Re-enrollment Frequently Asked Questions (FAQs)

What is the re-enrollment timeline?
An email will be sent on Tuesday, February 4 containing a link to the re-enrollment form. The form and payment are due back to the school by Wednesday, February 12. You must log in to the new Enrollment Management system.

What if I forgot my username and/or password?
Your user name is your email address that we have on file. You can reset it by clicking the “Forgot login or First time logging in?” link.

How do I setup my account in Blackbaud Education Management System?
Click here for instructions.

Must I complete a re-enrollment contract for each child?
Yes. We need a signed contract 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 handling fee, or you may pay by electronic check.

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 for additional assistance or with any questions.

How do I sign up for the lunch program?
Lunch selections may be chosen in the re-enrollment contract. Lunch will be billed in July and January. If you would like to make changes to your selections, please email studentbilling@stewardschool.org with your request.