

# Southfield School

## Re-Enrollment Instructions



Welcome to Online Re-Enrollment (ORE) for the 2019-2020 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 Wednesday, February 6th, at 8:00 a.m. and will end at the close of school on Friday, February 22nd.**

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

*First-time enrollees (i.e. students new to Southfield) in Preschool 2 will receive a separate email with instructions for enrollment concurrent with the re-enrollment email. First-time enrollees in grades Preschool 3 through 8th will receive their instructions for enrollment on Friday, February 8th.*

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

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 required sections prior to it are completed.**

**Go to the Online Re-Enrollment Portal by clicking the Online Re-Enrollment Portal link located in the Re-Enrollment Email (from Brian Rowell). Then follow the steps below in numerical order.**

(You can also access the **Online Re-Enrollment Portal** in the **Parent Portal** under **Portal Links**.)

### **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 the information is correct. If you need to make any changes, click on **Edit**.

Once you have reviewed all subheadings, click on the **confirmation** check box at the bottom of the web page 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 2018-2019 school year. Since we typically update the handbook in the summer, the 2018-2019 book will be acceptable for re-enrollment. **Agree** to the policies in the handbook. Click on **Save Policies** at the top of the page and then **Return to Online Enrollment**.

### Step 4 Variable Tuition (optional)

Only click the **Variable Tuition** link if you will be applying for variable tuition. The link will take you to a separate website where you may apply. **If applying for Variable Tuition, the contract is not binding until an arrangement is agreed upon by both parties.**

### Step 5 Enrollment Contracts (required)

Once the Update Household Information and Policies sections have been completed (*Variable Tuition 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 amounts based on your child's grade level for the new school year. Select a **Tuition Payment Plan** and either opt in or out of the **Tuition Refund Insurance**. *You will only have the option to opt out if you are paying in full.*

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 will 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 make the \$400 Tuition Deposit payment (See step 6).**

### Step 6 Tuition Deposit Payment (required)

Click on the white and blue **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/Patti Shelton by phone or email: [browell@southfield-school.org](mailto:browell@southfield-school.org), [jsmoak@southfield-school.org](mailto:jsmoak@southfield-school.org), or 868-5375