

ENROLLMENT INSTRUCTIONS

Enrollment Procedures

1. **Interview/Tour conducted with Administrator.** Please call the office to set up an interview/tour. Parents with whom the child resides and students entering 4th grade and above are encouraged to attend the interview. Following the interview, parents will meet with the bookkeeper to assure a clear understanding of financial arrangements. Please bring a copy of **most recent Report Card (elementary) or Transcript (7-12th grade)**. This item does not apply to Kindergarten and first grade applicants.
2. **Online Enrollment** (see Online Enrollment Instructions below)

Registration Fee due upon completion of previous steps. *The registration fee is not refundable unless the school denies acceptance. A \$50.00 processing fee will be retained if acceptance is denied.*

Online Enrollment Instructions

- Go to the Christian Life Academy website, www.christianlife-academy.org and click on *Admissions* then *Enrollment*, then the *Enroll Now* button.
- You will be asked to register your information and an email will be sent to you to begin online registration.
- Once you click the link in the email, you will be brought back to the Login page again. Once you log in, you will be required to change your password.

You must click *Submit* or *Update* on every page to save your answers/changes. This button is located in the upper right hand corner of the page. Click *Home* to return to the welcome screen.

Follow Left Blue column under Family

- **CHECKLIST**-no action required.

Step 1: INFORMATION

- Make sure all address information is correct. Click *Update*.

Step 2: ADDITIONAL FIELDS

- Please answer all questions. Click *Update*.

Step 3: CONTACTS

- **Click on each family member's Edit Box to confirm or update the information.** You must click *Update* to save information.
- At least one parent must be noted as an emergency contact. Check the applicable red descriptions at the bottom of the screen.
- There must be at least one additional contact name, other than a parent, that is checked as an emergency contact in order to move to the next step.
- If you would like to add additional contacts, please click on the *Add Contact* button at top right corner of the Family/Contacts screen.

Step 4: MEDICAL

- **PLEASE COMPLETE ALL FIELDS.** Provide all physician, dentist, and insurance information, click *Submit*.

Step 5: DOCUMENTS

- The Off Grounds Authorization gives CLA permission to take your child off grounds for field trips. Please download this form and return to the office with both parents' signature. This document was also included in your Admissions folder, or you can pick one up in the office.

Step 6: AGREEMENTS

- Please carefully read through each policy to understand and agree. Each statement requires agreement to complete enrollment. YOU MUST RETURN TO THE TOP OF THE PAGE AND CLICK SUBMIT.

Step 7: STUDENTS

- To add a new student, find the green "Add New Student" button at the top right corner of the screen. After entering new student information click *Add*. You will notice that your student now shows up in the left blue window adding a few additional steps to complete student information.

Step 8: INDIVIDUAL STUDENT INFORMATION (Under Student's Name)

- **CHECKLIST**-No action required
- **APPLICATIONS** - Please answer all applicable questions and click *Update*. Please note that this may be empty for some students.
- **MEDICAL**-Please make sure your child's health issues are up to date. If your child does not need to report medical issues, please click the "No Health Issues" box at the bottom of your screen and click *Add* and then *Update*. Repeat for each child.

Click *Home* to return to the welcome/instructional screen.

Step 9: ENROLLMENT ROAD MAP (Right side of screen)

- From the home screen, please check to see that all enrollment steps are listed in green. If you see red instructions, you need to go back and complete those items.

Step 10: SUBMIT APPLICATION (Green bar on right side of screen)

- Click this button if all information is complete.
- The next screen will show "*Submit Your Application!*"
- **BEFORE clicking "Submit Your Application", please be sure all changes have been made. After clicking on this page, you are not able to go back to previous steps. Any changes after this point can be made by contacting the office.**
- **Changes:** Once your application has been submitted, the portal will be in read-only mode. You will need to contact the office if you wish to make changes.

Post -Enrollment Message

- An email will be sent to you, as well as the office, letting us know you have submitted your application.

A student is considered officially enrolled when the online process is finished, and the Registration Fee has been paid.

Additional Forms

- Emergency Off Ground Authorization, this form is available in your registration packet as well as *Documents* on Sycamore.
- Updated immunizations need to be turned into the office BEFORE the start of school. They can be faxed to 651-463-8353 or delivered to the office.

*Thank you for your enrollment! We have an appreciation gift for you in the office.
We are looking forward to a great 2016-2017!*