



RE-ENROLLMENT PROCESS

2020-21 Re-enrollment process starts Tuesday, February 4.
Your family is important to us. Your child's spot is saved until February 29, 2020.
Starting March 1, new students may set up payment plans.
We don't want your child to lose a spot!

In an attempt to simplify the re-enrollment process and have fewer sign-ons and steps for you, we have moved from TADS to FACTS (FACTS is the system we currently use for payment plans). Any information you entered into TADS has now been imported into FACTS for you.

Instructions for Creating a Family Portal Login and Re-enrolling:

- Please go to <https://lc-mn.client.renweb.com/pwr/>
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours. You may use the same username and password that you currently use for your FACTS payment plan.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type your desired password into the Password field and Confirm field.
- Click on the Save Username and/or Password button.
- Close the window.
- Log into Family Portal.
- Click on Apply/Enroll in the left menu.
- Click on the Enrollment/Re-enrollment link.
- Please review and update supplemental forms as needed.
- Set up a payment plan (no money is due now, but this secures your child's spot).

Re-enrollment Fees:

- If enrolled by February 29 | Free
- If enrolled from March 1-April 30 | \$200 per child
- If enrolled from May 1-May 31 | \$300 per child
- If enrolled after May 31 | \$350 per child

