

2024 Re-enrollment Instructions

Parents will receive an email with a custom link to begin the re-enrollment process. The email will go to the MOTHER in each family. If you'd like us to switch which parent is responsible for enrollment for your family, please contact Hannah Jurius.

To begin, click the link to create an account and start the process. You will be taken to a page where you will be prompted to type in your email address to have a password sent to your email address. Use the password in your email for your initial login.

**There might be a small (up to 5 minute) delay in receiving the email to reset your password.

Enrollment Edit My Profile

Logged in as TEST PARENT (Log Out) Edit My Profile



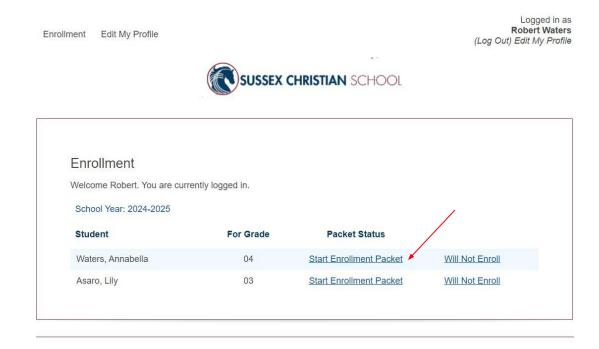
Enrollment	- Create a Passw	ord	
Enter your emai	address to have a tempora	ary password emailed to you.	
Email Address	*		
Submit			
Already have an	account? Log In		



Once you're logged in, you should see a list of each child in your family eligible for re-enrollment. Confirm that the "For Grade" level is correct for each child (it should be the grade they will be in *next year*.)

If you intend to re-enroll the child, click "Start Enrollment Packet" to begin the process. You will need to complete the enrollment process for each child in your family.

If you do not intend to re-enroll the child, click "Will Not Enroll" and, when prompted, indicate the reason you will not be re-enrolling.



Enrollment

Powered by FACTS Student Information System, | Providers of Enrollment



The next page will provide instructions for the re-enrollment process.

The blue menu on the left-hand side of the screen will allow you to navigate to each form in the packet. When the section is complete, a green check-mark will appear next to that section. **Fields marked with a red asterisk are required.** All other fields may be left blank if the information is not relevant or applicable for your family.

Complete each required section as fully as possible. Select "Save & Next" at the bottom of each form to save your progress and move to the correct form.

Enrollment

Edit My Profile

Logged in as Robert Waters (Log Out) Edit My Profile



Annabella Waters Year: 2024-2025 Grade: 04

Instructions & Resources

Enrollee Information

Household

Emergency Contacts and Authorized Pickup

Medical Information

Internet Usage Permission Form

Student Image

Sycamore Education Acceptable Use Policy

Instructions & Resources

Welcome to Sussex Christian School's re-enrollment experience!

The purpose of these forms is to reserve your child's spot for next year. You will be asked to review and update applicable registration information including your household information, emergency contacts and authorized pickup information, medical information, and several consents and agreements. You will also select your family's FACTS payment plan for next year.

Please complete the Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

- A
 — will appear in the menu next to forms that are missing required information.
- A

 ✓ will appear in the menu next to forms that are completed.

In addition to the forms in this packet, you will be asked to provide the following documents prior to the start of the next school year. If you do not have these documents available now, you can proceed without uploading them, and will need to send them to the office when available.

- Immunization Records
- · Physical Exam, provided by doctor
- · Updated Court/Custody Documents, if applicable

After you have uploaded all documents and completed the enrollment packet, a Submit

Next >



Some pages will require you to sign. Where applicable, complete checkmarks to confirm your consent, and type your name to electronically sign each form as prompted.

	12. Both student and parent or guardian must sign this permission slip before a student will be allowed to use the Internet. 13. Students who fail to abide by the school's rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriat
	I give permission for my child to access the Internet at Sussex Christian School and publish class related information on it in accordance with these guidelines. * Check to Agree
	Check here for Parent/Guardian Signature Name: Robert Waters Date: 1/2/2024
_	
	Enrollment
	< Save & Back Save Save & Next >

On the final page, you will be prompted to review all the information you submitted.

Please review everything carefully and then hit the "Complete Review and Submit Enrollment Packet" button.

This button will not appear until the entire packet is complete.

Incomplete sections will be indicated with an error icon.

