



St. Mary Cathedral School
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www.gaylordstmary.org

REGISTRATION...1...2...3!

Follow these **THREE SIMPLE STEPS** to register your child(ren) for the 2017/18 school year:

1. Complete **Registration Form** and return to the school or parish office along with a \$100 registration fee (per family). A fillable form (using the Google Chrome browser) is also available online at www.gaylordstmary.org. You may complete the form online, but will need to print it to submit.



The ParentsWeb Online Enrollment packet will open for the 2017/18 school year on Monday, May 1st.

Set-up/update your FACTS account and payment preferences for 2017/18 Tuition online in **FACTS Tuition Management**. All families are required to have a FACTS account and select a payment plan.

NEW for 2017/18: Choosing your FACTS tuition payment plan** will be completed as part of the Online Enrollment Packet through ParentsWeb/RenWeb. NOTE: The first time you access FACTS through RenWeb it will ask for your login (or to create an account if you do not have one); after the first login, RenWeb will establish a connection between your two accounts and you will only need to remember your login to RenWeb. The link to RenWeb can be found on the school website at www.gaylordstmary.org under the Admissions tab, or through the RenWeb logo Quick Link located in the upper right hand corner of the website homepage. You do not have to complete the entire enrollment packet to confirm FACTS agreement.

Review the **Tuition Payment Plans** available for the 2017/18 school year through FACTS and corresponding enrollment fees. Payment plans begin July 2017 and can be spread through June 2018.

****If you want tuition payments to begin in July**, you must set up your FACTS agreement prior to July 1st.

3. Submit your completed **Online Enrollment Packet** (one per student) through ParentsWeb/RenWeb, accessible through the link on our school website (found under the Admissions tab). If you do not have a ParentsWeb account, you will need to create one. The following information must be submitted online through the enrollment packet process and is required for each student prior to the first day of school:

- ✓ Student & Family Information
- ✓ Household Demographics
- ✓ Medical Information, Allergies, Insurance Policy
- ✓ Emergency Contact & Authorized Pick-up
- ✓ Transportation Information
- ✓ Stewardship Guidelines & Requirements
- ✓ PAT List / Volunteer Opportunities
- ✓ Computer Use Policy
- ✓ Field Trip Permission - Attend Mass at St. Mary Cathedral
- ✓ Media Release Form
- ✓ Student Drive Authorization
- ✓ SMCS Handbook Acknowledgement

REGISTRATION IS NOT COMPLETE UNTIL YOU HAVE COMPLETED STEPS 1, 2, & 3!