suspension or expulsion history in this section.

Section 4 – Language Survey

Indicate your child’s home language. The Welcome Center will follow up to offer support if the home language is not English.

Section 5 – Health Information

Enter your child’s health history, health insurance details, and recent physical examination information.

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Enrollment: 2024-2025

1. Student Information ✓
2. Guardian and Emergency C... ✓
3. Student Supports ✓
4. Language Survey ✓
5. Health Information 2
6. Document Upload Step
7. Signature
8. Almost done! Submit below.

Health Information 5/8

Please indicate any health concerns for your child *

None
 ADHD
 Allergies
 Asthma
 Cancer
 Cerebral Palsy
 Diabetes
 Ear/Nose/Throat
 Eye/Vision
 Elimination - Bowel and Urination
 Hearing Impairment
 Heart Disease
 Mental Health
 Stomach/Intestinal Issues
 Seizure Disorder
 Spinal Disorder/Injury

Save & Exit Save & Continue >

Section 6 – Document Upload

Upload required documents in any common file format. These documents are necessary to complete the enrollment, though not required at this step.

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Dashboard Messages Select Language Enroll RPS 2024-2025

Enrollment: 2024-2025

1. Student Information ✓
2. Guardian and Emergency C... ✓
3. Student Supports ✓
4. Language Survey ✓
5. Health Information ✓
6. Document Upload Step 2
7. Signature
8. Almost done! Submit below.

Document Upload Step 5/8

Document Upload Step

Your child's registration **cannot** be approved without the required documents. Eligibility for the Preschool Program **will not** be determined without these documents. You can save your progress and return to the application if needed. Exceptions apply for students in foster care, working with the Department of Social Services, or who are experiencing housing instability and qualify for McKinney-Vento Protections.

Mobile & Tablet Users: In order to upload a photo of a document from your mobile / tablet device, you must first take a photo and save it on your device.

- **What can I use for Proof of Residency?** [Click here](#) to view proof of residency document options and [click here](#) for preschool document information.
- **I am living with a family member/friend and do not have my name on the lease or bills. How can I show proof of residency?** - Please use [this link](#) (English) or [this link](#) (Spanish) to access the Shared Housing Form. Once complete, you can upload proof of residency in the name of the person who you are staying with.
- **My child's birth certificate has been lost/stolen.** [Click here](#) for a copy of the Birth Certificate Affidavit.
- **How do I know if my child's physical and immunizations are up to date?** - The physical and immunization records must be dated within the last 12 months for entry on the first day of school (the first day of school is August 19, 2024). [Click here](#) to access the VDOE School Health Entrance Form. For more on Virginia immunization requirements, [click here](#).
- **(Preschool Only) What can I use for proof of income?** - [Click here](#) to view the document options for proof of income for preschool.
- **(Preschool Only) What are the dental requirements?** - The dental record should be dated within the last 6 months for entry into school in August (the first day of school is August 19, 2024).

If you are unable to upload any documents at this step, you will need to bring

Save & Exit Save & Continue >

Section 7 – Signature

Sign to affirm that all the information provided is complete and accurate.

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Dashboard Messages Select Language Enroll RPS 2024-2025

Enrollment: 2024-2025

1. Student Information ✓
2. Guardian and Emergency C... ✓
3. Student Supports ✓
4. Language Survey ✓
5. Health Information ✓
6. Document Upload Step ✓
7. Signature 0/78
8. Almost done! Submit below.

Signature

Parents/Guardian(s): I, the undersigned, hereby certify that, to the best of my knowledge and belief, the answers to the foregoing questions and statements made by me in this registration form are complete and accurate. I understand that submitting false residency information is a Class A misdemeanor. I understand providing false disciplinary information on this application is a Class B misdemeanor. I understand that Richmond Public Schools is not responsible for errors made by me on this registration (such as grade, birth date, schools selected and/or incorrect school year application). I understand that any false information, omissions, or misrepresentations of facts may result in rejection of this registration or future dismissal of the student. I give permission to the current school my child is attending to release any information needed to complete the processing of this application. I understand that once enrolled, student records will be sent to the receiving school.

Has your child been expelled from attending a private school or another public school division in another state for an offense violating school board policies involving weapons, alcohol or drugs, or for willful infliction of injury to another person?*

Yes
 No

Has your child been found guilty of or adjudicated delinquent for any offense listed in subsection 6 of 16.1-250 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories?*

Yes
 No

Save & Exit Save & Continue

Section 8 – Review and Submit

Review your enrollment form. Use the “Edit” button to make changes if needed. Once reviewed, submit the form by clicking the button at the bottom right corner.

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Dashboard Messages Select Language Enroll RPS 2024-2025

Enrollment: 2024-2025

1. Student Information ✓
2. Guardian and Emergency Co... ✓
3. Student Supports ✓
4. Language Survey ✓
5. Health Information ✓
6. Document Upload Step ✓
7. Signature ✓
8. Almost done! Submit below. 0/88

Almost done! Submit below.

1. Student Information

First Name: John
 Middle Name:
 Last Name: Johnson
 Suffix:
 Preferred / Chosen Name:
 Gender: Prefer Not to Disclose
 Pronouns: Chosen Name (Use Chosen Name)
 Birthdate: 2008-08-08
 Are you enrolling with RPS solely for the Child Find process?: No
 Grade Registering: 10
 Address: 2120 Fendall Avenue
 Are you currently experiencing housing instability?: No
 Birth Place (Counts):

Exit Submit Registration

Section 10 – Completion


After submission, you will see a confirmation message and a link to a snapshot of information about your enrolling school.

Your Enrollment




Thank you for submitting your enrollment form. We look forward to you joining our RPS family!

Richmond Public Schools (RPS) is grounded by our three core values - equity, engagement and excellence - and guided by our strategic plan, *Dreams4RPS*, we are committed to creating schools that are engines of opportunities for ALL of our children and building a school division that actively fights against systemic injustices and institutionalized racism.

 [Click here to learn more about Linwood Holton ES](#)

[Click here to view the Family Checklist and Frequently Asked Questions](#)

[Click here to learn more about Open Enrollment](#)

[Click here to sign up for RPS Direct, a daily newsletter from Superintendent Jason Kamras](#)



WELCOME TO LINWOOD HOLTON ELEMENTARY SCHOOL

HOME OF THE LIONS

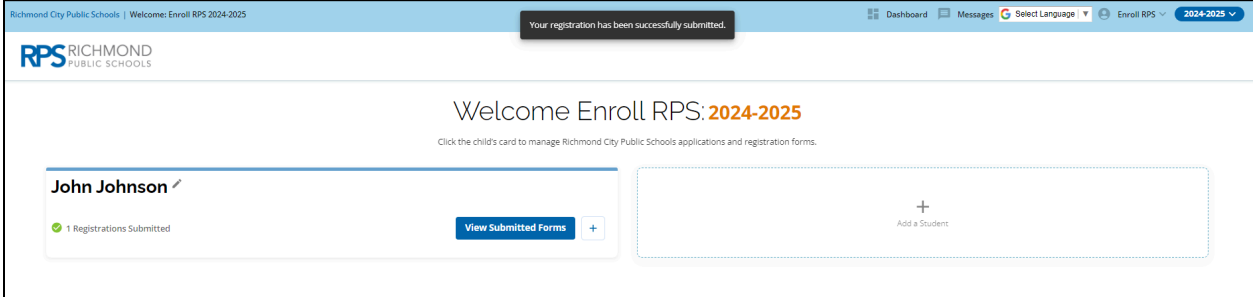
SCHOOL TEAM

ENROLLMENT APPOINTMENT

SCHOOL DAY

Parent Dashboard (With Students and Completed Enrollment)

Once your enrollment form is submitted, you'll see your child linked to your account. Click "View Submitted Forms" to check the status. Your school will contact you within the week once the form has been reviewed. If required documents were not uploaded, you'll need to provide them to the school for your enrollment to be processed.



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Your registration has been successfully submitted.

Welcome Enroll RPS: 2024-2025

Click the child's card to manage Richmond City Public Schools applications and registration forms.

John Johnson ✓

1 Registrations Submitted

[View Submitted Forms](#) +

+ Add a Student