

IndianRocks

CHRISTIAN SCHOOL

One Community. One Mission. One Rock to Build On.



Online Re-enrollment Procedure

Re-enrollment for the 2017-2018 school year opens January 9, 2017. Tuition and fees can be viewed at www.ircs.org/admissions. You must re-enroll online (see instructions below).

Please note:

- Re-enrollment software **is not compatible** on your iPad or smartphone.
- Re-enrollment is set up by the student's Mother's email/ParentsWeb account

How to Complete Your Returning Student's Re-enrollment

- Disable any pop up blockers on your computer
- Log into your **ParentsWeb** account. If you forgot your password go to the [ParentsWeb Login](#). (District Code is **IR-FL**.) Then log into your **ParentsWeb** account.
- Click on the **family information** tab on the left
- Click on the **enrollment/re-enrollment** tab on the left
- Your student's name(s) will come up
- Click your student's name and click "**start enrollment packet**" (or click "will not enroll")
- Review the information that is listed and make any corrections or additions as needed. Some fields are required and will not allow you to complete the packet if information is missing.
- Choose one of the tuition payment plans
- The last step is to pay the Re-enrollment fee by credit card or e-check over the secured server. After you have entered your payment information submit your re-enrollment packet and you will be prompted to print a receipt. **Make sure you receive email confirmation that you have paid and completed the process.**

The Finance Office will either bill you or roll over your tuition payment plan.

Returning student Re-enrollment Fees are:

- \$125 per child until January 31
- \$225 per child for the month of February
- \$325 per child beginning March 1

The Admissions Office is available to assist you with Online Re-enrollment. If you have questions on any of these steps please call the Admissions Office or email Julie_Cavonis@indianrocks.org or Janette_Ferguson@indianrocks.org.

Online Application for new students who wish to apply for the 2017-2018 school year opens Monday, January 16, 2017.