

## Portal de inscripción de RPS - Visión general del formulario de inscripción 29 de agosto de 2024

Página de inicio de [enrollrps.schoolmint.com](https://enrollrps.schoolmint.com):

Cuando una familia visita [enrollrps.schoolmint.com](https://enrollrps.schoolmint.com) por primera vez, puede crear una cuenta seleccionando "Crear una cuenta" ("Create an account") en la parte superior de la página.

Las familias que ya tengan cuenta pueden acceder a ella iniciando sesión en la parte izquierda. Tenga en cuenta que cualquier campo marcado con un asterisco (\*) es obligatorio. Las familias pueden traducir la solicitud a sus idiomas preferidos utilizando el botón de Google Seleccionar idioma (Select Language) situado en la esquina superior derecha.

The screenshot shows the 'Guardian Log In' page. At the top right, there is a 'Select Language' button. The main heading is 'Guardian Log In' with a graduation cap icon above it. Below the heading, there is a link 'Need an account? Create an account'. The login form consists of two input fields: 'Enter Email or Phone Number\*' and 'Enter Password\*'. To the right of these fields are two buttons: 'Continue with Google' and 'Continue with Facebook'. Below the input fields is a blue 'Login' button. At the bottom of the form, there are links for 'Forgot password?' and 'Can't find account?'. A checkbox labeled 'Keep me signed in' is checked.

Panel de control para padres (sin estudiantes) :

Cuando una familia se conecte por primera vez, verá la pantalla siguiente. Para comenzar un nuevo formulario de inscripción, las familias deben hacer clic en el botón azul "Empezar" ("Get Started").

The screenshot shows the parent control panel. At the top, there is a navigation bar with 'Richmond City Public Schools | Welcome: Enroll RPS 2024-2025' on the left and 'Dashboard Messages Select Language Enroll RPS 2024-2025' on the right. Below the navigation bar is the RPS logo and the heading 'Welcome Enroll RPS: 2024-2025'. A message states: 'There are no students linked to your parent account. Add your first student below. Questions? Email [enrollrps@vaschools.net](mailto:enrollrps@vaschools.net)'. Below this message is a blue button labeled 'Add a Student' and a blue button labeled 'Get Started' which is highlighted with a yellow box.

## Buscar estudiante ("Student Lookup"):

Si un estudiante ya es alumno de RPS, las familias tendrán la oportunidad de buscar el expediente de su hijo utilizando su identificación de estudiante ("Student ID"), nombre ("First Name"), apellidos ("Last Name") y fecha de nacimiento ("Date of Birth"). Este número de identificación se puede encontrar en su dirección de correo electrónico de estudiante anterior, así como en los boletines de calificaciones anteriores y los informes de progreso. En caso contrario, las familias serán dirigidas automáticamente al formulario de preinscripción.

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

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 \*

## Formulario de preinscripción:

Este formulario permite a las familias introducir información básica sobre su hijo. El grado escolar ("Grade Level") y la dirección ("Address") asignarán automáticamente a los estudiantes a la escuela que les corresponda.

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

Dashboard Messages Select Language Enroll RPS 2024-2025

<

### Student Information: 2024-2025

#### Student Information

First Name \*

Last Name \*

Date of Birth

MM \* DD \* YYYY \*

Applying Grade Level \*

⚠ 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 >

## Parte 1 - Información del estudiante:

Una vez cumplimentado el formulario de preinscripción, las familias pasan a Información del estudiante ("Student Information"). Esta sección recoge información demográfica básica sobre el estudiante. **\*\*Si no se ha rellenado un campo obligatorio, los padres no podrán pasar a la siguiente sección. Si pulsas el botón Guardar y continuar ("Save & Continue") y no se produce ningún cambio en la página, significa que hay una sección obligatoria que debe rellenarse.\*\***

The screenshot shows the 'Enrollment: 2024-2025' page. On the left is a progress sidebar with steps 1 through 8. Step 1, 'Student Information', is highlighted with a red circle and a question mark icon. The main form area is titled 'Student Information' with a progress indicator '1/4'. It contains several input fields: '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.

## Sección 2 - Información del tutor ("Guardian Information"):

Información sobre el tutor solicita información de contacto sobre las personas con las que vive el niño. Los adultos que tengan la custodia o que los padres deseen como contactos de emergencia deben figurar aquí.

The screenshot shows the 'Enrollment: 2024-2025' page. The progress sidebar on the left shows step 2, 'Guardian and Emergency ...', highlighted with a red circle and a question mark icon. The main form area is titled 'Guardian and Emergency Contact Information' with a progress indicator '2/8'. It features a blue information box with a speech bubble icon stating: '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 input fields for 'First Name \*' and 'Last Name \*', a dropdown for 'Is this contact a parent/legal guardian? \*', and another dropdown for 'Relation to student \*'. At the bottom right are 'Save & Exit' and 'Save & Continue >' buttons.

### Sección 3 - Apoyos al estudiante ("Apoyos al estudiante") :

Si un estudiante tiene un IEP o un Plan 504, las familias pueden cargar el documento aquí. La carga del documento no es un campo obligatorio, y es posible que las familias tengan que cargar el documento más adelante. En esta sección también se pide a los padres que informen sobre el historial de suspensiones y expulsiones del estudiante.

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

Dashboard Messages Select Language Enroll RPS 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  
8. Almost done! Submit below.

### Student Supports

Does this child have a current IEP (individual education plan) or 504 Plan? If yes, provide a copy of the IEP and / or 504 Plan.\*

Yes  
 No

Please list any special services this student is currently receiving. The school team may follow-up with additional questions as they process the enrollment.

504 Plan  
 Counseling Services  
 Occupational Therapy  
 Self-contained Instruction  
 Title I Tutoring  
 ESL or ELD  
 Gifted  
 Other, Please Specify:

Is there anything else regarding your child's current academic, social-emotional, physical, or behavioral needs that you would like to share with the school team?

Answer

Save & Exit Save & Continue >

### Sección 4 - Encuesta sobre el idioma ("Language Survey"):

La sección 4 recoge información sobre la lengua materna del estudiante. Se notificará al Centro de Bienvenida (Welcome Center) qué alumnos tienen una lengua materna distinta del inglés y se hará un seguimiento con esas familias para apoyarlos en lo necesario.

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

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  
8. Almost done! Submit below.

### Language Survey

What is the language that the student first acquired?\*

Select Your Answer \*

What is the language most often spoken by the student?\*

Select Your Answer \*

What is the primary language used in the home, regardless of the language spoken by the student?\*

Select Your Answer \*

What is the preferred language of communication?\*

Select Your Answer \*

If this student was born outside of the United States, indicate the date this child was first enrolled in a US school

MM DD YYYY

Save & Exit Save & Continue >

## Sección 5 - Información sanitaria ("Health Information"):

La sección 5 recoge el historial sanitario, el seguro médico y la información física reciente.

The screenshot shows the 'Enrollment: 2024-2025' interface. On the left, a progress bar lists eight steps: 1. Student Information (green check), 2. Guardian and Emergency C... (green check), 3. Student Supports (green check), 4. Language Survey (green check), 5. Health Information (orange question mark), 6. Document Upload Step (orange question mark), 7. Signature (green check), and 8. Almost done! Submit below. (green check). The main content area is titled 'Health Information' with a 5/6 progress indicator. Below the title, it asks 'Please indicate any health concerns for your child \*' and lists various conditions with checkboxes: 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, and Spinal Disorder/Injury.

## Sección 6 - Paso de carga de documentos ("Document Upload Step"):

La sección 6 permite a las familias cargar los documentos requeridos en cualquier tipo de archivo común. Los documentos requeridos se enumeran en el formulario para que las familias puedan verlos. Aunque no es necesario cargar los documentos en este paso, pero sí son necesarios para completar la inscripción.

The screenshot shows the 'Enrollment: 2024-2025' interface. On the left, the progress bar is identical to the previous screenshot, but step 6, 'Document Upload Step', is now highlighted with an orange question mark. The main content area is titled 'Document Upload Step' with a 6/6 progress indicator. Below the title, it explains that a child's registration cannot be approved without required documents and lists several links for more information. A section for 'Mobile & Tablet Users' provides instructions on how to upload photos of documents. A list of links addresses specific questions: 'What can I use for Proof of Residency?', '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?', 'My child's birth certificate has been lost/stolen', 'How do I know if my child's physical and immunizations are up to date?', '(Preschool Only) What can I use for proof of income?', and '(Preschool Only) What are the dental requirements?'. At the bottom, a note states: 'If you are unable to upload any documents at this step, you will need to bring...'

## Sección 7 - Firma ("Signature"):

En la Sección 7, las familias firmarán y afirmarán que la información que han introducido en el formulario de inscripción es completa y correcta.

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

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  
8. Almost done! Submit below.

### Signature

7/8

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 that submitting 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 G of 16.1-260 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 >

## Sección 8 - Revisar y enviar:

Antes de enviar su solicitud, las familias pueden revisar sus formularios de inscripción. Cada sección tiene un botón "Editar" que los llevará de nuevo a la sección seleccionada para que puedan realizar modificaciones. Cuando haya terminado, envíe el formulario en la esquina inferior derecha ("Submit Registration").

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

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

### Almost done! Submit below.

8/8

#### 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 2008-09-08  
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 (Countv)

Exit Submit Registration

## Sección 10 - Completar:

Una vez que la familia haya enviado su formulario de inscripción, recibirá el siguiente mensaje con un enlace a una instantánea de información sobre la escuela en la que se inscribe.

### Your Enrollment

**RPS RICHMOND PUBLIC SCHOOLS**

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

## Panel de control de los padres (con los estudiantes y la inscripción completada) :

Después de completar un formulario de inscripción, las familias verán ahora un estudiante vinculado en su cuenta. Las familias pueden ver el estado del formulario de inscripción del niño haciendo clic en "Ver formularios enviados" ("View Submitted Forms"). La escuela se pondrá en contacto con usted en el plazo de una semana una vez que su formulario haya sido revisado. Si no cargó los documentos requeridos, deberá proporcionarlos a la escuela antes de que se pueda procesar su inscripción.

Richmond City Public Schools | Welcome: Enroll RPS 2024-2025

Your registration has been successfully submitted.

Dashboard Messages Select Language Enroll RPS 2024-2025

**RPS RICHMOND PUBLIC SCHOOLS**

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