



### **Apostles School Registration – Returning Family**

Registration for the 2017/2018 school year has officially opened for returning families. To complete enrollment, go directly to FACTS or visit our website at [school.apostles-lutheran.net](http://school.apostles-lutheran.net). Enrollment fees are due in July but payments towards the balance can be made any time prior to that.

FACTS will invoice you and payment will be made directly to FACTS based on the terms you set up below.

When you are ready to register you will need 5-10 minutes. Simply follow the steps below.

#### **Returning Family Registration Check List**

- Log-on to your FACTS account with your current username and password.
- Once logged on, click on the **Set up a Payment Plan** link (the words are in blue beneath the gray Payment Plan & Billing box).
- The button for **2017/2018 School Year** term should automatically be filled in, however in the event it is not, simply click on the round button to select it.
- Click on the green **Begin** button.
- From here simply follow the instructions to complete both the **Family Registration Form** and the **Student Form** (a Student Form is required for each student you are registering).
- If returning as a 7<sup>th</sup> grader, please submit proof of the Tdap booster to the school office. The school office must have verification prior to the first day of school.