2018-19 Re-Enrollment Guide

Welcome to Aquinas Catholic Schools Re-Enrollment for the 2018-19 school year. In an effort towards going green, we are asking current ACS families to enroll online for next school year. Included in this packet you will find:

- Tuition and Financial Aid Guidelines for 2018-19
- E-Funds Step by Step parent guide
- 2018-19 ACS Enrollment Schedule

For additional information, including the James L. Kiffe Memorial Scholarship (for AHS students), ACS Family Referral Credit, the Wisconsin Parental Choice Program, and more please visit our website at http://www.aquinasschools.org

Follow the short steps below to complete the enrollment for your family. If you have any questions regarding any part of re-enrollment please don't hesitate to contact ACS Enrollment Coordinator, Kelly Reinhart, at kelly.reinhart@aquinasschools.org or 608-784-8585.

2018-19 Online Re-Enrollment Steps

1. Log into Skyward, be sure Family/Student Access is selected in the drop down menu. A quick link to Skyward can be found on the ACS website. If password is needed please contact Kelly Reinhart.
2. On the home screen a message will appear "Online enrollment is open for the following students." Select the student you wish to enroll for 2018-19. Please note these steps will need to be completed for each student.
3. Complete each step. Make sure to select "Complete" at the end of each step (toward the bottom of the screen) before moving on to the next. Update any information as necessary. Please note, due to Skylert (our emergency messaging system) phone numbers must remain in the following order: Primary, Cell, Work. (Primary phone equals home phone. If you do not have landline phone please leave primary phone empty.)
4. Enrollment Fee – This school year we are encouraging all families to use e-Funds for Schools to make various payments, including paying the Enrollment Fee. The link in this step takes you to the e-Funds website. Please see the e-Funds Step by Step Guide for more information. The enrollment fee must be paid by February 28 to receive credit towards your 2018-19 tuition.
5. James L Kiffe Memorial Scholarship (AHS) and FACTS Financial Aid Steps – These two steps listed in Skyward are only your intent to request/apply. Once the online enrollment is completed an email will be sent to the parent with additional instructions to fulfill the request/application.
6. When all steps have been completed (a green check mark will appear next to each step) select "Submit Returning Family Online Enrollment" Once submitted, an email will be sent the parent/guardian. This email will contain important information regarding optional enrollment items.

Once you have hit submit and paid the enrollment fee (if applicable) your student is enrollment application is complete. Families who have children not yet with ACS will need to complete an enrollment form for that child only. Forms are available on the ACS website or in all school offices.

Thank you for choosing Aquinas Catholic Schools for your child's education. We are glad to have you as a member of the Aquinas Family.

This institution is an equal opportunity provider.