



THE STEWARD SCHOOL

Online Re-enrollment Frequently Asked Questions (FAQs)

What is the re-enrollment timeline?

An email will be sent on Thursday, February 1 containing a link to the re-enrollment form. The form and payment are due back to the school by Friday, February 9. 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. Medical Information
 - i. Pediatrician- Name/Address/Phone Number
 - ii. Medical Insurance- Provider Name/Group Number/Policy Number
 - iii. List of medications your child takes
 - iv. Medical Conditions and/or allergies your child has
- c. Two local emergency contacts- Name/Address/Phone Number
- d. 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 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.