

## 2019 -2020 Steps for Current Student Re-Enrollment

1. **Complete the Online Gradelink Re-Enrollment Application**

<https://secure.gradelink.com/asp.net/rewrite/enrollment.aspx?sid=810>

2. **Complete registration for a FACTS account using the link below, (if you already have one, just log in) and set up a Payment Plan (and fully complete the process) for the 2019-2020 school year.**

This must be done before your school registration will be finalized. Your payment plan options are listed below.

<https://online.factsmtg.com/signin/3SJJR>

- Weekly Payments: (For Infants – K4 Year-Round Students Only)
- Monthly Payments: (For K2 – 10<sup>th</sup> Grade School Year Students Only)
- Payment in Full: (If you are paying all Tuition & Fees in full by July 1<sup>st</sup>)

3. **Pay the Registration Fee through Gradelink.**

(This is the only payment that we will be taking through Gradelink this year, all other payments will be made through FACTS.)

**\*A discount of \$100 per returning student will be given if all 3 steps are completed by March 1, 2019.**

We trust this guideline will be helpful as you proceed through the application process. Any questions along the way are welcome, so please do not hesitate to ask.