

CROSSROADS NEWS

January 30, 2015



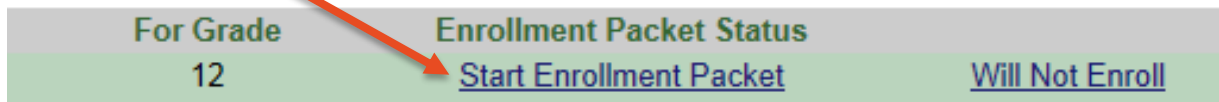
RE-ENROLLMENT (January 30 – February 20)

We appreciate your patience over the past week as we completed the process of streamlining re-enrollment by moving it to an online environment. No longer will families have to wait in line or fill out paperwork by hand because the whole process, including the beginning of the year packet of forms, will be done online. An e-mail will go out to one member of each family with instructions on the re-enrollment process. The discounted re-enrollment period (\$200 per student) will run from Friday, January 30, through Friday, February 20. We have extended the re-enrollment window this year as we know there will be some questions with the move to an online process.

While the e-mail will give you detailed instructions on how to re-enroll, we wanted to provide a few previews of what you will see as we go through this together for the first time.

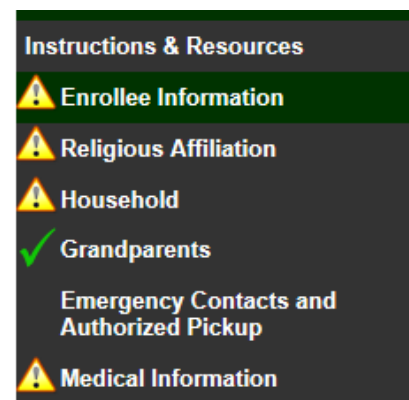
To begin the process:

1. Log into Parents Web as you normally do.
2. Open up **Family Information**.
3. Select **Enrollment/Reenrollment**.
4. Choose to **Start Enrollment Packet** for your child.

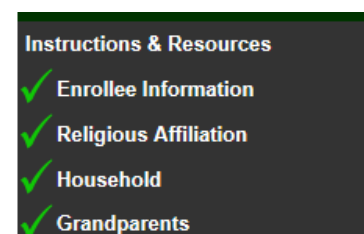


5. On the left side of the screen will be a list of instructions, as well as the various parts of the re-enrollment process that need to be completed. As you work through each one, you will notice that some questions are required to be answered.

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.



6. Once all required sections are completed, you will have green checkmarks beside each section. At this point, you will be able to review the entire packet for submission.



7. If all information is accurate, choose **Submit Enrollment Packet and Make Payment**. This option will take you to the screen detailing the cost of re-enrollment (\$200 before February 21, and \$250 on Feb. 21 and after). This screen is where you will enter either your credit card or bank information to process payment and finalize your child's enrollment.



We know that there will be questions with moving to an online system, and we want to help you. Please call or e-mail 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 will have a computer set up in the office to assist.

We are excited about the new online process for re-enrollment, and we hope it is a blessing for each of you!

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 23.** 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 \$30,000 in referral discounts. Thank you to everyone who helped bring new families to our school!



IMPORTANT DATES

February 2-5	Upper School Spiritual Emphasis Week
February 13	½ Day of School – Winter Break Begins
February 16	Presidents' Day – School Closed
February 17	Winter Break/Teacher Workday – School Closed