



Pre-K Application Assistance Day Tips

We are not accepting paper applications. All applications and required documents must be completed online through SchoolMint. We will not be hosting a Spring Fest event.

All schools have scheduled a Pre-K Application Assistance Day. Parents were encouraged to complete the application online. However, if they need help completing the online application, please have staff available to assist them. Each principal may determine if their current Pre-K children will stay home on this day or report to school. It is the responsibility of the school to notify all of their Pre-K parents of the decision.

School staff will be working with the parent/guardian in the Parent Portal side of SchoolMint. In some instances, they may be needed to actually type in the information on the application.

Suggestions for the on-campus assistance day:

- Use a location that receives a decent Wi-Fi signal
- Have iPads and/or laptops available for parents/school staff to use
- **HAVE THE WEBSITE SAVED AS A FAVORITE OR BOOKMARKED PRIOR TO YOUR DAY.**
APPLYTOLPPSEARLYCHILDHOOD.COM (directions on page 2)
- Have hard copies of additional documents such as: Statement of No Income, Declaration of Income for Irregular Employment, and Attestation Letter for Other Adults in the Household. Parents can keep the hard copy b/c you will upload a copy to SchoolMint. (***The updated forms will be disbursed to you as soon as we receive them from LDOE.***)
- If your school has a high Hispanic population, you may want to make sure you have a translator present to assist. You can also toggle between languages on the application.

Things to consider when assisting parents in uploading necessary documents: (additional information has been added to the end of this document)

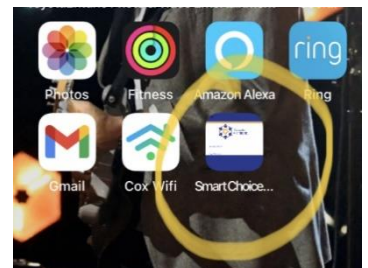
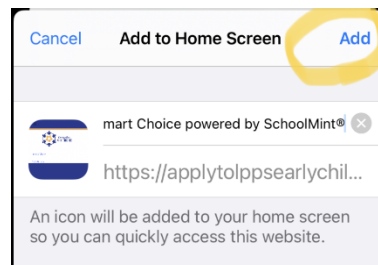
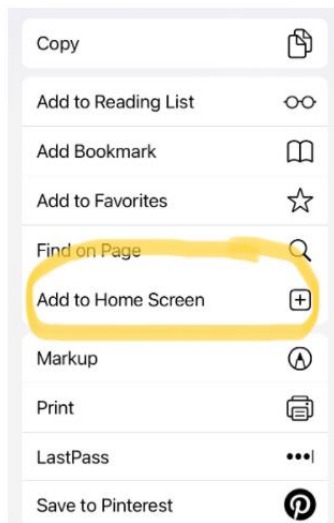
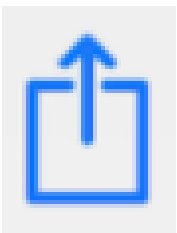
- If the parent has a smartphone, the application can be completed on it. This includes uploading pictures of required documents from the phone's camera roll.
- The parent can also use one of the Pre-K iPads to complete the application with your assistance, if needed. That way, when they get to a section requiring a document upload, the iPad can be used to snap a picture which can then be uploaded to the opened application from the iPad's camera roll.
- **Parents will need to logout of the website so the next parent can create an account and sign in as a new user.**
- **You must have every required field on a page completed before it will allow you to "Save and Exit".**
- If a laptop is used to assist in the application process, it would be helpful to have an iPad at that station to take pictures of required documents needing to be uploaded. Anyone from the school using a laptop should have access to the school's Pre-K email address and password. The principal has the email address and PW.

When you come to a point in the application on the laptop that requires an upload:

1. Take a picture of the document with the iPad.
2. Email the picture of the document to the Pre-K email address.
3. Log in to the Pre-K email on the laptop. Open the email from the laptop that is completing the application, download and save the document to a folder you create ahead of time on that laptop's desktop called "2022-23 Pre-K Applications".
4. Go back to the online application on the laptop and upload the document from the folder on the desktop.

How to add the SchoolMint application site to your iPad Home Screen

- Go to the live site URL from the Safari app
 - Applytolppsearlychildhood.com
- In the navigation section (top right corner) there is a little box with an arrow pointing upwards
- If you select this, you'll receive a variety of options with one being "Add to Home Screen"
- Another screen will show where you can adjust the name that shows on the home screen
- After you rename this, you'll select "Add" at the top right
- This will create an "app" that's really a bookmark
- When selected, this will take you straight to your live site in Safari



Please make sure you have practiced with the iPads ahead of time to check connection issues and also access to the application.

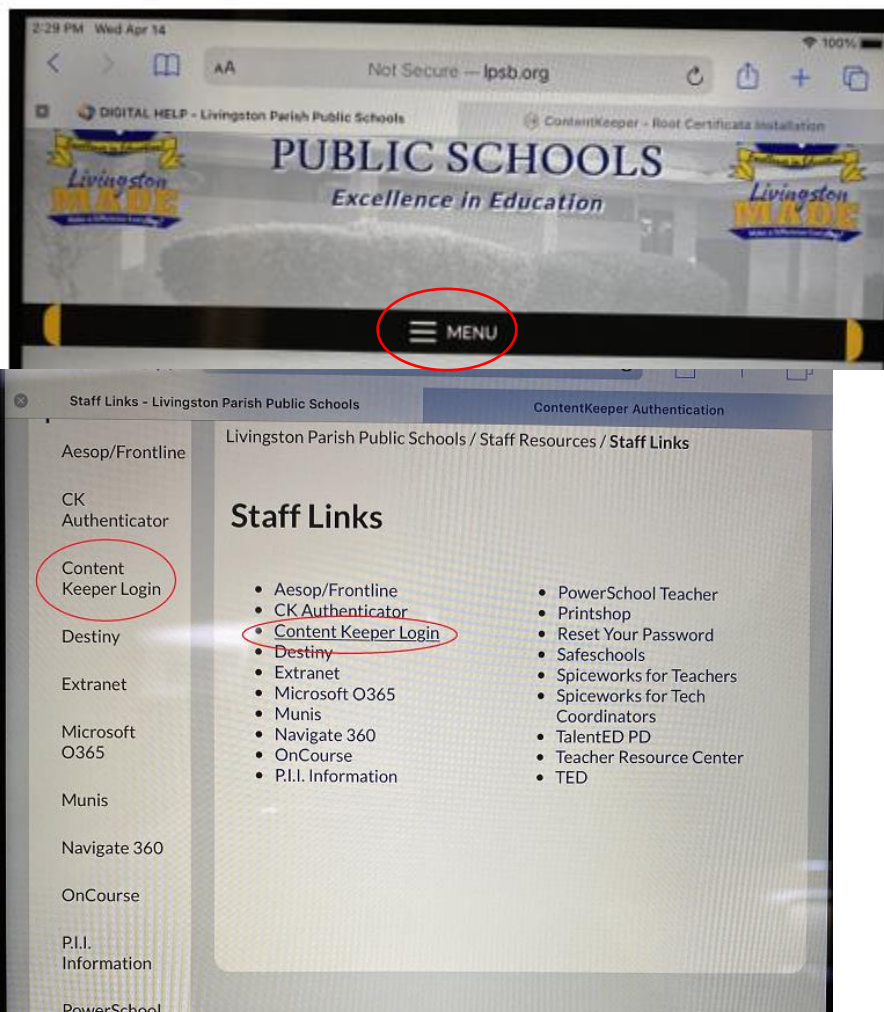
TROUBLE ACCESSING THE APPLICATION WEBSITE

(This section regarding Content Keeper should have been followed when the new iPads arrived on your campus last year. If so, you can omit the information below.)

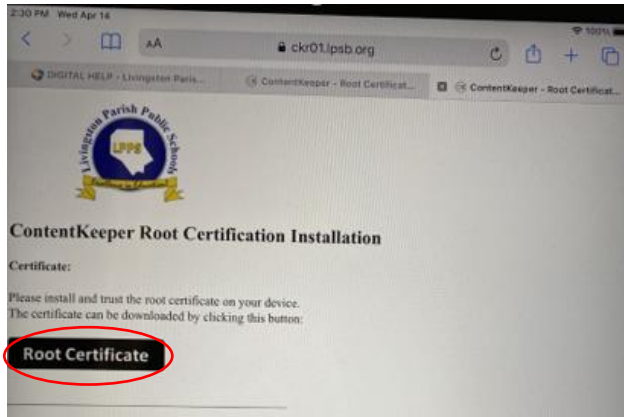
- Make sure each iPad has the Content Keeper certificate downloaded on it.
- You should be on the LPPS Portal wifi (Tech Coor. can give you the password)
- If you are having problems after downloading the Content Keeper certificate, make sure you or signed in the Content Keeper (Tech Coor. Should have generic credentials or you can use your personal credentials if you sign off after.)

How to Download Content Keeper

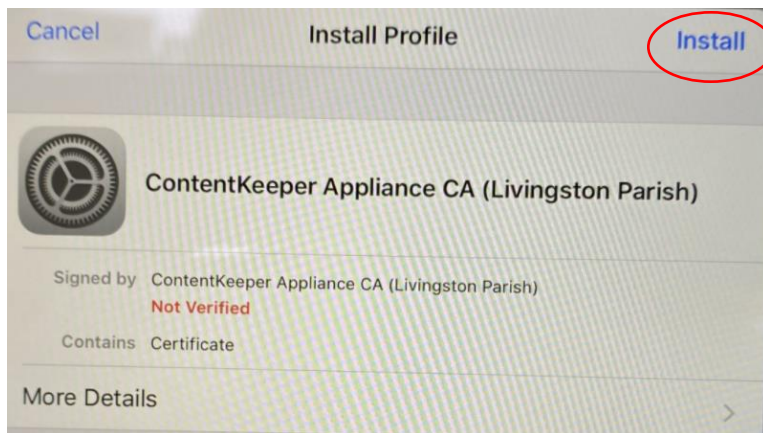
1. Through Safari - Go to www.lpsb.org
2. Click "Menu">Staff Resources>Staff Links>Content Keeper Login>Content Keeper Login



3. Click “Root Certificate”

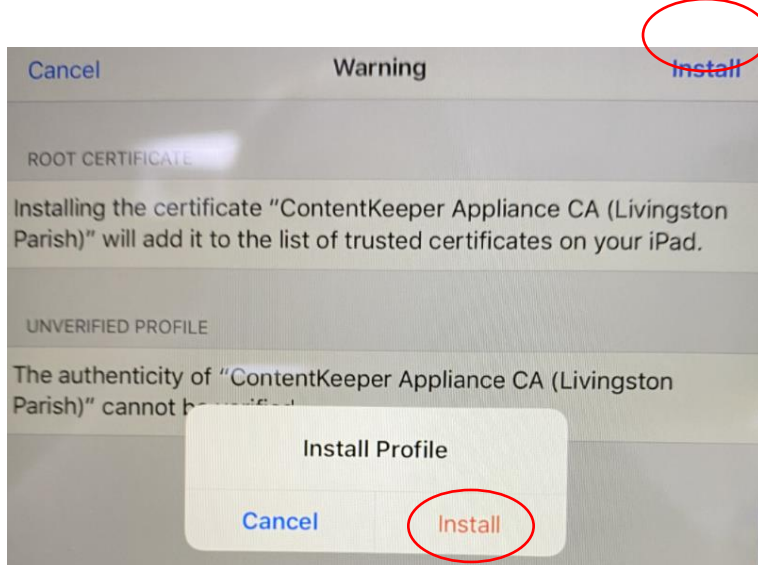


4. Click “Install” to install the Content Keeper Appliance CA

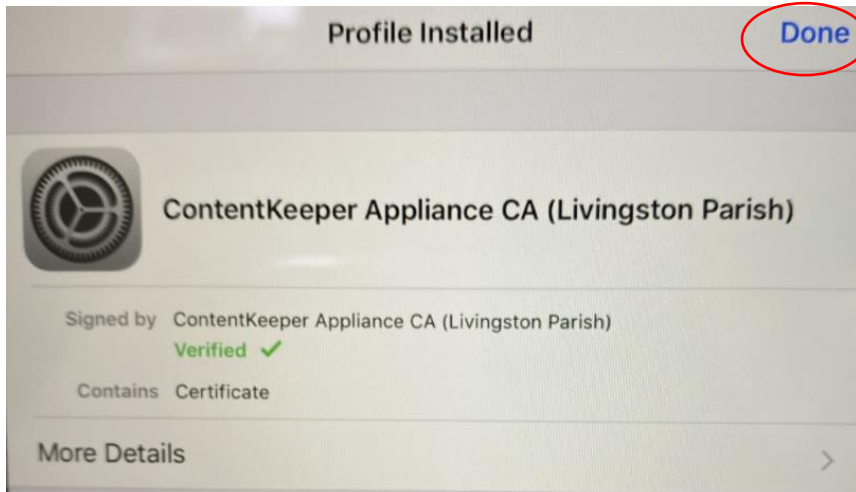


5. Enter your device password if prompted

6. You will receive a *Warning* pop up. Click “Install” again.



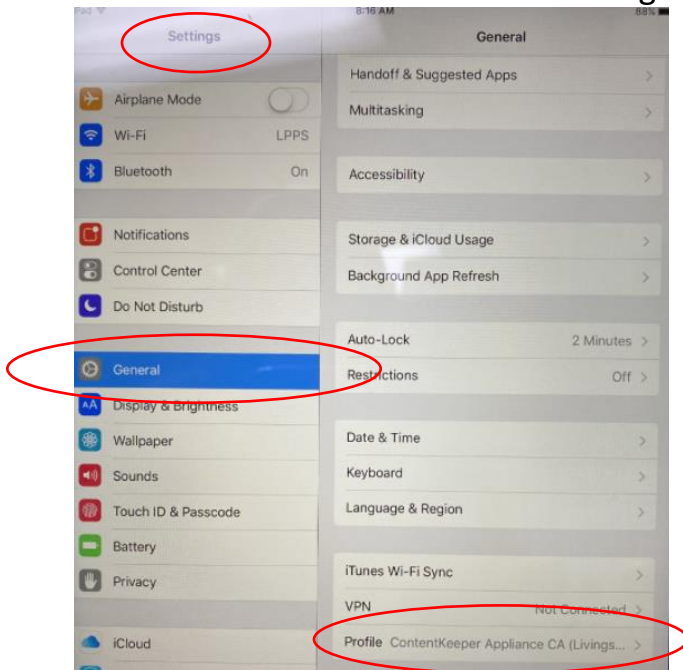
Your profile is now installed and Content Keeper should be showing as verified with a green check mark. Click “Done”.



If you have problems connecting to sites at any time, make sure you are logged in to the Content Keeper. You should be able to use the school’s generic credentials in Content Keeper instead of your personal credentials. Your Technology Coordinator has this information. (For example: dsestu stu)

To verify that Content Keeper has been installed on the iPad at any time:

1. Go to Settings
2. Click “General”
3. Under “Profile” scroll down and find “Content Keeper Appliance CA” and click it
4. Under “Configuration Profile” Click “Content Keeper Appliance CA” then you should see the Verified certified with the green checkmark.



Other Tips

- When the parent is creating a SchoolMint account, make sure the iPad is showing the box “I AM NOT A ROBOT.” Parents must have the option to select “I AM NOT A ROBOT” in order for the account to be created.
- Suggestion:
 - Have some laptops/computers available with the application website bookmarked or written on a card next to the laptops.
 - Have parents create their account on the laptop/computer and write down the password they chose.
 - Have parents move to the iPad and log into the SchoolMint app that should have been saved to the iPad home screen. If not saved, they will need to open Safari and type in the URL again.
 - From there, they can begin completing the application on the iPad.
 - When they get to a section that requires an upload of a document, simply lay the document on the table and click BROWSE in that section of the app. The iPad will give you the option to take a picture or choose a picture. Select “Take a Picture” and snap the pic. You can retake it or choose to use it. When you choose to use the picture, it will automatically populate into the application field.
- Parents can use laptops, however, as mentioned earlier, you will need to have a laptop with a camera (which is cumbersome to use) OR take a photo with the iPads and email the pic to an email address that is open on the laptop for you to download and save to the desktop.

TIPS FOR SAVING THE APPLICATION

- The program will only let you save and exit (without submitting) if all of the required fields on that particular page have been answered.
- ***If you hit the back button or go back to a previous section in the application by touching/clicking the previous section on the left side where the steps are listed, without saving the current page you are on, all info you entered will be lost and have to be retyped.***