



## **For Current Family Enrollment Steps**

### **What is Enrollment?**

Enrollment is an annual data collection process that schools use to update enrollment records of the current student body. This information is used as the school makes plans for the following school year. The simple question is: "Are you coming back to school next year?" For our leadership team at Riverside Christian School, we need to know how many students we will have on the first day of school.

### **How do I pay the Enrollment fee and when does it increase?**

There are NO UPFRONT COSTS. The \$85 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.)

### **How do I ReEnroll?**

On 3.16 and 4.23 an email with Enrollment instructions from [info+riversidechristian@schooladminonline.com](mailto:info+riversidechristian@schooladminonline.com) was sent to each families' email that we have on file with RenWeb. The subject line reads: Accessing Riverside's Online Parent Portal.

### **What if I cannot find the Parent Portal email?**

Please email [tricia@riversidechristian.net](mailto:tricia@riversidechristian.net) and request your authentication code. You will then be sent a link to click on and will need to manually enter your code.

### **Will I need an Authentication code each year?**

For security reasons, the Enrollment Management software requires each parent to enter a unique code that is linked to their email this first year only.

### **When is my enrollment complete?**

The Enrollment Agreement is dynamic and will require support documents when choices are selected. The support documents are on your Checklist page when you return to the Parent Portal. When each document is checked-off, your enrollment is complete. Some items may need to be checked off manually by the Admissions office and some will be checked off by the software.

### **Why can't I see 2018/19 Tuition in FACTS?**

If your tuition is not listed in FACTS, then your Parent Portal has not been linked to FACTS and enrollment is incomplete.

### **Where can I find the login if I didn't bookmark it?**

Go to the website under [PARENTS](#) and click on Enrollment login or [click on this Link](#).

### **Can I complete enrollment if my Variable Tuition has not been awarded?**

Yes, the award will be adjusted directly in FACTS.

### **Why do I have additional forms to complete that aren't part of the enrollment agreement and the financial commitment?**

The **Statement of Faith** is the cornerstone to Riverside and it is imperative that each of our families are in agreement. In addition, the **Parental Covenant** is a required document that supports the policies and procedures of Riverside in developing students both academically and spiritually. The **Parent-Student Handbook** is a downloadable file and is available for each family to read and sign that they have received

the handbook. All three of these documents require a signature to be completed.

For the safety of each student, we ask for the most up-to-date information. For this reason, we request Pick-up Authorization, Emergency Contact information, and **Parenting Plans**. In addition, life-threatening **allergies, asthma, diabetes** and **medical authorization** forms are required when applicable.

**Volunteer Clearance Form:** For the safety and protection of our students, we run a background check on all adults volunteering with our kids. The **Parent Volunteer Assessment** form has been added this year in order to allow our parents the opportunity to serve in areas of talent, giftedness and/or experience.

The **Sports Packet** has been added for students grades 7-12. Please upload your student's **Current Physical**.

**Grandparents Day** is a favorite day at Riverside. There is an excitement in the air as we honor over 400 grandparents that attend each year. Thank you for updating our invitation database.

### **Blessings!**

Email [tricia@riversidechristian.net](mailto:tricia@riversidechristian.net) or call 509.965.2602 or text 509.945.0531



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