

Dear Evangel Parents,

January 31, 2011

It is that time of year again when Evangel begins the re-enrollment process of our current student body. For the 2011-2012 school year, we are offering two options for parents to re-enroll their students. Parents may either submit the regular re-enrollment form that we have traditionally used to facilitate the re-enrollment process or they may re-enroll their students online via RenWeb's Parent Web. The process of on-line re-enrollment versus traditional paper submission provides benefits to both the parent and the school office. For the parent, there is no handwritten paperwork involved and all student/family demographic data is automatically presented for review and editing right on the screen. This improves overall data integrity, as the school office does not have to interpret handwriting, which can lead to mistakes. It is highly important that the school office have accurate and up-to-date information regarding your student and this method helps to ensure this. Additionally, the re-enrollment process is always available to parents any time or day and takes place immediately upon completion of the process. This is an advantage, because sometimes the paper method can delay the process when for example, you are unable to locate the re-enrollment form when you are ready to complete it or the paperwork and payment checks get left in the student's backpacks or lost in another location. Follow the procedures below beginning **February 1st, 2011** for on-line re-enrollment.

We would like to encourage as many parents as possible to take advantage of our on-line re-enrollment process. But for those who do not have access to a computer or prefer the paper method, you may obtain the re-enrollment forms from the school office.

If you are sure that your student(s) are returning, please enroll them early as this helps the school plan for next year and we do expect some classes (especially K4, K5 and 1st) to fill to capacity.

Registration fees for both methods are as follows:

February 1-28th	First child is	\$100.00
	Second, third, fourth, etc.,	\$ 50.00
March 1st –	First child is	\$150.00
	Second, third, fourth, etc.,	\$100.00

Instructions for Online Re-enrollment

Have your method of payment, either a credit card or checking account information, available to you before you begin this process. We encourage parents to use the e-check method for payment as it is no cost to you. Parents will be charged a fee of 3.75% for using a credit card. This entire process should not take more than 15 minutes.

STEP 1: Login to RenWeb Parents Web at www.renweb.com using your current ID and password.

STEP 2: Select "Family Information" from the left hand side of the main screen

STEP 3: When the screen refreshes, Select "Re-enrollment" from the left hand side of the main screen. A list of the students that you currently have enrolled in the school will display. From here, simply follow the prompts on the screen.

STEP 4: Make sure that you follow the process through to completion. Once you have paid the necessary registration fees, a screen will appear thanking you for participating in on-line re-enrollment. This will confirm that you have successfully re-enrolled your student.

