

Online Re-Enrollment Instructions for the 2017-2018 School Year



Welcome to Online Re-Enrollment (ORE) for the 2017-2018 School Year. It is our hope you will find the re-enrollment process via the Veracross system to be both convenient and easy to use.

The re-enrollment period will begin on **Thursday, January 26th**, at 3:00 p.m., and will end at the close of school on **Friday, February 10th**.

All **re-enrolling students** (i.e. current students) will need to use the Veracross Online Re-Enrollment Portal (ORE).

All **first-time enrollees** (i.e. students new to Southfield) will receive a traditional enrollment packet in the mail. This includes siblings of currently enrolled students. Janice will be mailing out the packets for first-time Southfield students on **Thursday, January 26th**.

Please print these pages to use as a reference when you are ready to proceed with Online Re-Enrollment (ORE).

The ORE Portal allows you to save your work at any time during the process and continue at a later time. Each section of the re-enrollment process initially displays a grey “Incomplete” flag. Once you have completed a section, a green “Complete” flag appears. Sections should be completed in the order they appear. **You will not be able to complete the contract until the sections prior to it are completed.**

1. Go to the Online Re-Enrollment Portal by clicking on this link: **[**Online Re-Enrollment Portal \(ORE\)**](#)**
2. -Use your current Veracross Parent Portal credentials to login to the ORE Portal. If you have forgotten your password, please click **Forgot Password** and enter your email address.
3. Once you have logged in, you may begin the first section.

Step 1 Withdrawing *(optional)*

If your child will not be returning to Southfield, please click on **Withdrawal Form**. Select the appropriate reason and type a brief explanation in the text box.

For example: If you are moving, you would select **Moving** from the dropdown and you might type in the text box, **Job transfer to Minneapolis**, etc.

Step 2 Update Family Information *(required)*

Click on **Update Family Profile**. Select each subheading and verify or change (click **Edit**) the information.

Once you have reviewed all subheadings, click on the **confirmation** check box and then click **Return to Online Enrollment**.

Step 3 Policies (required)

Click on **Update Agreements and Policies** and then select **View Policy Details**. You will be directed to the Southfield Parent/Student Handbook for the 2016-2017 school year. Since we typically update the hand-book in the summer, the 2016-17 book will be acceptable for re-enrollment. **Agree** to the policies in the handbook. Click on **Save Policies** and then **Return to Online Enrollment**.

Step 4 Tuition Assistance (optional)

Only click the *Tuition Assistance* link if you will be applying for tuition assistance. The link will take you to a separate website where you may apply.

Step 5 Enrollment Contracts (required)

Once the Update Household Information and Policies sections have been completed (*Financial Aid is optional*), a green **Open Contract** button will appear. Click on it.

Contracts will need to be completed for each re-enrolling student. At the top of the contract is a list of the tuition, fees, and deposit based on your child's grade level for the new school year. Select a **Tuition Payment Plan** and opt in or out of the **Tuition Refund Insurance**. *If you are paying in full you will have the option to opt out.*

Continue to scroll to the bottom of the page where you will be able to click **SIGN** (*purple box*) to add your electronic signature to the contract. Click on **Submit Signature**. You may now have the option to **download the completed contract** or continue with the enrollment process by clicking on **Return to Home Page**. Enrollment is not complete until you deposit a payment.

Step 6 Tuition Deposit Payment (required)

Click on the brown **Pay Enrollment Fees** button at the bottom of the page. You will be taken to an online payment gateway where you will have the option to pay by credit card or ACH (electronic check).

Online Re-Enrollment will be complete once the online deposit payment has been made.

If you have any questions during the re-enrollment process, please contact Brian Rowell or Janice Smoak by phone or email:

browell@southfield-school.org, jsmoak@southfield-school.org, or 868-5375