

Registration Tips

We are thrilled about our new registration system, FACTS. That said, there has been a little confusion as to what must be completed before you are officially registered. Here are a few things you may find helpful:

- Submitting a “Request for Information” or an “Inquiry Form” does **not** begin your application. It simply notifies the school that you would like to learn more about us.
- New accounts must be created for ALL new students, including those with siblings already in the system. We will merge the accounts on our end.
- After creating an account or logging into your existing account, you will fill out an application. From there, we will approve the application based on the information provided and the space available in the class.
- Once approved, you will receive an enrollment packet via email. **The enrollment packet must be 100% complete before being fully registered.**
- Within the enrollment packet you will be given the opportunity to pay the registration fee online. You may also bring in a check if you prefer, but please know payment **MUST** be received in order to reserve a spot in the class.
- You may submit forms such as immunization records, birth certificates, etc. electronically, or we are happy for you to bring them to our office. We will make a copy if needed.
- Finally, it is vital that you set up your preferred payment plan in your FACTS account. If you prefer to pay by check, simply stop by the office.
- The FACTS customer service team is amazing, and we have found that they are quick and easily accessible. You may reach them at (866) 441-4637.

*As always, if you have any issues you may call the school and we will walk you through it. We can't wait to see you Friday, July 23rd at our **“Back to School Bash.”***