Roanoke Catholic School

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Blending learning with faith and faith with daily life

January 25, 2017

Dear RCS Families,

It is time to re-enroll for the 2017-2018 academic year. Please log in to ParentsWeb to complete your re-enrollment. To assist you in the process, step by step instructions are included. *NOTE: You will not receive an Intent to Enroll form this year. Please remember: staffing for next year depends on enrollment numbers, so please re-enroll as early as possible.

Once you begin the process and open your enrollment packet in ParentsWeb, you will see a checklist in the left menu. As you complete each item, a green check mark appears. You will see a yellow sign if information is missing. Most of the fields are pre-populated. Please verify, update or fill in missing items. **You will be required to go to FACTS in order to set up a payment plan.** *(If you intend to pay in full, or if you are an employee who wants tuition deducted from your paycheck, you must call the office to request permission to bypass FACTS. Once we allow that bypass, you can continue with the enrollment packet.)* Upon completion of the checklist, you will review and submit your application. At that point, you will be directed to a payment page to submit the $215 re-enrollment payment. Of that, $15 per student is a non-refundable re-enrollment fee. The remaining $200 from your oldest student will be used to pay the *family* HSA fee of $50 and the *family* technology fee of $100 and then $50 will go as a deposit on tuition. For any additional students, the entire remaining $200 will go as a deposit on tuition.

Students will not be scheduled for classes or enrolled in a homeroom until all required documentation *(including immunization records and medical action plans, etc.)* is on file at the school and all current financial obligations are up-to-date. After the enrollment is submitted and payment made, staff will review your enrollment and your student's file for any missing items and notify you via email if additional information is needed.

Re-enrollment by March 31 will earn your family a $50 cafeteria credit for the 2017-18 school year. In addition, if you re-enroll by May 31, each student's name will be entered into a drawing for "frozen" tuition; in other words, if your student's name is drawn, his or her tuition amount for next year will be the 2016-17 amount for the grade level they are entering.

Please see the attached instructions for step by step re-enrollment directions. A list of frequently asked questions is also included with this letter. Please contact me if you have any other questions about re-enrollment, need assistance with the process, or need access to a computer in the school library.

Sincerely,

Melissa Barnard
Director of Enrollment

FAQ's:

- **Which parent completes the re-enrollment**? Renweb sets a default to the mother or primary guardian's address to complete the re-enrollment. If there are separate households assigned to a child, each parent/guardian will receive their own information to update. Please contact the school if you have any concerns.

- **Do I have to complete the process for each of my children**? Yes, each child must be re-enrolled separately, but most information will be pre-populated.

- **Can I enroll a new student from our family?** Yes, but first an application must be completed. Visit www.roanokecatholic.com and click the green "Apply to RCS" button on the home page. Once the application is complete and submitted, the administration will review the application. If the new student is accepted, an email will be sent with similar instructions for enrolling him or her.

- **May I pay our deposit with a credit card at the school?** No, credit cards are not accepted for the deposit. The cost of a credit card system would require a substantial additional fee that we do not want to pass on to our parents. You may submit a paper check, cash or a money order for the deposit to the school office if desired. This may delay completion of your enrollment until your payment is processed.

- **Can I upload documents such as Physicals and Certificates**? Yes. Enrollment will not be complete until all required documents are submitted.
  What if I don't have access to a scanner? You may submit paper documents to the school and the staff will mark them as completed. This may delay completion of your enrollment until paper documents are processed.

- **When will I be able to complete my enrollment if I am waiting on financial aid determination?** First-round Financial Aid awards will be announced via an email in late May. You may begin online enrollment at any time and then quickly complete your final e-signatures and payment once you know that you will enroll.

- **How do I get a copy of my information/legal documentation?** You will be able to view and print all of the information in the re-enrollment packet in PDF format during the final review.

- **What if I can't finish everything in my first visit to ParentsWeb?** You may logout and login as many times as necessary to complete your packet.

- **What is the $15 re-enrollment processing fee?** Renweb charges us for the enrollment process for each student, including fees associated with accepting the online payment. The processing fee that is charged when you enroll is used to cover these charges from RenWeb.

RE-ENROLLMENT INSTRUCTIONS

To complete our online re-enrollment process, you will access ParentsWeb through your existing login. *If you do not have a login, please follow the Instructions for Creating a ParentsWeb Login listed below. (You should have a log in if you completed the enrollment last year. The school can give you your username, and there is a link for resetting your password.)

To access ParentsWeb:

- Please go to www.renweb.com
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Our District Code is RC-VA
- 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 **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the enrollment packet for your student.   The online process should take approximately 15 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 submitted. Further instructions on these forms are provided online.

If you have any questions about the process, please contact the Office of Enrollment at 540-982-3532.

*Instructions for Creating a ParentsWeb Login

- Please go to www.renweb.com.
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **RC-VA** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above