



Dear Apostles Parents,

I am pleased to report that the Apostles Lutheran School Board has approved your application for the 2016-2017 school year. The members of our faculty and staff are very excited to begin working with your family.

The next step in the enrollment process is to complete the registration information. Directions for completing the registration information can be found below this letter.

If you have any questions about the registration process, please do not hesitate to contact our school office.

In Christ's Service,  
Joel Walker, Principal

### **Apostles School Registration – New Family**

Registration for the 2016/2017 school year has officially opened for new 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 anytime 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.

#### **New Family Registration Check List**

- Go to the Apostle Lutheran School website at [school.apostles-lutheran.net](http://school.apostles-lutheran.net).
- Scroll down the home page to the FACTS Registration and Payment Plans section, go to the blue box for new families and click on the blue words **Enroll in FACTS**.
- In the lower section of the large gray box on the right side of the page, click on the link for **Create a username & password**. This takes you to a new page where you are given two options. Select either the **green Create a New FACTS Account** button or if you were previously enrolled at a school that used FACTS, select the blue **Already have an Account with FACTS** link.
- If you selected the **green Create a New FACTS Account** button you will select a username and password. Please record this information as you will require it to make future tuition and fee payments throughout the school year. If you selected the blue **Already have an Account with FACTS** link, then simply enter the username and password you used at your previous school.

- Once completed and logged in, click on the **Set up a Payment Plan** link (the words are in blue beneath the gray Payment Plan & Billing box).
- The button for **2016/2017 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).
- Submit a copy of your student's immunizations records to the school office as soon after you complete registration as possible.