



*The transfer window is open now through June 26, 2019.
Follow these steps to submit a transfer request application for 2019-20:*

1. [Log in](#) to your SchoolMint account.
2. In the Home “Student Dashboard” section, click the green “Add/Edit New Student Application” button in the top right corner.

Student Dashboard

Important and Active + Add/Edit New Student Application									
RANK	NAME	SCHOOL	GRADE	SCHOOL YEAR	LAST UPDATED	TYPE	STATUS	ACTIONS	
	Student A Name	N/A	N/A	2018-2019	04/15/2019	Intent to Return Survey	●	Not Started	Start
	Student B Name	N/A	N/A	2018-2019	04/15/2019	Intent to Return Survey	●	Not Started	Start

3. Select 2019-2020, your student’s name, and grade level information. Then click the green “Next” button.

2018-2019
If registering for the 1819 SY, click here!

2019-2020
If applying or registering for the 1920 SY, click here!

Please click on your student's name

Student A Name
Date of Birth
Street Address
San Antonio, TX 782XX

Student B Name
Date of Birth
Street Address
San Antonio, TX 782XX

+ Add another student

Current Grade:

Grade in Year Selected:

Cancel
Next

4. Select the “Transfer” box and click the green “Next” button.

2019-20 Enrollment for Student A Name

Select Enrollment Type

Choice

Select

Registration

Select

Transfer

Unselect

Cancel
Next

5. Select “Transfer Request” and click the green “Next” button.

CHOOSE PREFERRED SCHOOLS



Please select only one school.
0 school(s) selected. Select up to 1 more.

Select	School	Grades Accepting	School Type	Distance	Location	Website
<input checked="" type="checkbox"/>	Transfer Request	EE - 12	District	7.2 mi	See Map	Website

Back
Next

6. Complete the application and click the green “Submit” buttons that appear. You should get an email and/or text notification that the application was submitted successfully.

This application is for: Transfer Request.

Basic Information

Student General Information

➔

Application Information

Grade Applying To: Fifth Grade

Schools: 1 - Transfer Request

School Year: 2019-2020

➔

Submit An Application

You are about to submit an application for Student A Name to grade 5 to 1 - Transfer Request

By clicking "Submit" you declare that the address of the student given in the application is the true and correct primary residence of the child, and the school will be informed of any changes in address which subsequently occur.

Additionally, you declare that the information in the application is true and correct to the best of your knowledge.

Back
Submit

SAISD Guía de SchoolMint: Cómo Solicitar un Traslado

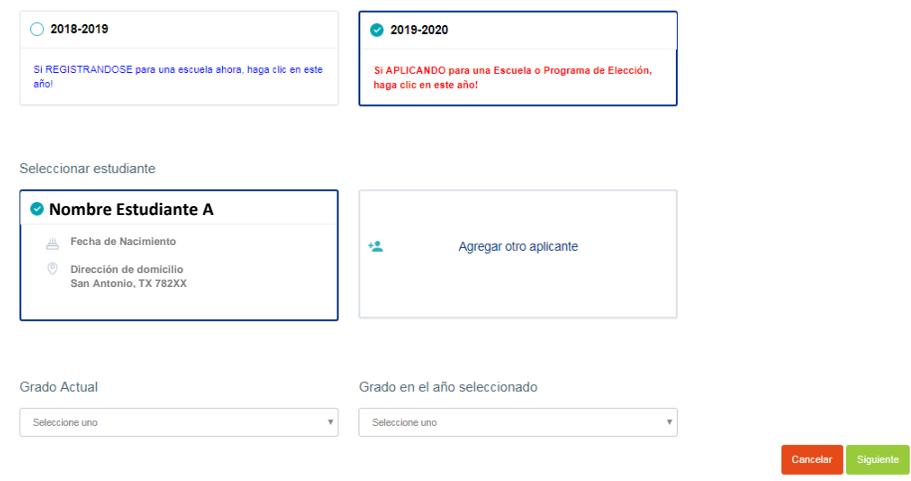


**La ventana de traslado está abierta ahora hasta el 26 de junio, 2019.
Siga estos pasos para entregar una solicitud pidiendo traslado para 2019-20:**

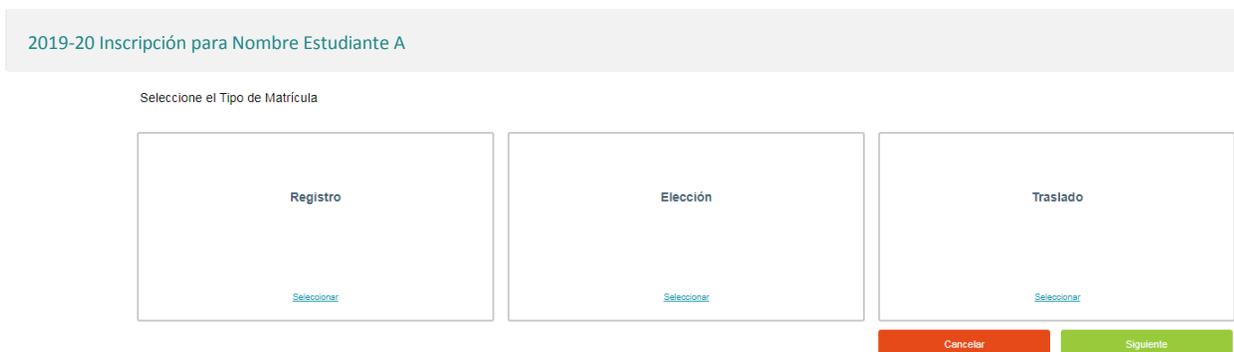
1. [Entre](#) a su cuenta de SchoolMint.
2. En la sección de Inicio “Listado de Aplicaciones” haga clic en el botón verde “Iniciar/editar una nueva aplicación de un estudiante” en la parte superior derecha.



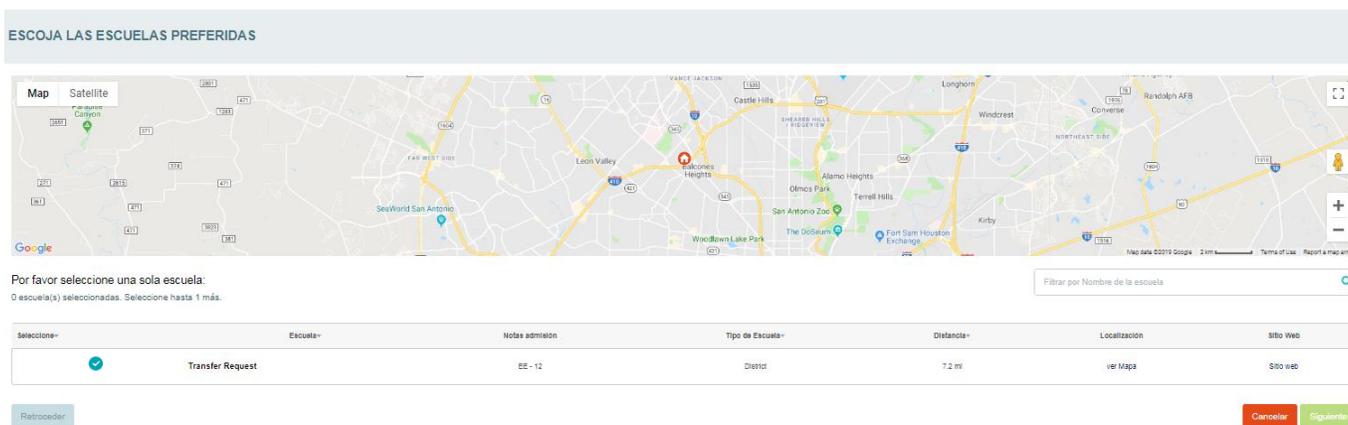
3. Seleccione 2019-2020, el nombre de su estudiante e información de grado. Entonces haga clic en el botón verde “Siguiete”.



4. Seleccione la caja “Traslado” y haga clic en el botón verde “Siguiete”.



5. Seleccione “Transfer Request” y haga clic en el botón verde “Siguiete”.



6. Complete la solicitud y haga clic en “Siguiete”. Revise el resumen y haga clic en los botones “Enviar” que aparecen, para entregar su solicitud. Se debe recibir notificación por correo electrónico y/o texto que su solicitud fue enviada exitosamente.

