

# CROSSROADS NEWS

February 6, 2017



## RE-ENROLLMENT (February 6 – February 18)

Just a reminder that re-enrollment has officially begun and will run through Saturday, February 18. An e-mail was sent earlier today to one member of each family with instructions on the re-enrollment process.

**The discounted re-enrollment rate of \$150 per student will run from Monday, February 6, through Saturday, February 18 (\$250 after).**

While the e-mail will give instructions on how to re-enroll, below you will find step-by-step instructions of the process, along with screen shots.

1. Log into ParentsWeb.
2. Open up **Family Information**.
3. Select **Enrollment/Reenrollment**.

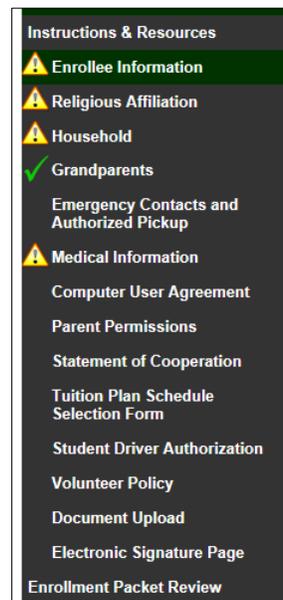


4. Choose to **Start the Enrollment Packet** for your child.



5. On the left side of the screen will be a list of instructions, as well as the various parts of the re-enrollment process that need to be completed.

As you work through each one, you will notice that some questions are **required** to be answered. If you see a yellow triangle with an exclamation point after you complete a section, that means you have skipped over a required question that needs to be answered.



- Once all required sections are completed, you will have green check-marks beside each section. At this point, you will be able to review the entire packet for submission.
- If all information is accurate, choose to complete the review and **submit** the enrollment packet. This option will take you to the screen detailing the cost of re-enrollment (\$150 through Feb. 18, and \$250 on Feb. 19 and after).



| Instructions & Resources |  |
|--------------------------|--|
| ✓                        | Enrollee Information                     |
| ✓                        | Religious Affiliation                    |
| ✓                        | Household                                |
| ✓                        | Grandparents                             |
| ✓                        | Emergency Contacts and Authorized Pickup |
| ✓                        | Medical Information                      |
| ✓                        | Computer User Agreement                  |
| ✓                        | Parent Permissions                       |
| ✓                        | Statement of Cooperation                 |
| ✓                        | Tuition Plan Schedule Selection Form     |
| ✓                        | Student Driver Authorization             |
| ✓                        | Volunteer Policy                         |
| ✓                        | Document Upload                          |
| ✓                        | Electronic Signature Page                |
| Enrollment Packet Review |  |

- Once you click **Submit Enrollment Packet and Make Payment**, you will be taken to a screen to enter either your credit card or bank information to process payment and finalize your child’s enrollment.

We know that there may be questions, and we want to help you. Please call our office (252-431-1333) or e-mail Mrs. Pegram ([bpeggram@ccscolts.org](mailto:bpeggram@ccscolts.org)) so that we can answer your questions or walk you through the process. For those who would like to come in and walk through the process with a staff member, we have a computer set up in the office to assist.

### Do You Know A Family Who Would Like To Visit CCS?

We are available for meetings and tours for any new family interested in Crossroads. Simply have them call Beth Pegram at 252-431-1333 to set up an appointment. The new family enrollment period opens on February 20. There is no greater way to reach new students than by a recommendation from a current family. As a thank you to families who recommend CCS, we offer a new student referral discount to help offset the cost of tuition. Many families have taken advantage of the referral discount over the past few years, and because of those recommendations, CCS has given out over \$35,000 in referral discounts. Thank you to everyone who helped bring new families to our school!