



Parent's Guide to Making an Application

Updated February 1, 2023

All new student applications are taken online using the FACTS Online Application system. If you're ready to apply, please follow these instructions to begin the new student admissions process. If you have any questions regarding the application process, please contact us at 832-544-6031 or admissions@tcsch.org.

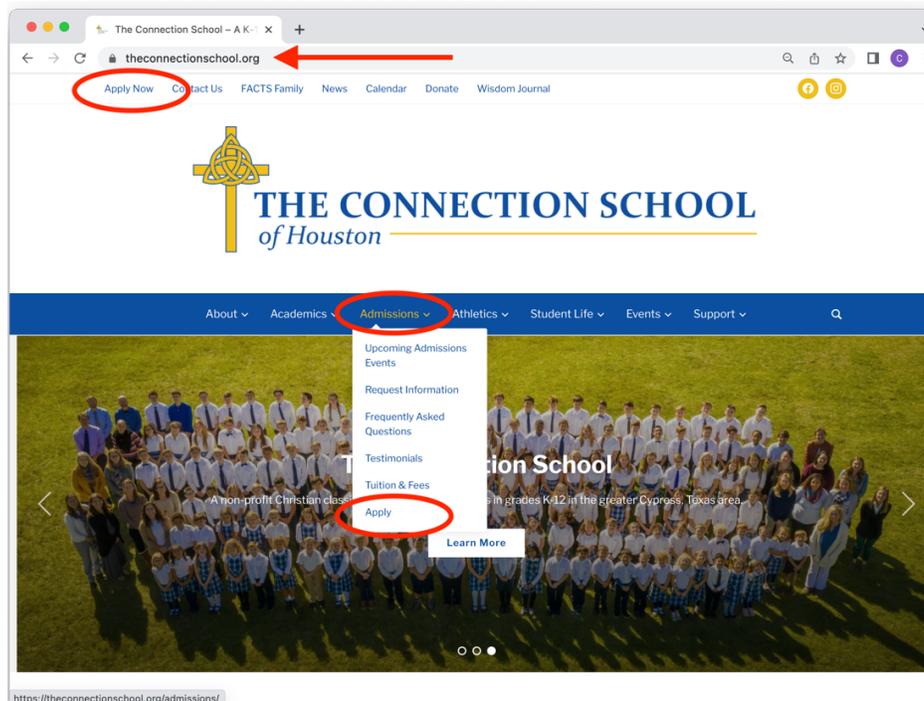
Steps in The Admissions Process:

1. **Complete the online Application Form** (sometimes called the "Application Packet"). Include any requested documents within the Application, such as school records and a copy of your child's birth certificate. A \$100 Application Fee is due upon submission of your Application Form (payment must be successful in order for your form to be submitted successfully).
2. After your application is received, **you will be contacted to schedule an informal assessment for your student and a parent interview**. If you were not able to submit all the necessary documentation with the online Application, please send these to the school before the student assessment. (*Note: Current families enrolling a new student sibling may not require a parent interview.*)
3. **If accepted**, an invitation will be extended to **complete an Online Enrollment Form** (see the "Parent's Guide to Enrollment" for instructions).

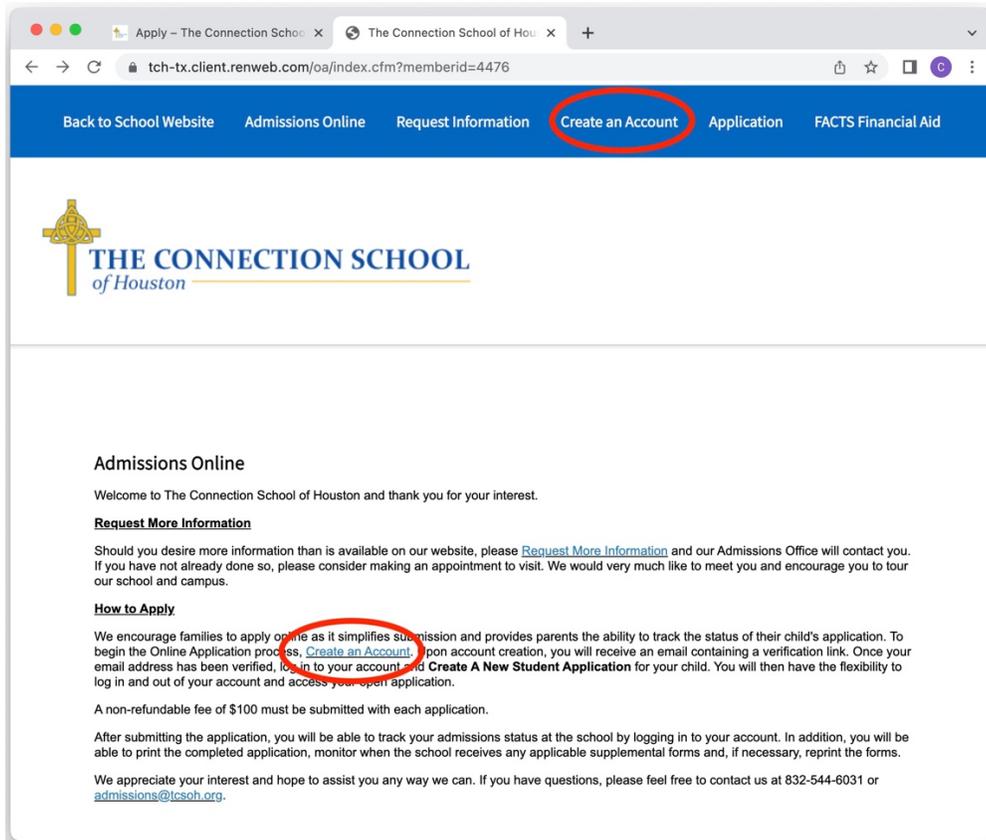
A. Access the Online Application in the Admissions Portal

1. New Families:

- i. Go to the TCS website: www.theconnectionschool.org
- ii. Click on the "Apply Now" Link or go to Admissions > Apply and then click the "Apply Now" button.

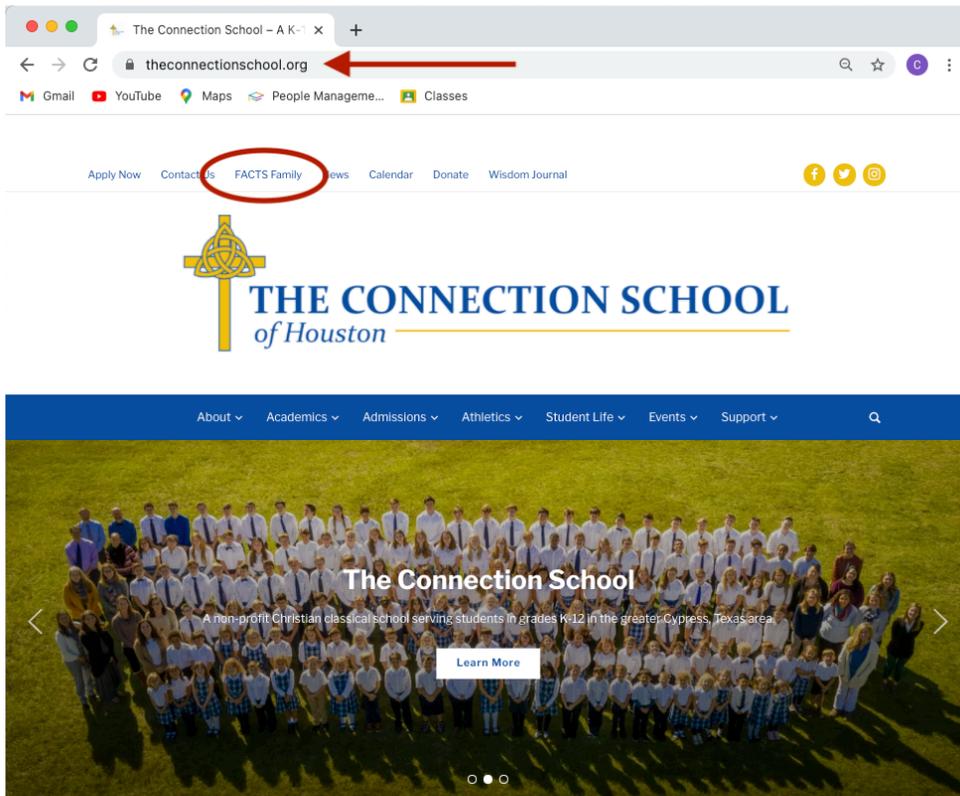


iii. You will be redirected to the TCS Admissions Online Portal; Click the link to create an account

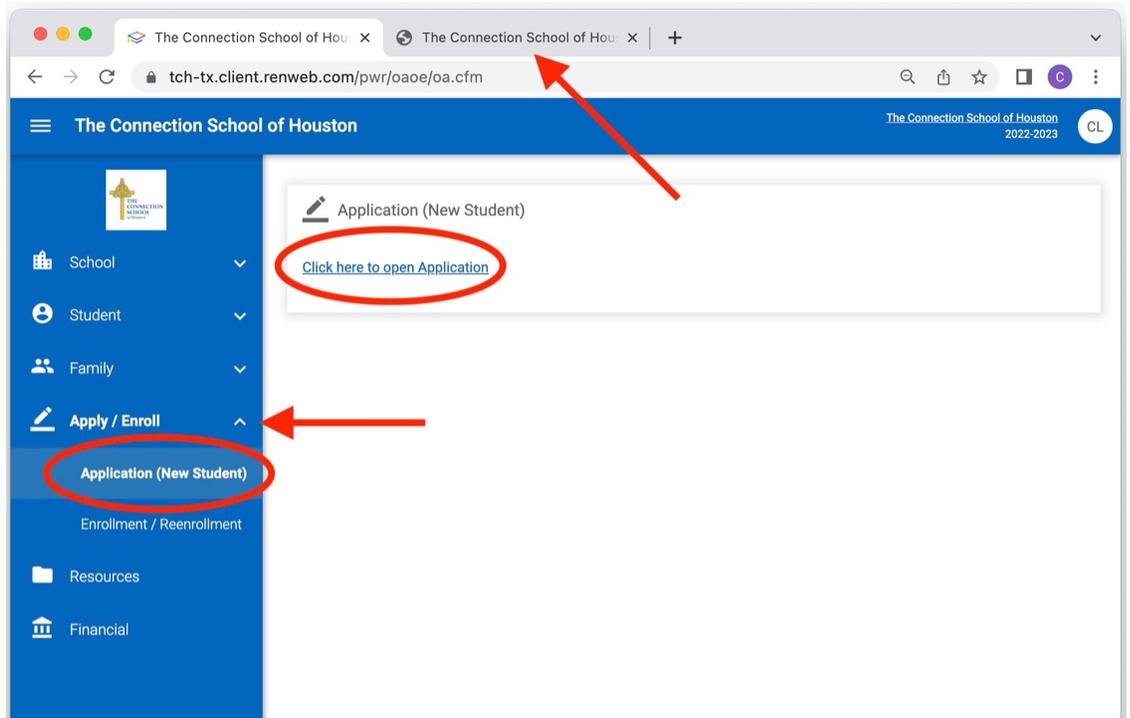


2. Current Families:

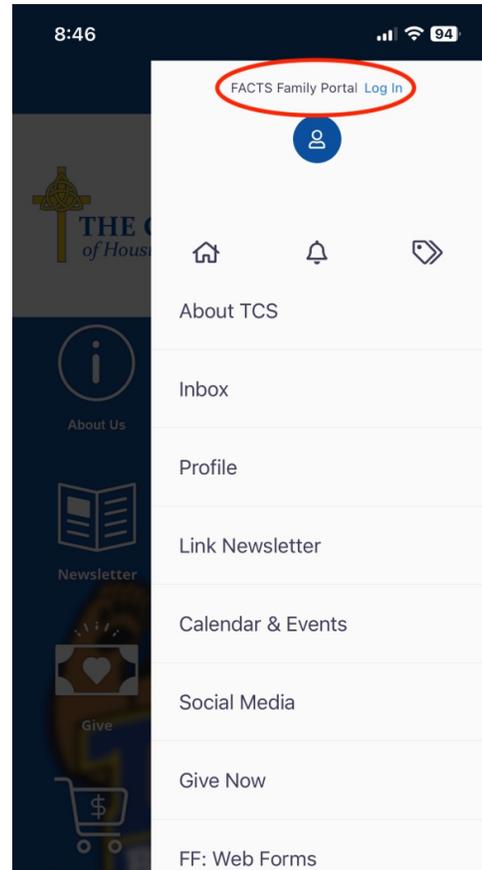
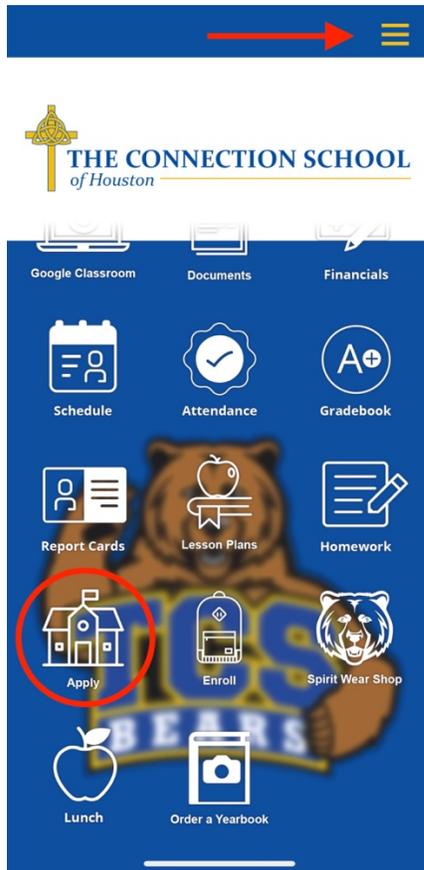
- i. Login to Family Portal (Formerly known as ParentsWeb) via the TCS website (www.theconnectionschool.org)



- ii. Go to Apply/Enroll > Application (New Student)
 - a. Select “Click here to open Application” and then click on the browser new tab



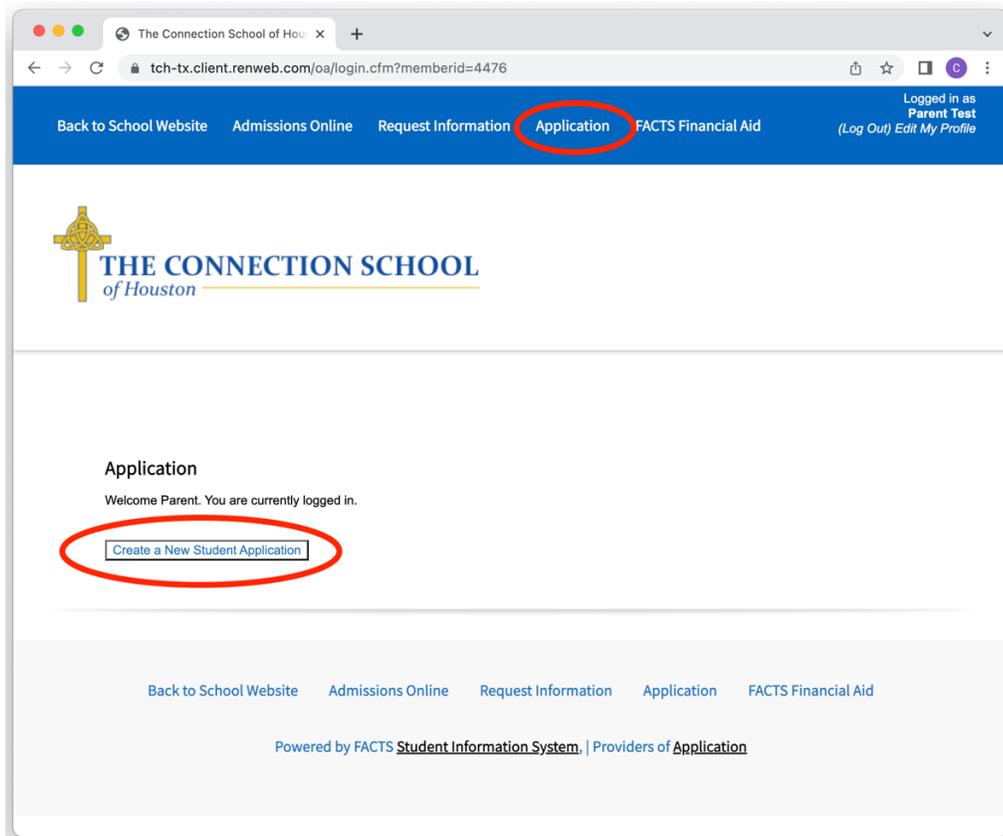
- iii. Or Access in the TCS App from your smartphone or tablet (*Note: you may need to login from the main menu using your Family Portal account*)



- a. If prompted, click the link to “Open Application” and select the new browser tab

B. Create a New Student Application

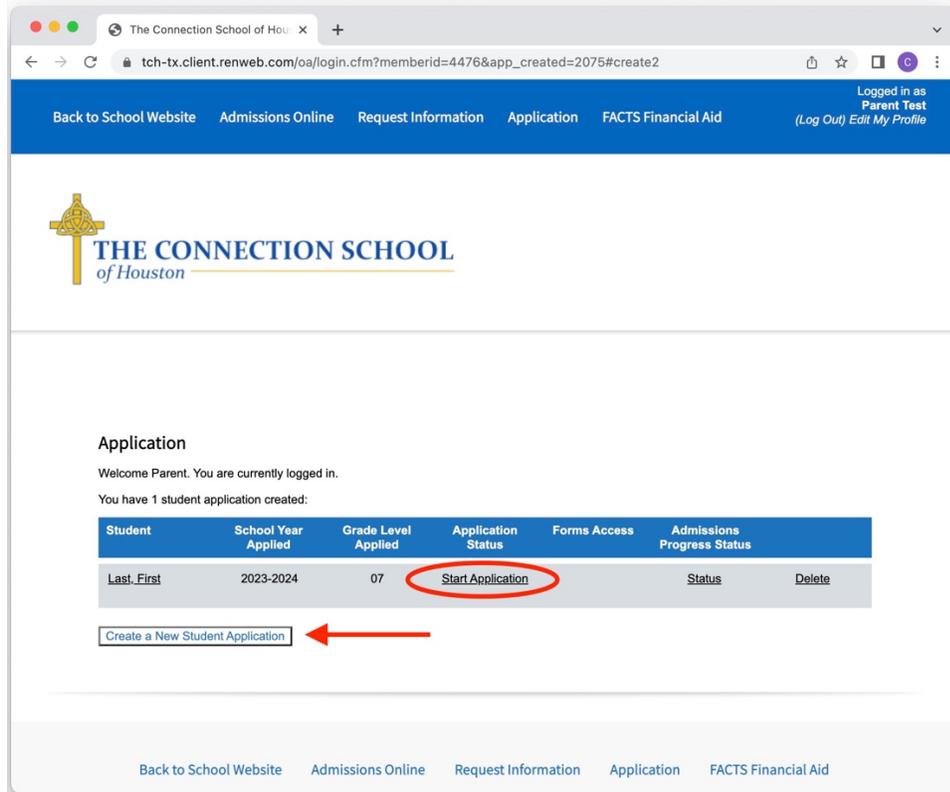
1. New and Current Families: Once in the Admissions Online Portal, go to the “Application” section and create an application for your child(ren)



- i. Be sure to select the appropriate application based on your child’s grade level and school year in which you wish to apply

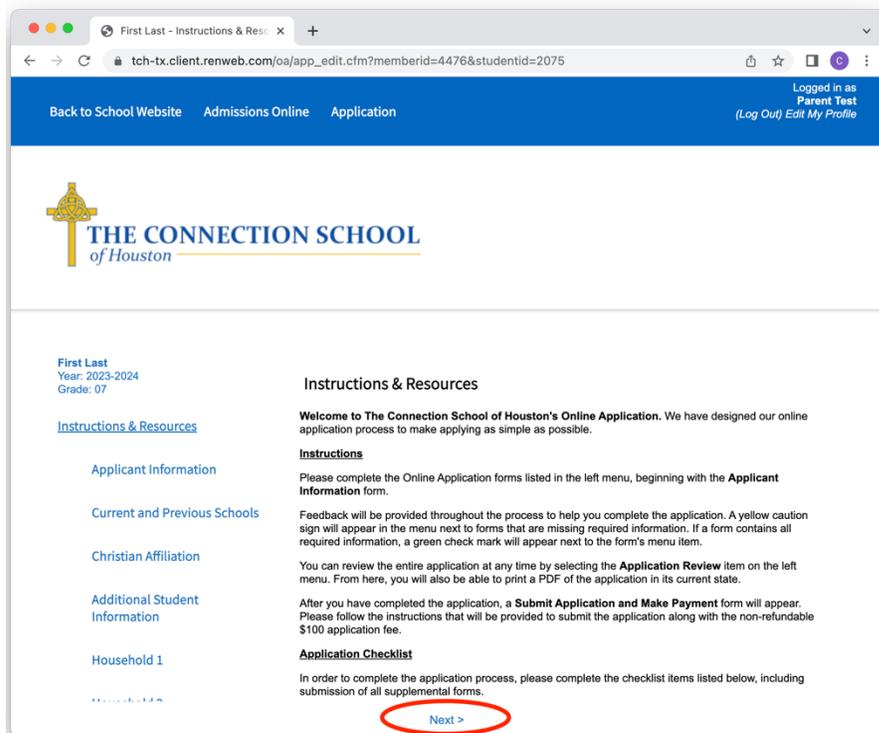
The screenshot shows the "Create a New Student Application" form. The form includes the following fields: "Student First Name" (with a sub-field for "First"), "Student Middle Name", "Student Last Name" (with a sub-field for "Last"), "Student Suffix", "Student Date of Birth" (with a sub-field for "01/01/2010" and a format "(mm/dd/yyyy)"), "Apply to" (circled in red), "Grade" (with a dropdown menu showing "07"), "School" (with a dropdown menu showing "The Connection School of Houston"), and "Application" (with a dropdown menu showing "2023-2024 - 6th-12th Grade Application 2023-2024"). Red arrows point to the "Apply to", "Grade", and "Application" dropdown menus. A "Submit" button is located at the bottom of the form.

- Once you've created a New Student Application, you will be redirected to the "Application" section which will display a list of Application Forms available to be completed. Click on the "Start Application" link to begin completing the Online Application Form. If you would like to create additional New Student Applications, you may do so by clicking on the button below the list.

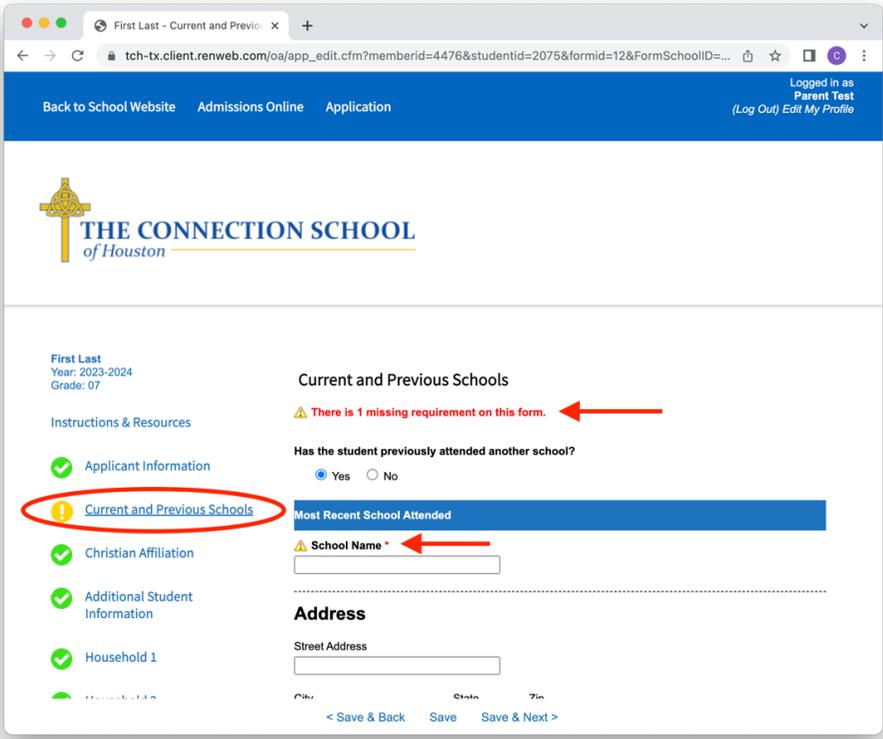


C. Complete the Online Application Form

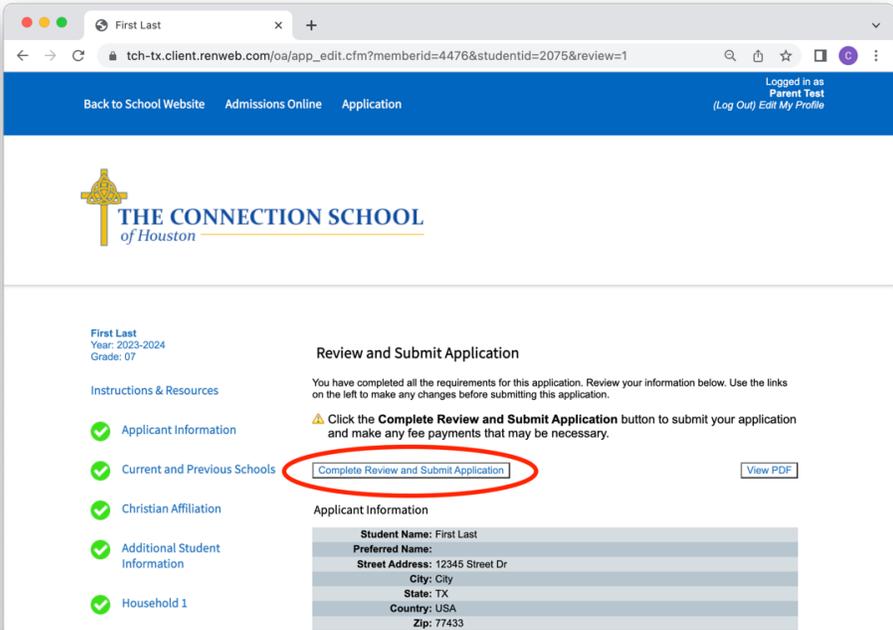
- When the Application Form first opens it will display instructions on how to complete it. Click "Next" at the bottom of the page to go to the first section and begin completing the form.



- 2. Complete each section of the Application Form. When one section is completed, click “Save & 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.
 - ii. (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.)

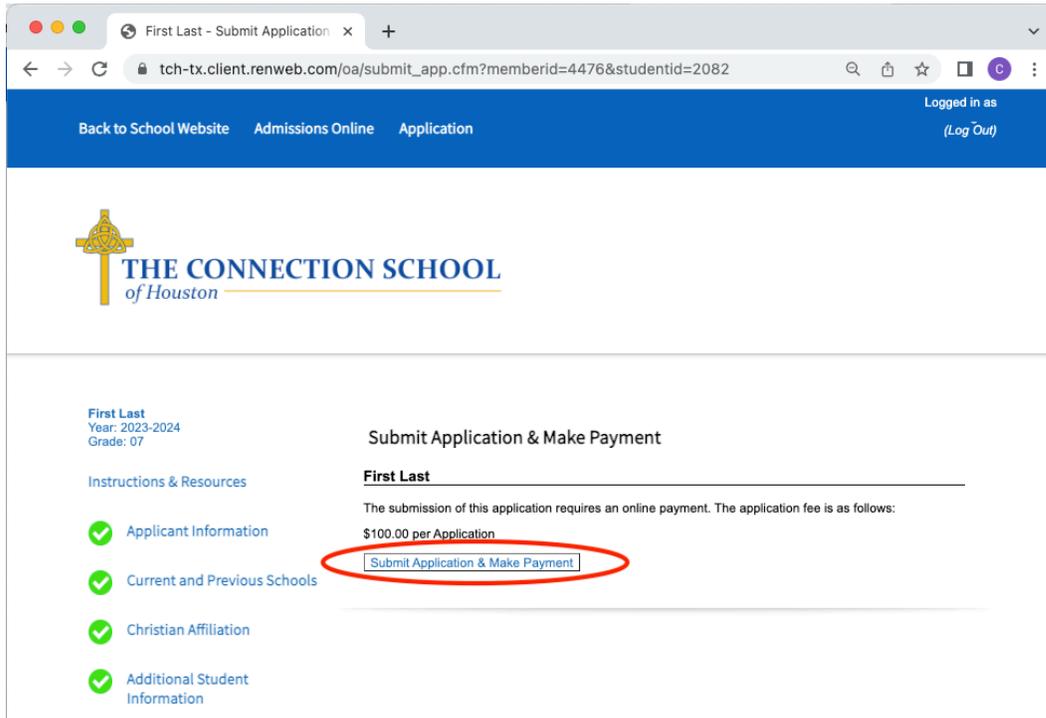


- a. At the end of the online Application Form, once all the sections are completed, you will be prompted to review the form in its entirety before you submit it. If everything looks correct, click “Complete Review and Submit Application” at either the top or the bottom of the page. If you want to make any changes, click on the section in the left sidebar to go to that section to make changes.



D. Pay the Application Fee Online

1. Once you submit the Application Form, you will be routed to a secure payment page and prompted to enter payment information to collect the Application Fee. Your Application is complete after your payment is successful.



2. You can return to the "Application" section of the Admissions Online Portal any time to check the status of an application, and to create or to complete another New Student Application.

