

Registration Information 2019-2020

Registration for All Families

- **FACTS Online Payment Plan 2019-2020 – No FACTS form.** Families are required to complete FACTS Payment Plan online.
- **Registration Fee – 1 flat fee for all students**
- **2019-2020 Payment Plans with no Payment Due in March**

General Registration Information

- **Registration Fees Paid in Full or in 2 Payments** - Registration fees may be paid in total on the family registration day or may be divided into two payments. If divided, the **First Payment** is due on the designated family registration day. **Second Payment is due no later than April 15, 2019.** Registration fees divided between separate parties must be received from both parties by the due dates before a student may be registered.
- **New Siblings Registration** – Registration Fees may be included for new entering **TK or K siblings**, **prior to acceptance, if an application is on file.** Siblings applying to Grds. 1-8 register upon acceptance.
- **Financial Assistance** - Parents applying for tuition assistance are required to return both Registration Forms with payment, by the due date. Modifications to the FACTS/Financial Agreement will be made if assistance is granted. Families granted an award will be notified no later than May 31, 2019.
- **Registration Fee Discount Completed 25 Service Hours** – Families who complete their **25 Family Participation Hours** of service for the 2018-2019 school year are eligible to receive a **\$100 Registration Fee Discount per student** upon registering for the 2019-2020 school year. Families are responsible for reporting their hours online through their SchoolSpeak account **prior** to registering. Reported hours are verified by the Administration. If the completion of hours is **divided between parties**, both parties must have a **combined total of 25 service hours reported in order to be eligible** to receive the Registration Fee discount. **(Please see below for instructions on how to report hours)**
- **Registration Fee Discount Projected 25 Service Hour Completion** – Families may be granted the Registration Fee Discount based on **projected** completion of the 25 service hours. **Projected hours must be completed and recorded by May 31, 2019 (last day of school).** Families granted the discount based on projected completion who do not meet the 25 service hour requirement by May 31, 2019 will have **the discounted amount added to the August 2019 FACTS installment payment. Families who have paid their tuition in full will have the discounted amount billed to their FACTS account payable in August.**
 - **To Report Hours**
 - 1 - Go to the **Schoolspeak Website**
Log into your account
Click on **Parent Hours link** in the left hand column
 - 2 - Go to the **Schoolspeak App**
Scroll down through the main page and **click on Parent Hours** (under the main announcements)
- **Registration Fees are Non-refundable.**