

**Welcome to Bethany Christian School's Online Enrollment Re-enrollment packet Instructions**

**Step 1**: In your search engine, type: **FACTS sis login.** Click: **FACTS SIS >Family Portal Login**.

**Create a FACTS SIS account or to login to an existing account**

**Step 2**: After you have completed Step 1, type District Code: **BRE-FL** (all caps), **User Name:** minimum 6 characters (does not need caps, numbers nor symbols). **Password:** (does not need caps, numbers nor symbols).

Then click:



Click **Parent:** If you are in for the first time, skip to: **Create New Family Portal Account**. If going back in (returning), click :



Once into family portal, go to left side (blue), three from bottom,

1. Click: **Apply/Enroll,**
2. then click: **Enrollment/Reenrollment**
3. in orange section, in white rectangle, click: **click here to Open Enrollment**

**Step 3**: Click **Start Enrollment Packet** or **edit** (depends where you are in the process).

**Step 4**: Complete the Online Enrollment forms in the blue area, beginning with the **Enrollee Information** form.

NOTE: if you double click on the name of the form in the blue area, it may populate most of the information from the application. Feedback will be provided throughout the process to help you complete the enrollment packet. In the blue section, a yellow exclamation sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear next to the form's menu item.

You can review the entire enrollment packet at any time by selecting the **Enrollment Packet Review** item on the bottom left menu (blue area). From here, you will also be able to print a PDF of the enrollment packet in its current state.

**Step 5**: After you have completed the enrollment packet forms and have a green check mark in front of each form (again, in the blue on left side), a **Submit Enrollment Packet and Make Payment** form will appear. Please follow the instructions that will be provided to submit the enrollment packet along with the registration fee payment as follows:

NOTE: If there is a yellow caution sign in front of a form, you must provide the information before submitting. (If questions or does not work properly, please call Rosie Carpenter at 321 727-2038.)

**Registration Fees:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Returning Students** |  | **After March 1** | **As of Jan 1st 2023** |
| K5-12th | $250.00 | $350.00 |  |
| Preschool | $150.00 | $175.00 |  |
| **New Students** |  |  |  |
| K5-12th | $450.00 |  |  |
| Preschool | $175.00 |  | $100.00 |

**FYI:** Student fees are different/separate from registration fee! Registration fee is due at time of submitting enrollment packet, which will insure a spot in the desired class. Student fee is due by August 1, of that school year.

**Enrollment Checklist**

In order to complete the enrollment process, please complete the checklist items listed below. Submit completed Online Enrollment packet and registration fee.

* Submit the following:
* **NEW STUDENTS**
	+ Birth Certificate
	+ Up to date Immunization Certificate (Form 680)
	+ Recent Physical Examination (Form 3040) within one year of school entrance date
	+ Court/Custody Documents, if applicable
	+ Former Academic records: Most recent report card (going into 1st-12th), standardized testing scores (3rd thru 12th grades)
	+ Completed records request form (1st-12th)
	+ IEP/504 Plan, if applicable
	+ Scholarship Award Letters (including VPK), if applicable
* **RETURNING STUDENTS**
	+ Up to date Immunization Certificate (Form 680), required for all students entering kindergarten and 7th grade
	+ Recent Physical Examination (Form 3040), required for all students entering kindergarten and 7th grade
	+ Court/Custody Documents, if applicable or if they have changed.
	+ Current school year's Scholarship Award Letter, if applicable

It is very important that you complete all areas and complete all signatures.  Once you have made payment, you **MUST** return to the main page and click submit.

**Next Steps**

After your enrollment packet is submitted, you will receive a confirmation email. At any time, you can re-access Online Enrollment through your FACTS SIS login to print a PDF copy of the completed enrollment packet.

If you have any questions about the process, please contact Rosie or Stephanie at 321-727-2038.

Sincerely,

Rosie Carpenter Stephanie Shekell
Admissions Finance Manager