



## Re-enroll and Add New Students

When enabled by the school you will be able to indicate your intention for your student(s) to return to school for the upcoming school year. You will also be able to re-register your student(s) and/or add new students to your family for the new school year.

If enabled by the school you will see menu item **Enrollment** under the **Office** menu. The options on this screen will change depending on what the school has set.

When the school wishes to know what students are returning for the next school year, you will see options to indicate if your student(s) will return for the next school year.

### ENROLLMENT (Re-enroll current students and add new ones)

#### Current Students

Indicate each student that plans on returning to school next year. Additional actions may be required by your school.

M Hill

Yes  No  Undecided

T Hill

Yes  No  Undecided

**Submit Student(s) to School**

**Cancel**

For each student you can indicate 'Yes' they are returning next year, 'No' they are not returning, or 'Undecided'. Once you have made your selections **Submit Student(s) to School**.

When the school has opened re-registration, you will see the following screen:

### ENROLLMENT (Re-enroll current students and add new ones)

Your school requires a payment to submit students.

- First Student: \$100.00
- Additional Student: \$0.00

**Register New Student**

**Re-register Student(s)**

	Name	Expected Grade Level	Intends to return next school year?	Registered for next school year?	Amount
	M Hill	Prekindergarten	Yes	No	N/A
	T Hill	Third	Yes	No	N/A

Select **Re-register Student(s)** button to register your current students for next year. You will be shown a re-registration form (below). If the school allows you to update information on the form the fields will be available, otherwise they will be read only.



## CHILDREN

1)	Hill, T	<input type="checkbox"/> Register for next school year	<input checked="" type="checkbox"/> Do not register
Gender:	M	Date Of Birth:	07/08/2015
Expected Grade:	Third	Religion:	Catholic
Parish:	Assumption BVM, Bethlehem [Bethleh... ▾]	District:	Jefferson El Sch ▾
		Bus:	
2)	Hill, M	<input type="checkbox"/> Register for next school year	<input checked="" type="checkbox"/> Do not register
Gender:	F	Date Of Birth:	02/05/2019
Expected Grade:	Prekindergarten	Religion:	Catholic
Parish:	Assumption BVM, Bethlehem [Bethleh... ▾]	District:	Jefferson El Sch ▾
		Bus:	

Please review all information and make changes as needed.

**Save** **Cancel**

Select 'Register for next school year' for each student you wish to register and click the **Save** button.

## ENROLLMENT (Re-enroll current students and add new ones)

Your school requires a payment to submit students.

- First Student: \$100.00
- Additional Student: \$0.00

**Register New Student** **Re-register Student(s)**

	Name	Expected Grade Level	Intends to return next school year?	Registered for next school year?	Amount
<input checked="" type="checkbox"/> Grade level enrollment full	M Hill	Prekindergarten	Yes	Yes	\$100.00
<input checked="" type="checkbox"/>	T Hill	Third	Yes	Yes	N/A

 **Submit Student(s) to School** **Cancel**

Once you have re-registered your students you can register any new students you have that will be attending the school. Select **Register New Student** button and enter all information on the screen shown and click **Save**.

Once you have registered all your students you can submit them to the school. If a registration fee is required, it will be shown at the top of the screen and next to each student.

If a grade level is full (limit set by the school), you will see a message next to the student. The school can determine if they will allow students to register once the enrollment limit is reached. If the school does permit students to register over the limit, you will get a message similar to below and can decide if you still wish to register your student(s). If you select 'Yes' you will need to pay any registration fees and the student(s) for the full grade level will be put on the waiting list.

Grade level [Pre-K] is currently full and your student(s) will be put on a wait list. If you continue you will be charged any registration fees set by the school.  
Continue?

If the school does not allow students to register over the limit, a message similar to below will be shown. You will need to contact the school for further assistance.

Grade level [Pre-K] is currently full and your student(s) in that grade cannot be registered at this time. Please contact the school for assistance. Do you wish to register your other students at this time?

If you select 'Yes' to register your student(s) and Matt Money is enabled for your school, you will be asked to agree to the Terms and Conditions and enter payment information for the registration fee.

### Payment

#### Credit Card information

Card Holder's First Name: \*

Card Holder's Last Name: \*

Card Type:

Amex  Discover  MasterCard  Visa

Card Number: \*

Re-enter Card Number: \*

Expiration Date: \*

CVV: \*

If your school does not have Matt Money your students will be registered and fees will need to be paid directly to the school.

[Register New Student](#) [Re-register Student\(s\)](#)

	Name	Expected Grade Level	Intends to return next school year?	Registered for next school year?	Amount
Submitted	M Hill	Prekindergarten	Yes	Yes	N/A
Submitted	T Hill	Third	Yes	Yes	Paid

[Submit Student\(s\) to School](#) [Cancel](#)

Your students will then be submitted to the school.