



Parent's Guide to Enrollment/Re-Enrollment

Updated January 22, 2020

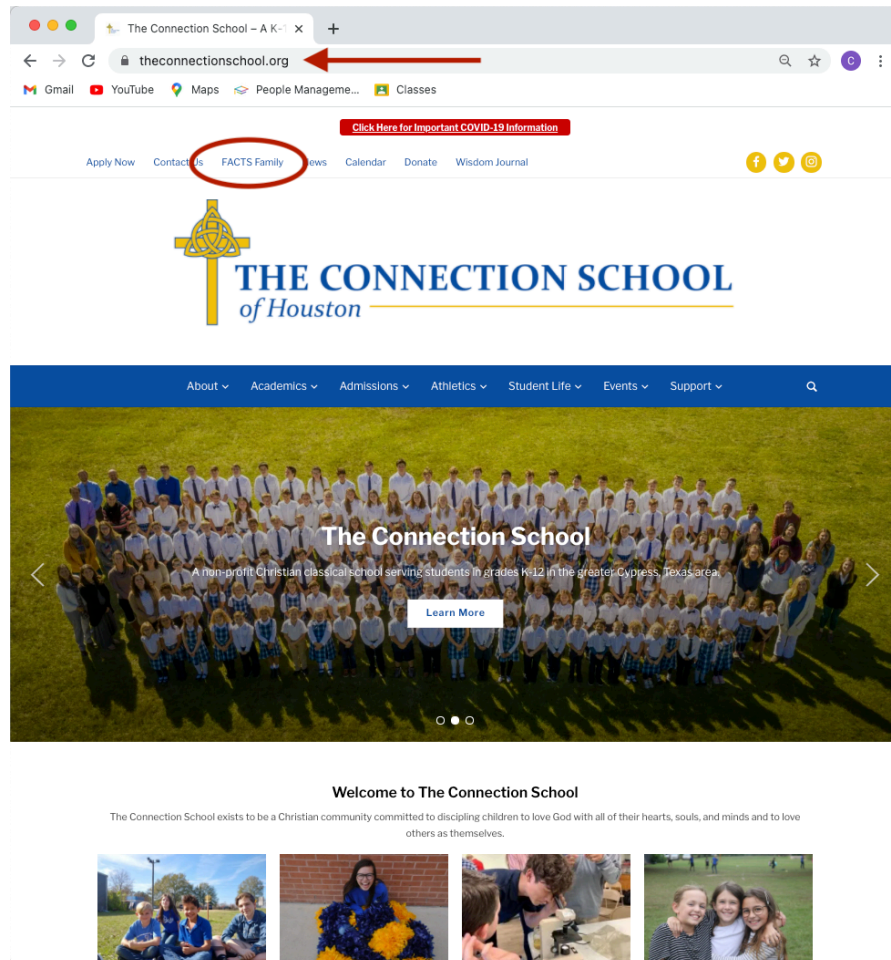
Note: This is the same process for both new students and returning students. It is commonly referred to as “enrollment” for new students and “re-enrollment” for returning students. The enrollment/re-enrollment process is completed online.

There are 3 main parts to completing your enrollment/re-enrollment:

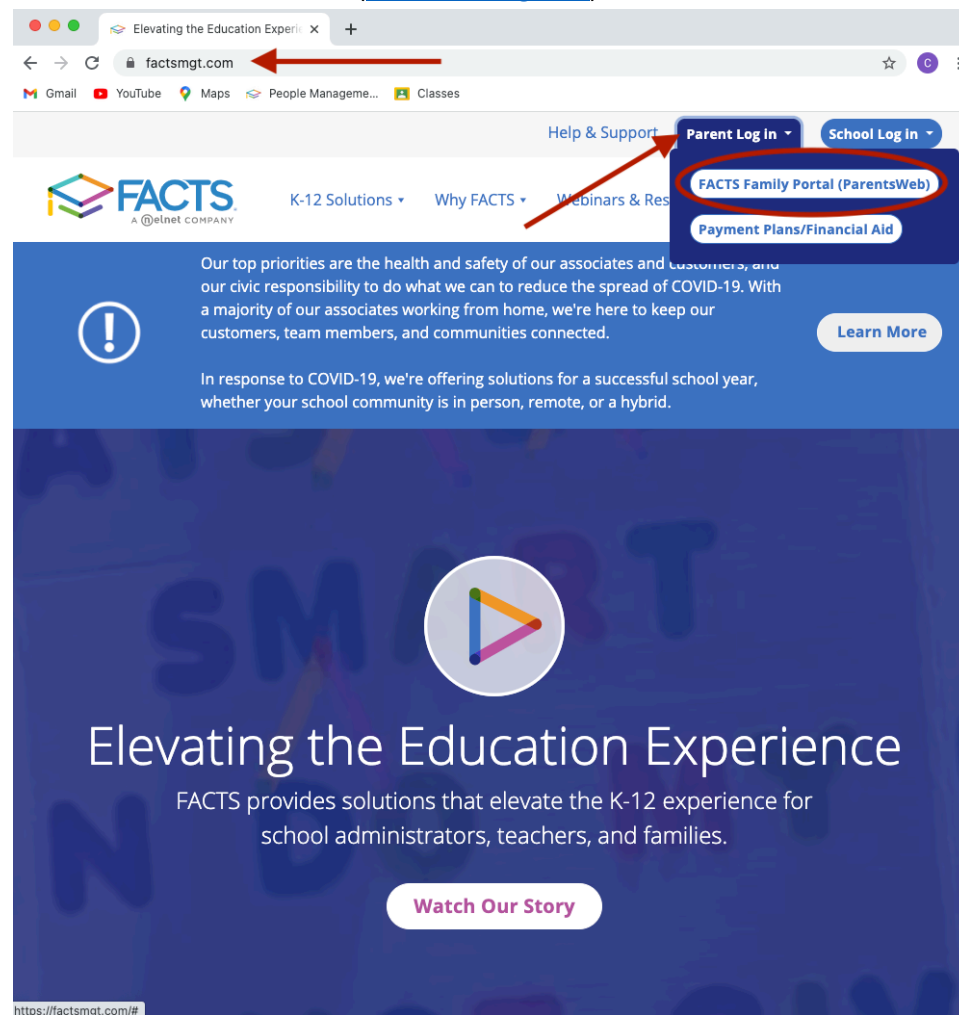
1. Complete the online Enrollment Form (sometimes called the “Enrollment Packet”).
2. Setup your preferences for your tuition payment plan (this is part of the online enrollment form).
3. Pay the \$200 Enrollment Fee upon submission of your Enrollment Form (payment must be successful in order for your form to be submitted successfully).

A. Access the Online Enrollment Form

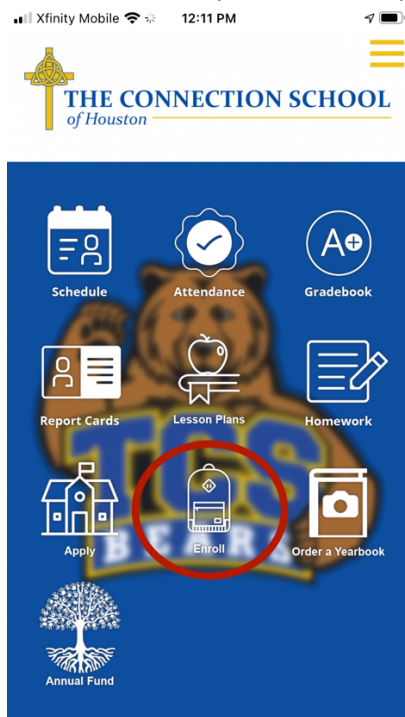
1. Login to the FACTS Family Portal (formerly ParentsWeb).
 - i. Via the Internet browser
 - a. From the TCS website (www.theconnectionschool.org)



b. From the FACTS website (www.factsmgt.com)



ii. Via the TCS smartphone/tablet App



2. Login using your FACTS Family Portal account credentials (Our district code is TCH-TX).

3. Navigate to the Enrollment/Re-Enrollment section and click on the link to open the Enrollment Form. A new tab or window will open with a list of the Enrollment Forms available to completed

The first screenshot shows the website's main navigation menu. The 'Apply / Enroll' option is circled in red. A red arrow points to the 'Apply / Enroll' link in the top right corner of the page.

The second screenshot shows the 'Enrollment / Reenrollment' section. The 'Enrollment / Reenrollment' link in the top right corner is circled in red. A red arrow points to the 'Apply / Enroll' link in the top right corner of the page. A red arrow also points to the 'Enrollment / Reenrollment' link in the top right corner of the page.

The 'Enrollment / Reenrollment' section contains a table with the following data:

Enrollment / Reenrollment
Click here to open Enrollment

4. Click on the link for the Enrollment Form for the student you'd like to enroll/re-enroll.
(Note: If you are not planning to enroll or re-enroll your child, then you may select "will not enroll")

Enrollment

Logged in as Parent
(Return to Family Portal)

THE CONNECTION SCHOOL
of Houston

Enrollment

Welcome Parent You are currently logged in.

School Year: 2021-2022

Student	For Grade	Packet Status	Will Not Enroll
Student	05	Start Enrollment Packet	Will Not Enroll
Student	03	Start Enrollment Packet	Will Not Enroll
Student	02	Start Enrollment Packet	Will Not Enroll

B. Complete the Online Enrollment Form

1. When the Enrollment Form first opens it will display instructions on how to complete it. Click "Next" at the bottom of the page to go to the first section and begin completing the form.

Enrollment

Logged in as Parent
(Return to Family Portal)

THE CONNECTION SCHOOL
of Houston

Student
Year: 2021-2022
Grade: 05

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[Enrollee Information](#)

[Religious Affiliation](#)

[Household](#)

[Grandparents](#)

[Emergency Contacts and Authorized Pickup](#)

[Medical Information](#)

[Student Driver Authorization](#)

[Media Release & Handbook Acknowledgement](#)

Instructions & Resources

Welcome to The Connection School of Houston's Online Enrollment packet.

Instructions

Please complete the Online Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

Feedback will be provided throughout the process to help you complete the enrollment packet. A yellow caution 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 left menu. From here, you will also be able to print a PDF of the enrollment packet in its current state.

After you have completed the enrollment packet, 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 non-refundable enrollment fee payment of \$200.

Enrollment Checklist

In order to complete the enrollment process, please complete the following items listed below:

- Submit completed Online Enrollment packet and enrollment fee
- Submit the following through the **Document Upload Section** of the enrollment form, as applicable:
 - Immunization Records or Exemption Affidavits
 - Health Screening Records
 - [Medication Consent Form](#) (for scheduled or emergency student medications dispensed on campus)
 - Driver License and Automobile Insurance for Driving Student
 - [Driver Application & Agreement](#) (for parents that wish to drive on Field Trips)
- Review the following policy documents from [our website](#):
 - Tuition and Fees Schedule
 - Parent-Student Handbook

[Next >](#)

2. Complete each section of the Enrollment Form; If you are re-enrolling, some of this information may be automatically pre-filled so you will just need to review it and update it as necessary
3. When one section is completed, click save and next at the bottom of the page. Do this for each section of the form.
 - i. A completed section will be indicated by a green check mark symbol next to that section in the left sidebar. If a required field is not completed, a yellow caution symbol will be displayed next to that section in the left sidebar. You will not be able to submit the form until all the required field are completed.

(Note: If you are not able to complete the form in one sitting, you may click the “Save” button at the bottom to save your current progress and then come back to the form and finish it later.)

4. Tuition Payment Plan Setup (This step must be completed by the parent marked as the “Financially Responsible Party” in our system. Contact the school office if this needs to be updated.)
 - i. You will find a link in this section that will route you set up your preferences for the tuition payment plan. This includes payment frequency (by year, by semester, or by month), day you would like to be charged (1st or the 16th), payment type (automatic payment or invoice for annual and semester payments), and payment method (checking/savings account or debit/credit card).

Enrollment

Logged in as Parent
(Return to Family Portal)

THE CONNECTION SCHOOL
of Houston

Student
Year: 2021-2022
Grade: 05

Instructions & Resources

- Enrolllee Information
- Religious Affiliation
- Household

FACTS Tuition

You must now complete the Payment Plan setup in the Tuition Management system.

Please note: There are multiple steps in the Payment Plan signup process. After you have reviewed and authorized the selected payment plan, you will be automatically returned to Enrollment to finish any remaining forms within the packet.

[Go to Payment Plans](#)

- ii. After you complete your enrollment form, the school office will be notified and will enter in the tuition and fee charges for the new school year with any applicable discounts. Once that step is completed by the school you will receive an email confirmation that the Tuition Payment Plan has been finalized and you will have a detailed payment schedule for your records.
 - iii. (Notes: There is no transaction fee for checking savings account transactions, but FACTS charges a 2.85% processing fee for debit/credit card transactions. The Tuition Payment Plan is separate from Incidental Expenses (charges for lunches, field trips, sports, etc.), so you will be responsible for logging into FACTS Financial and paying those charges as they come due throughout the school year or setting up automatic payments for that separately.)
5. At the end of the online Enrollment Form, once all the sections are completed, you will be prompted to review the form in its entirety before you submit it.

C. Pay the Enrollment/Re-Enrollment Fee Online

1. Once you click to submit the Enrollment Form, you will be routed to a secure payment page and prompted to enter payment information to collect the Resource Fee. If you are re-enrolling, you may have the option to use your payment information already on file for your tuition payment plan. Your enrollment/re-enrollment is complete after your payment is successful.

Enrollment

Logged in as Parent
(Return to Family Portal)

THE CONNECTION SCHOOL
of Houston

Student
Year: 2021-2022
Grade: 05

Instructions & Resources

- Enrolllee Information
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Submit Packet and Make Payment

Student

The submission of this enrollment packet requires an online payment. The fee is as follows:

\$200.00

[Submit Packet and Make Payment](#)