



RIVERSIDE CHRISTIAN SCHOOL

Rooted in Christ. Ready for Tomorrow.

Current Family Enrollment Process

Thank you for your patience while we upgraded to our new Admissions software. Please do not hesitate to contact us with questions or concerns. We are looking forward to another year of preparing your students to be Rooted in Christ and Ready for Tomorrow!
To begin the enrollment process:

STEP #1: Family Portal

1. Each parent was emailed a link on 3.12, 3.16 and 4.18 with a unique authentication code. The emails subject line was "Accessing Riverside's Online Parent Portal" from and was sent from info+riversidechristian@schooladminonline.com. **Click on the link** in the email and you will be taken to a login page.
2. If you are unable to locate this email, please send a REQUEST CODE to tricia@riversidechristian.net. Once you have the code you may click on the following link and manually enter the code: https://riversidechristian.schooladminonline.com/users/sign_in
3. Select "**Create a New Account.**" Save this information as you will use it each year to enroll.
4. Complete the Enrollment Agreement by clicking on the "**Continue Enrollment Process**" blue button. There are no upfront costs and the Enrollment fee will be rolled into the tuition payments. Be sure to submit the agreement.
5. **Return** to the Checklist page.
6. Complete each student's Enrollment Agreement.

STEP #2: FACTS payment Integration

1. Once all Enrollment Agreements are complete, click on the **blue FACTS** button.
2. **Select** Monthly payments or One-Time payment. There are **no upfront costs**. The \$85 / \$160 Enrollment Fee will be divided between monthly payments or will be applied to the one-time payment depending upon your payment selection. Enrollment fee increases to \$160 on June 1 and \$200 on Aug 1.
3. School Admin will then link to FACTS by entering your **FACTS account username and password** which will link your Enrollment Agreement to your payment information in FACTS. Once the FACTS integration is complete, you will return to the Parent Portal Checklist page.

STEP #3: Checklist Completion

1. Please complete any additional **Checklist items** for your enrollment to be complete.
2. **ELC placement** cannot be held until Student Enrollment is complete.
3. The **ELC Packet pdfs** are fillable and may be saved and uploaded to the Parent Portal.
4. The student must download the **Immunization form**, enter records, sign on both places, and submit.
5. **Kindergarten assessments** are scheduled for May 23 and 24. Additional assessments will be scheduled in August.
6. **Grades 1-12 assessments** must be scheduled through Tricia and will be set depending on the teacher's availability.
7. **Grades 9-12** will meet with Mrs. Stein for advisement once all transcripts or grade reports have been uploaded or received.
8. The **Sports Packet pdfs** are fillable and may be saved and uploaded to the Parent Portal.