

## Saint Joseph School **FACTS Application and Enrollment Overview**

This is an overview of the steps in the enrollment process.

1. Look for the email sent to you on January 3<sup>rd</sup> that has **"Sr. Carol Sansone"** as the sender, and **"Enrollment for 2023-2024"** as the subject line. That email contains the link to launch the online enrollment process. Save the email or the link as it will facilitate your return to the FACTS Application & Enrollment program.

2. When you click on the link, it will take you to this login screen. Since you already have an account from last year, select "Log In."  
*\*If you have changed your email address with the school since enrolling last year, please contact Kathy Larson for assistance; contact info is at the end of this document.*

### Enrollment - Create a Password

Enter your email address to have a temporary password emailed to you.

Email Address \*

Mary.smith@test.com

Submit

Already have an account? [Log In](#)

3. After logging in, you may begin the enrollment process by clicking on "Enrollment Packet." If you have more than one child, each child should be listed with their own packet.

### Enrollment

Welcome Mary. You are currently logged in.

School Year: 2020-2021

Student	For Grade	Packet Status
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Smith, Sarah

09

Start Enrollment Packet:

[Enrollment Packet](#)

4. After selecting an enrollment packet, you will be in the enrollment module as shown in the screenshot to the right. Please take note of the items in the left-hand navigation; those are the pages you must complete before submitting the completed packet. Although you do not need to complete each section in one seating, having the information ready may facilitate the process. Please remember that the **green checkmarks** indicate that a section has been completed, while the **yellow exclamation points** indicate that not all required fields have been completed in that section.

Test (New) St Joseph School	
Year: 2023-2024	
Grade: 8th	
1. Instructions & Resources	
2. Enrollee Information	✓
3. Religious Affiliation	
4. Household	!
5. Emergency Contacts and Authorized Pickup	
6. Medical Information	
7. Emergency Medication Consent	
8. Other Documents	
9. Christian Witness Statement	
10. Technology Acceptable Use Policy	
11. Media Authorization	
12. Enrollment Contract	
13. Tuition Plan Schedule Selection Form	
14. Electronic Signature	

### 1. Instructions & Resources

Welcome to the Saint Joseph School online enrollment packet.

If you have not already referred to the documentation we have created to assist you, you may wish to refer to that before beginning; it is [available in the Application & Enrollment section](#) of the school website.

#### Instructions

In order to complete the enrollment process, you will be required to complete each section you see at the left, beginning with the **Enrollee Information** form. However, you do NOT need to complete them all in one seating. Your progress will be tracked as follows:

- A yellow caution sign will appear in the menu next to forms that are missing required information.
- A green check mark will appear in the menu next to forms that are completed.

At any time you may go to the last item in the list, "Enrollment Packet Review," for a detailed list of the missing items on each form. Anything you enter will be automatically saved and you may return at any time to resume.

After you have completed the enrollment packet, a **Submit Enrollment Packet and Make Payment** form will appear. Please follow the instructions that will be provided to submit the enrollment packet along with the enrollment fee payment of **\$300 per child**. EACH CHILD will be entered separately and the enrollment fee will be collected for each, but you will not be required to enter the payment information from scratch each time.

#### Please note:

The following forms (as applicable) may be uploaded within this enrollment module, or may be printed/submitted to the office. Submission of these forms is NOT required to complete the online portion of the enrollment process.

- Updated Immunization Records based upon these [Missouri Immunization Requirements](#)
- [Physical Examination Form](#), required upon entrance to Kindergarten, 3<sup>rd</sup> grade, 6<sup>th</sup> grade, and for all new students
- [Authorization for Medication Form](#), if applicable
- [Authorization for Over-the-Counter Medications](#), if applicable

#### Next Steps

[Next >](#)

5. Once you get to "Tuition Plan Selection Form," you will see that your current tuition plan has already been rolled over to the next school year.

### Tuition Plan Schedule Selection Form

FACTS Agreement is already Pending

Please contact the school to make any changes to your FACTS payment plan.

6. Proceed to the electronic signature page and finalize your submission. Please be reminded that yellow exclamation points indicate that there is work yet to do in that section, and you will not be able to finalize your submission until all sections have been completed.

If you have financial questions, please contact Karla Owensby at [kowensby@sjiparish.org](mailto:kowensby@sjiparish.org) or 636-464-1013 x103  
If you need technical assistance, please contact Kathy Larson at [klarson@sjiparish.org](mailto:klarson@sjiparish.org) or 636-464-1013 x112  
For other questions, please contact Rose Preston in the school office at 636-464-9027.