

## 2019- 2020 School Year Re-enrollment

As indicated in the tuition letter sent out last Friday (reference [here](#)), re-enrollment for the 2019-2020 school year begins today and ends on Sunday, January 27<sup>th</sup>. After that date, open spots will be released to students on our waiting list.

Important to note:

- Re-enrollment has 2 components: an online RenWeb ParentsWeb portion as well as a printed acknowledgement form where you also indicate how your family selects to pay the Registration and Materials fee (K-8<sup>th</sup>- \$525/per child, Preschool-\$300/per child).
- Please follow the steps below using a desktop computer (the RenWeb app does not have this capability) to complete the first component and be given the link to the document that must be printed at the completion of step one.
- Please note on the printed document, you must indicate if you want your Registration and Material Fee to be submitted through the FACTS system or remit a check to the front office. You will receive an e-mail from FACTS to submit payment. **Please remember your re-enrollment is not complete until you complete both components of the process and the payment has been processed and cleared.**
- *The re-enrollment process detailed below only needs to be completed once per family. In the case of separated or divorced families, please note that this process needs to only be completed once, not multiple times for different households.*
- Re-enrollment steps:
  - Login to the Parent Portal at <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>. District code is STJAM-FL and is case-sensitive.
  - Click the black Family Information tab on the left side of the screen and then click Enrollment/Re-enrollment.
  - Welcome Screen: Please read the instructions thoroughly and scroll down to your student(s). Be advised, keep ALL students you are re-enrolling checked. If you uncheck a student, it will withdraw them for the re-enrollment year. Click next.
  - Student Demographics: The demographic information for your oldest child will be on the screen. Please make sure all information is correct and update any information that is missing. Make sure the information is correct before clicking the next button as there is no back button to make corrections. Click next. It will bring you to the next student if you have more than one student. If you have only one student, it will show the next screen.
  - Parent Demographics: Please update any parental information and fill in any missing information. Be sure to update the preference section if you want your information blocked from the school directory. Click next to update the information for the next parent or it will take you to the next screen.
  - Emergency Contacts: Please make sure this screen has the correct contact information of who can be contacted in case of an emergency if you cannot be reached. You need at least one contact. Click Next.
  - Document Screen: Your data has been saved. FIRST, click on the download file 2019-2020 reenrollment parent signature.docx. This will open a document. Please print and read thoroughly. Fill out the bottom of the form, sign and return to the front office by Sunday, January 27<sup>th</sup>. Do not click next before downloading the document or you will not be able to download it. Click next in RenWeb
  - Final Screen: You MUST click finish on this screen or your re-enrollment will not be finalized. The RenWeb portion of the re-enrollment process is now complete. **Be certain to submit the above form to the front office**

(with payment selection indicated and included if chosen) by Sunday, January 27, 2019 to complete the re-enrollment process for your family.

If you have any questions regarding re-enrollment please contact Jean Wilkes at [jean.wilkes@stjcs.com](mailto:jean.wilkes@stjcs.com) or 407-841-4432 ext 116 or Julie Markiewicz at [julie.markiewicz@stjcs.com](mailto:julie.markiewicz@stjcs.com) or 407-841-4432 ext 102.