

Faith Christian Academy Re-enrollment Form

Current Families, please follow this checklist for re-enrolling:

- ✓ Go to FACTS and update your contact and demographic information, including address changes, phone number changes, personal preferences, medical, emergency, and grandparent information. (Follow directions at bottom of page for making these changes in FACTS.)
- ✓ Fill in the charts below with the names of students that you want to re-enroll or the names of additional children who have not been enrolled that you would like to enroll for the first time.
- ✓ **Write one check for the total number of students you are enrolling times \$75** (i.e. three students = \$225) made payable to Faith Christian Academy. All students of existing families are \$75 during the month of February! **After February 28, the fee is \$100 and class openings are not guaranteed!!**
- ✓ Write the check number and total amount of the check in the column for the first child listed only.

Re-enrolling Existing Students (Select Incidental Billing or Paper Check)

Student Name	Grade (2022-23)	Incidental Billing?	Check #/Amount

*Enrolling New Students of Current Family

Pre-kindergarten and kindergarten students should be 4 or 5 years old respectively before July 1!

Student Name	Grade (2022-23)	Birthdate

***New students to Faith will be sent a list of additional documents needed to complete enrollment (i.e. birth certificate, shot record, etc.).**

To make demographic changes in FACTS:

1. Login with your user name and password.
2. Click on the “Family Information” tab.
3. In the “Family Home Tab” find several web forms including, “Family Demographic Form” under the “Online Filing Cabinet.”
4. Click on these “forms”, and numerous other web documents will be available.
5. Click on each document and edit as necessary.
6. Click on “Save” at bottom of web form!! All changes you make and SAVE will be made permanent in our database!!

Return this page along with your check before March 1, 2022!!!