

## **Instructions for Submitting an Online Application**

1. Visit <https://palmdalesd.schoolmint.net/signin>
2. Create An Account and Sign In
  - \*Please make note of your username and password as you will need it login in the future to check the status of your application.
3. Fill out Parent Information, and click next.
  - \*The address listed here must be the student's physical home address.
  - \*The preferred method of contact you select on this page will be how you are contacted regarding your status in the lottery.
4. Fill out Student Information, and click next.
  - \*If you have more than one student, you will have the opportunity to add additional students later.
5. Continue through application, click next at the bottom of each page.
6. Submit your application.
7. At this point you should see the word "Submitted" under status.
8. You may now log out, or continue to add additional students.

### **To Add An Additional Student:**

1. Click the green *Add/Edit New Student Application* button in the top right hand corner.
2. Click "Add another student"
3. Fill out student information, and click next.
4. Select the new students name and grade information, and click next.
5. Continue through the rest of the application as before.

**Please remember, you may only submit one application per student.  
Additional applications may result in the cancelling of all applications for that student.**