

Easy as 1,2,3.



EASY RE-ENROLLMENT PROCESS

(FOR 18 MONTHS THRU 8TH GRADE (2010-2011))

- STEP 1** Turn in Re-Enrollment Packet at the front desk *(if you do not have a packet, see front desk).*
- STEP 2** Schedule an appointment with Financial Services by signing appointment book located at the front desk. *Note: There are different time slots available for each page (one for each financial advisor).*
- STEP 3** Turn in Re-Enrollment Packet at the front desk.
- STEP 4** Meet with Financial Services; bring money order / cashier's check to appointment and be prepared to sign Memorandum of Understanding (MOU).
Note: All outstanding balances, all registration and applicable fees must be paid in full at this time. Your account must be clear at the end of this school year to be considered officially enrolled for the 2010-2011 school year.

EASY RE-ENROLLMENT PROCESS

(FOR PRESCHOOL GRADUATES GOING TO KINDERGARTEN)

- STEP 1** Turn in Re-Enrollment Packet at the front desk *(if you do not have a packet, see front desk).*
- STEP 2** Set-up an appointment with Mrs. Santana for parent interview *(with elementary administration).*
- STEP 3** Receive acceptance letter/email/phone call.
- STEP 4** Schedule an appointment with Financial Services by signing appointment book located at the front desk. *Note: There are different time slots available for each page (one for each financial advisor).*
- STEP 5** Meet with Financial Services; bring money order / cashier's check to appointment and be prepared to sign Memorandum of Understanding (MOU).
Note: All outstanding balances, all registration and applicable fees must be paid in full at this time. Your account must be clear at the end of this school year to be considered officially enrolled for the 2010-2011 school year.

PRESCHOOL SUMMER ONLY

(NOT ATTENDING FCA 2010-2011)

- STEP 1** Turn in 2010-2011 Re-Enrollment Form at the front desk *(if you do not have a form, see front desk).*
Note: All outstanding balances must be paid before you pay your child's summer activity fee.
- STEP 2** Place summer activity fee *(money order / cashier's check)* in tuition box on or before April 30th.
- STEP 3** Turn in Withdrawal Form two weeks **before** child's last day of attendance *(see front desk).*



**DON'T MISS OUT
ON EARLY
RE-ENROLLMENT**

**DEADLINE
APRIL 30, 2010**