



## **CHS Online Enrollment and Registration 2021-2022**

Welcome to Online Enrollment and registration for the 2021-2022 school year. Follow these instructions to complete the enrollment and registration for your student. Protected online enrollment for current school families begins today through February 12<sup>th</sup>.

☺ **The discounted registration fee for returning students is \$100 per student between January 21-February 12.**

Open enrollment to the public begins on February 15<sup>th</sup>. Your student's spot **guaranteed** if you register before February 12<sup>th</sup>, however your spot is not guaranteed if you do not register by the deadline. The registration fee beginning February 15<sup>th</sup> is \$150 per student. We encourage you to enroll before the 12<sup>th</sup> as many of our classes will fill up quickly.

**GOOD NEWS!** This year, you will not need to select a FACTS tuition payment plan. Why you may ask? We are rolling over all existing payment plans to the next school year. The rollover of the plan will copy the current plan type with the current payment date and copy over the current banking or credit card information. If you want to make a change to your current tuition payment plan for the upcoming school year, please contact Wendy Gilliland in the Finance Office at [wgilliland@castlehills.school](mailto:wgilliland@castlehills.school) or by phone at 210-878-1043.

### **What do I need to complete online enrollment?**

- Computer or mobile device with internet access
- Access to your FACTS Family Portal account
  - If you have any issues accessing your Family Portal account, please contact Nicole MacMillan at 210-878-1060 or Susan Covarrubia at 210-878-1001.

### **How do I enroll my K-11 student(s)?**

1. Log into your FACTS Family Portal account.
  - ☺ Each family has **one parent** designated as the *Enrollment Responsible* parent. If you do not see your child's enrollment under your account, check under the account of your spouse. If you are unsure or you would like us to change the designation of who is listed as *Enrollment Responsible*, please call the Admissions Office at 210-878-1001.
2. Once in the Family Portal, click menu (3 parallel lines), located at the top left of your screen.
3. Next, click **Family**, then **Enrollment/Reenrollment**.
4. The Online Enrollment system will display a **Start Enrollment** for each student. Click on **Start Enrollment** and you are ready to begin! You will be required to pay the \$150 registration fee (\$100 before February 12<sup>th</sup>) before you submit the enrollment packet.
  - ☺ Please read the instructions carefully and read documents before signing them.
5. **NEW:** please click **BYPASS FACTS TUITION** when you get to that portion of enrollment since we are rolling over existing tuition plans for the upcoming school year.

The online process should take approximately 15-20 minutes to complete. Please pay special attention to the **Instructions & Resources** page which contains an **Enrollment Checklist** that lists additional supplemental enrollment forms that must be reviewed and/or submitted.

### **Upload and Submit the following:**

- Up-to-date Immunization Records

- New Court Documentation, *if applicable*
- Any updated Educational Evaluations completed within the previous 12 months, *if applicable*

Gratefully,

Susan Covarrubia  
Director of Admissions