



## THE STEWARD SCHOOL

### Online Re-enrollment Frequently Asked Questions (FAQs)

#### **What is the re-enrollment timeline?**

An email will be sent on Friday, February 1 containing a link to the re-enrollment form. The form and payment are due back to the school by Friday, February 8. You must log in using your NetClassroom password.

#### **What if I forgot my username and/or password?**

You can reset it by clicking the forgotten password link on the re-enrollment form.

#### **What do I need to re-enroll my child?**

Here is what you will need:

- a. Contact Information- Home Address/Phone Numbers/Business Information
- b. Two local emergency contacts- Name/Address/Phone Number
- c. Credit card or payment method.

#### **Must I fill out a re-enrollment form for each child?**

Yes. We need a signed contract and re-enrollment form for each child you are re-enrolling.

#### **Can I print out a copy of the re-enrollment form?**

Yes, upon successful completion of the form, you will see a link to view and print the form next to your child's name.

#### **How can I pay my re-enrollment deposit?**

You may pay the \$1,000 deposit with a credit card plus a \$30 handling fee, or you may submit a check to the business office for \$1,000.

#### **How will I know if I successfully re-enrolled my child?**

You will receive a confirmation email following your successful submission. A link on the email will allow you to print and/or review your child's re-enrollment form.

#### **Who will receive the re-enrollment email?**

All parents and guardians will receive the link to the re-enrollment form. Only one parent or guardian needs to complete the form, so be sure to coordinate.

#### **What if I don't have access to a computer or would like assistance in completing?**

Please email [reenrollment@stewardschool](mailto:reenrollment@stewardschool) for additional assistance or with any questions.

#### **How do I sign up for the lunch program?**

Lunch forms are completed online. There is a link to the lunch authorization form on the re-enrollment confirmation page and in the Parent Portal.