

# IndianRocks

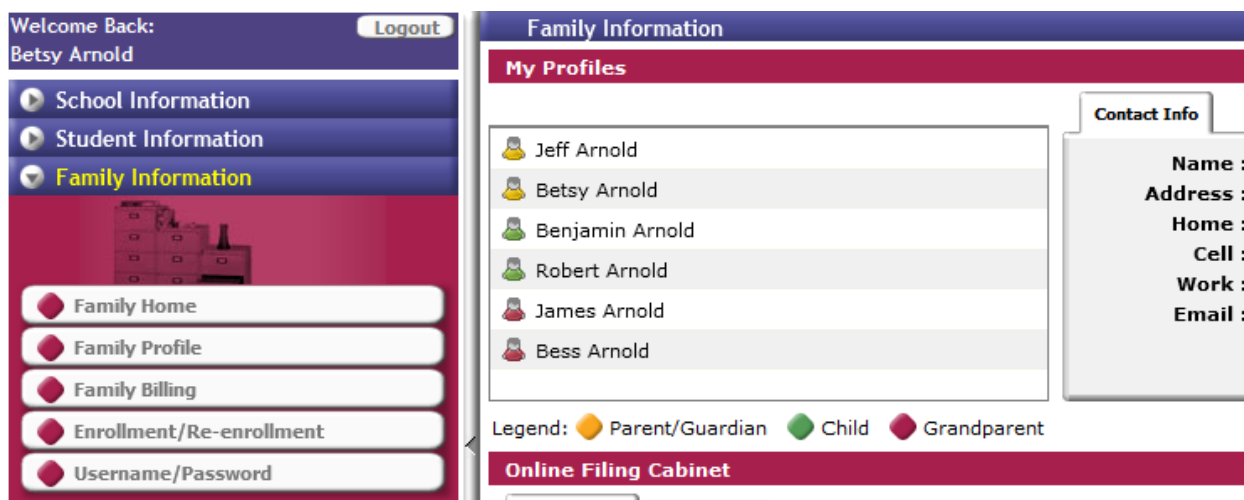
## CHRISTIAN SCHOOL

### IRCS Online Re-Enrollment through Parents Web

RenWeb School Management Software and IRCS are launching **Online Enrollment/Re-enrollment**. This will allow you to re-enroll your current students for the next school year. Re-enrollment is not finalized until your tuition/financial agreement is signed and submitted to the Finance Office.

The instructions for Online Enrollment/Re-enrollment are below.

1. Access your **ParentsWeb** account. If you do not have an account set up, visit <https://www.renweb.com> our school's district code is **IR-FL**.
2. Once logged-in to ParentsWeb, select the **Enrollment/Re-enrollment** menu item from the **Family Information Tab**.



3. **“Online Enrollment/Re-enrollment”** will pop up and prompt you to **Start Enrollment Packet**.

- If you would like to add a new student to attend IRCS this upcoming year, please visit the **“Online Application”** link under the Admissions tab on our website [www.ircs.org](http://www.ircs.org).

4. Please read the Instructions and follow each step as directed. At the completion of each step you will click **Save & Next**. Remember to print out any supplemental forms that you will need to fill out and return directly to the Admissions Office. These supplemental forms are listed under **Enrollment Checklist**.

Robert Arnold

Instructions & Enrollment Checklist

- Enrollee Information
- Household
- Grandparents
- Medical Info
- Enrollment Packet Review

## Instructions & Enrollment Checklist

Robert Arnold - Year: 2012-2013 - Grade: 10

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Welcome to NorthWood Academy'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 provided the ability to print a PDF of the enrollment packet in its current state.

After you have completed the application, 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 \$200 enrollment fee.

### Enrollment Checklist

In order to complete the enrollment process, please complete the checklist items listed below, including submission of all supplemental enrollment forms. All supplemental forms must be downloaded, completed, and postmarked no later than February 28.

- Submit completed Online Enrollment packet and enrollment fee of \$200.
- Complete and submit a [Medical Form](#).
- Complete and submit a [Tuition Contract](#).

5. The next screen(s) will ask you to review and update data/information. The required fields are displayed with a red \*.

Robert Arnold

Instructions & Enrollment Checklist

**Enrollee Information**

- Household
- Grandparents
- Medical Info
- Enrollment Packet Review

## Enrollee Information

Robert Arnold - Year: 2012-2013 - Grade: 10

[< Save & Back](#)

[Save](#)

[Save & Next >](#)

### Student Name

Robert E Arnold

[\(change\)](#)

### Student Nickname

Bo

### Student Date of Birth \*

4/24/1995

(mm/dd/yyyy)

### Student SSN/SIN

447-06-2602

### Student Home Phone \*

555-561-2874

(Ex: 999-999-9999)

### Student Cell Phone \*

555-492-4321

(Ex: 999-999-9999)

### Student Email Address

blee@renweb.com

6. Note the red Left menu bar. As you complete each required Enrollment/Re-enrollment web-form
  - you will see a green checkmark signaling that your information for that part is complete
  - OR**
  - you will see a yellow caution sign signaling that you will not be able to complete the process until the information is obtained that's required
7. If all data on the web form is current, simply click the **Save & Next** button and move to the next form.
8. Once all forms are finished, select the **Complete and Review and Submit Enrollment Packet** button.
9. You will enter a secure site to pay your Re-enrollment Fee by credit card or electronic check.

## Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.

**NOTE:** All fields are required.

For help, please click on the question mark next to a field.

Current Payment	
Account:	Online Enrollment
Payment Amount:	\$200.00
Effective Date:	11/23/2011

Credit Card Information	
Cardholder's Name:	<input type="text"/>
Card Type:	MASTERCARD <input type="button" value="v"/>
Credit Card Number:	<input type="text"/>
Expiration Date:	-- MONTH -- <input type="button" value="v"/> / -- YEAR -- <input type="button" value="v"/>

[Enable virtual keypad](#)

10. A confirmation of your paid re-enrollment fee will appear in your Parents Web Inbox.
11. To complete the enrollment process and have your child placed on a class list, a **tuition/financial agreement** must be signed and submitted to the Finance Office.
12. In order to finalize your student's Enrollment/Re-enrollment for the next school year, the Finance Office will prepare your personalized financial contract based on your data submission and email it to you for approval and signature. Please return the financial agreement within 10 days of receipt. The finance office phone number is 727-593-8773 should you have any questions.