

SchoolMint Procedures for METCO Directors

TO DOWNLOAD APPLICATIONS:

1. Log in to SchoolMint
2. Go to the second tab: **“Application Index”**
3. Select **“Pending”**
4. Select your pending school (e.g., “Pending Belmont”)
5. On the next tab, select **“Waitlisted”**
6. Press **SEARCH**
7. Select all (or individual) students by checking the box before their name
8. Scroll above heading of **student name, grade**
9. Go to **Select Bulk Action** and choose either of the following options:

Print form, uploads included

When the print form shows up, select: **Application: Proof of Residency Form**, then press SUBMIT

Print uploads only

Select documents individually or all. This will generate a PDF for you to download and print, and it will be emailed to the address associated with SchoolMint once it is ready.

The process can take up to one hour according to the amount of data. Please wait patiently before you request a new one.

TO COMMUNICATE WITH THE FAMILIES IN YOUR QUEUE USING SCHOOLMINT:

1. Log in to SchoolMint
2. Go to the second tab: **“Application Index”**
3. Select **“Pending”**
4. Select your pending school (e.g., “Pending Belmont”)
5. On the next tab, select **“Waitlisted”**
6. Press **SEARCH**
7. Select all (or individual) students by checking the box before their name
8. Scroll above heading of **student name, grade**
9. Go to **Select Bulk Action** and select **“Email/text message”**
10. A text box for an email will come up; fill in the subject of your email
11. Go to **“Select template”** and select **“Referral-Welcome Message”**
12. Customize text as needed
13. **Step 3 within the template** allows you to text up to 134 characters; keep in mind that not all parents opted in to this option
14. Once your email is ready, press **Send** at the bottom
15. Save or update template as needed

COMMUNICATIONS TEMPLATES FOR FAMILIES

Please copy, paste into Schoolmint, and edit the text below depending on the information you are sharing with families.

Referred Message

I'm happy to inform you that [Student]'s application has been randomly referred to [District] for possible enrollment in fall 2020 through the METCO program.

This does not mean that [Student] has been selected to enroll. It does mean that if he/she is selected, [District] is where they would attend school.

The next steps in the process are for your family to determine if this is the best place for them to go to school, and for us to engage in our holistic enrollment process.

I am [Name], the METCO Director in [District]. I will be your point of contact during your next steps. We will be reaching out in the coming weeks for one or more of the following:

- To invite you to an orientation in [District]
- To request additional information or documentation

Please take a moment to log in to your SchoolMint Profile and **confirm that your contact information** is up to date. Please also **review the Parent Agreement** that you signed as part of the application, and let me know if you have any questions.

If at any time you wish to cancel your application, please do so at metcoinc.schoolmint.com.

Signed,

[METCO Director]

Waitlisted Message

Thank you for participating in the holistic admission process for METCO in [District]. At this moment, we are not able to offer your child enrollment in our program. However, you have been placed on our waitlist.

Placement in METCO districts takes place until October 1 yearly. METCO enrollment may take place any time between now and October 1, and you may not know [Student]'s final status until after they have begun school somewhere else. Your SchoolMint Profile will always tell you your current place in the process, so check there first. As a reminder, please continue pursuing other school options while you wait for a final decision from METCO.

If at any time you wish to cancel your application, please do so at metcoinc.schoolmint.com.

Sincerely,

Declined Message

Thank you for applying to the METCO program. **I'm sorry to inform you that [District] METCO will not be offering your child enrollment into our program next fall.**

We are grateful for the hard work and persistence you put into the application process. As you know, we receive more referred applications for the program than we can enroll. After implementing our holistic admissions process, your child was not selected.

When the application window for school year 2021-22 opens, you are welcome to submit an application to enter the lottery again for the following school year.

I wish you and [Student] the best of luck.

Regretfully,

[METCO Director]

Accepted Message

I'm happy to inform you that your application to the METCO program has been approved, and **we are happy to offer [Student] enrollment in [District] next fall!**

This is an important decision, so please review the [Parent Agreement](#) one more time to be sure that your family is ready for the commitment to be part of the METCO legacy as well as the [District] community.

- To begin the enrollment process, simply log in to your SchoolMint Profile and select Accept. You will then receive an email with next steps.
- If you decide to cancel your application, please do so at metcoinc.schoolmint.com.
- The deadline for making your final decision is [DATE].

If you have any questions, please call me at [phone number] or email me at [email].

Thank you for completing the METCO application process. On behalf of the entire [District] community, I look forward to welcoming you and [Student] next fall.

Signed,

[METCO Director]