



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](#)



SUSSEX CHRISTIAN SCHOOL

Enrollment - Create a Password

Enter your email address to have a temporary password emailed to you.

Email Address *

Submit

Already have an account? [Log In](#)



SUSSEX CHRISTIAN SCHOOL

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](#) [Edit My Profile](#)

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



SUSSEX CHRISTIAN SCHOOL

Enrollment

Welcome Robert. You are currently logged in.

School Year: 2024-2025

Student	For Grade	Packet Status	
Waters, Annabella	04	Start Enrollment Packet	Will Not Enroll
Asaro, Lily	03	Start Enrollment Packet	Will Not Enroll

[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

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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 Packet and Make Payment** form will appear. Please follow the instructions that will be

[Next >](#)



SUSSEX CHRISTIAN SCHOOL

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.

in disciplinary action.

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 appropriate.

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:

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.**



Test (Returning) Sussex
Christian School
Year: 2024-2025
Grade: 08

Instructions & Resources

- ☒ Enrollee Information
- ☒ Household
- ☒ Emergency Contacts and Authorized Pickup
- ☒ Medical Information
- ☒ Internet Usage Permission Form
- ☒ Student Image
- ☒ Sycamore Education Acceptable Use Policy

Review and Submit Enrollment Packet

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

⚠ Click the **Complete Review and Submit Enrollment Packet** button to submit your packet and make any fee payments that may be necessary.

Complete Review and Submit Enrollment Packet

View PDF

Enrollee Information

Student Name: Test (Returning) Sussex Christian School
Preferred Name:
Student Date of Birth: 1/1/2012
Local School District of Residence: Sussex Wantage
Gender: Female
Student Ethnicity: Caucasian/White
Primary Language Spoken at English Home:
Indicate type of transportation most used by your child(ren) to get to and from