



February 1, 2019

Dear St. Louis Family:

Thank you for entrusting St. Louis Catholic School with your child's education. We are preparing for the 2019-20 school year and it is time to complete the student re-enrollment process. Having an accurate student count enables the school to plan accordingly for the next school year, and secures a seat for your child.

Our online re-enrollment process, which includes verifying demographic data and electronic signatures of school forms, is available for you to complete at your convenience. Instructions are included with this letter. The online re-enrollment process must be completed and submitted by **March 8, 2019**.

All families are required to pay a \$175 non-refundable registration fee. This fee will be automatically drafted from your FACTS account on **March 8, 2019**. If alternate payment arrangements are needed, they must be made with the school office by **March 4, 2019**. If all required re-enrollment documentation and payment have not been submitted either electronically or in person to the school office, by **March 8, 2019**, an **additional** administrative fee of \$175 will be automatically drafted from your FACTS account.

In order to register for the 2019-2020 school year, all current year tuition and fees must be up to date or alternate payment arrangements made with the school office. Please note that all re-enrollment will be processed online through ParentsWeb. ParentsWeb will be blocked for delinquent accounts. The school office will try to contact parents with delinquent accounts. However, it is ultimately the parents' responsibility to contact the school office and make payment arrangements in order to gain access to ParentsWeb and complete the online school registration for 2019-2020.

We certainly hope this isn't the case, but if you will not be re-enrolling your child next year, please complete and return to the school office, the "NOT RETURNING STUDENTS" form that is attached to this letter, by **March 4, 2019**. If we do not receive this form by **March 4, 2019**, the \$175 non-refundable family registration fee will automatically be drafted from your FACTS account on **March 8, 2019**.

Tuition and Fees Major Change starting 2019-2020 -- All families will be **required** to have a FACTS account set up by **March 1, 2019**. RenWeb and FACTS have merged together. As a result of this, we will no longer process any financial transactions through the RenWeb billing system. All financial transactions will be processed and managed through FACTS accounts. Payments brought to the school office will be recorded and processed through your FACTS account. As FACTS and RenWeb are working toward total integration, FACTS financial account information will be available through ParentsWeb. The \$45 per year FACTS account fee makes it possible for our school to offer our families an automated online tuition and fee payments, management and billing system. St. Louis School also has access to the online FACTS Grants and Aid Assessment Program, which processes financial assistance applications. If you had a FACTS account for 2018-2019, you do not have to setup a new account. If you have any questions about setting up your FACTS account, please contact the school office at 254-754-2041.

We are looking forward to next year and are blessed to have your family as part of our community.

Sincerely,

Nisa Lagle



ST. LOUIS CATHOLIC SCHOOL
RE-ENROLLMENT 2019/2020
RETURNING STUDENTS

We are making plans for the 2019-2020 school year! As we streamline our re-enrollment process, our first priority is to ensure our current students have their spots secured for the next school year.

Tuition rates for the 2019/2020 school year are posted on our website www.stlouiswaco.org

If you are returning to St. Louis next year, you **do not** need to return any of these forms. Please read and follow the instructions below to complete the re-enrollment process.

- **Friday, March 8, 2019** is the due date for re-enrollment to be completed.
- On **Friday, March 8, 2019**, the \$175 non-refundable family registration fee will be automatically drafted from your FACTS account.
- Completion of the re-enrollment process below must be submitted by **Friday, March 8, 2019**. After this date, open enrollment will begin.
- To complete the online re-enrollment process, access ParentsWeb through your existing login.
- To access ParentsWeb:
 - Please go to www.stlouiswaco.org and select RenWeb under Quick Links.
 - Type in your username and password. If you have forgotten your username or password, please click on the link provided.
 - After logging in, click on the **Apply/Enroll** button in the left menu.
 - Click on the **Enrollment/Reenrollment** button.
- Our Online Enrollment system will open with a link to the enrollment packet(s) for your child(ren). The online process should take approximately 15-20 minutes to complete. Your information will be saved if you need to quit and come back later.
- The Instructions and Enrollment Checklist for the enrollment packet contains supplemental enrollment forms that also must be electronically uploaded or returned to the school office in person. These forms are located in the document upload section.
- If you have any questions about the process, please contact the school office 254-754-2041.
- If all required re-enrollment documentation and payment have not been submitted either electronically or in person to the school office, by **Friday, March 8, 2019**, an **additional** administrative fee of \$175 will be automatically drafted from your FACTS account.

Tuition Assistance is available for grades PK-8. Online applications are taken through the FACTS Grant and Aid Assessment Program. Applications must be submitted yearly through FACTS to be considered for any type of tuition assistance. Tuition Assistance is issued on a first come first served basis. Please have your application submitted by **April 15, 2019**. To apply, please go to www.stlouiswaco.org and select FACTS Tuition under Quick Links.

Thank you for choosing St. Louis Catholic School!



ST. LOUIS CATHOLIC SCHOOL
RE-ENROLLMENT 2019/2020
SIBLING ENROLLMENT

Sibling Enrollment – Legal siblings of children currently enrolled at St. Louis Catholic School have new student enrollment priority.

- New sibling enrollment may be done through your **ParentsWeb account**.
- Please go to www.stlouiswaco.org and select RenWeb under Quick Links.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, select **Apply/Enroll**, and click on **Application**.
- Select **2019-2020 PK3-8 Application – Sibling**
- Please be prepared to submit the following documentation:
 - Birth Certificate
 - Baptismal Certificate (If Catholic)
 - 1st Communion Certificate (If Catholic, for 3rd – 8th grade applicants)
 - Custody Documentation (If applicable)
 - Schedule a Placement Test (Required for 3rd – 8th grade applicants)
 - Complete Request for Records Form (Available in school office or online application forms)
 - Recent Report Cards (1st – 8th grade applicants)
 - Standardized Test Scores (1st – 8th grade applicants)

St. Louis School will contact you by email and/or phone to notify you that your new student has been added to your family account and the online registration process listed below may be completed:

- To access ParentsWeb:
 - Please go to www.stlouiswaco.org and select RenWeb under Quick Links.
 - Type in your username and password. If you have forgotten your username or password, please click on the link provided.
 - After logging in, click on the **Apply/Enroll** button in the left menu.
 - Click on the **Enrollment/Reenrollment** button.
- Our Online Enrollment system will open with a link to the enrollment packet(s) for your child(ren). The online process should take approximately 15-20 minutes to complete. Your information will be saved if you need to quit and come back later.
- The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be electronically uploaded or returned to school office in person. These forms are located in the document upload section.
- If you have any questions about the process, please contact the school office 254-754-2041.
- To secure your child's spot, please complete the online registration by **Friday, March 8, 2019**. After this date, open enrollment will begin.

Thank you for choosing St. Louis Catholic School!



ST. LOUIS CATHOLIC SCHOOL
RE-ENROLLMENT 2019/2020
NOT RETURNING STUDENTS

If you are not returning to St. Louis next year, please fill out and return this form to the school office by **Monday, March 4, 2019.**

Please note that the \$175 non-refundable family registration fee will be automatically drafted from your FACTS account on **Friday, March 8, 2019**, unless we are notified 5 business days in advance to cancel this FACTS transaction.

_____ I am unsure of my student(s) plan to return to St. Louis Catholic School next year. Please do not draft the registration fee through my FACTS account. I understand that this opens up my student(s) spot for the 2019-2020 school year. ***After March 8, 2019, I understand that if I choose to re-enroll my child(ren), the non-refundable family registration fee will be \$175 and an additional administrative fee of \$175 will also be due.***

_____ No, my student(s) will not be returning to St. Louis Catholic School next year. Please do not draft the non-refundable family registration fee through my FACTS account. I understand that this opens up my student(s) spot for the 2019-2020 school year. ***After March 8, 2019, I understand that if I choose to re-enroll my child(ren), the non-refundable family registration fee will be \$175 and an additional administrative fee of \$175 will also be due.***

2019-2020

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____