

## St. Louis Catholic School Reenrollment Instructions for 2008-2009

If you are enrolling a **new** student please email our office manager at [stlouis@stlouiswaco.org](mailto:stlouis@stlouiswaco.org) or call the office at 254-754-2041 during regular school hours for admissions information.

With the addition of our new school administration software, St. Louis School will now electronically reenroll current students for the next school year.

Please use the following steps to reenroll your student(s):

1. Sign on to RenWeb. (Just as you would to check grades and report cards.)
2. From the RenWeb Main Menu, Click on Reenroll. A document with these instructions will appear. You may print it if you wish.
3. Scroll down to the end of the document and click on each student you wish to reenroll. Click Next.
4. Verify each student demographic information screen. Make any necessary changes. Click Next.
5. Verify each parent demographic information screen. Make any necessary changes. Click Next.
6. Verify emergency contact form information screen. Make any necessary changes. Click Next.
7. Click on the PDF link and **print** the St. Louis School Financial Agreement Form. **This needs to be signed and returned with your payment of required registration and educational resource fees.** Close PDF window. Click Next.
8. The final reenrollment screen will appear with any reminders or updates that need to be addressed regarding the reenrollment process. Click Finish.
9. You will now be back at the RenWeb Main Menu. Click on Accounting.
10. The account balance screen will appear. Click on details to view the detail of the charges posted to your family account. You may print this statement for your records. It is not necessary to send it with your payment. If you have any questions or need further assistance regarding these fees, please contact the office at 254-754-2041 during regular school hours or email at [stlouis@stlouiswaco.org](mailto:stlouis@stlouiswaco.org).

(NOTE: If you use after school care, these charges might also be displayed.)

To exit this screen click the back arrow located at the top left of the screen. At this point you may log out or click back for other RenWeb options.

11. **Reminder: All reenrollment fees are due by March 31<sup>st</sup>.** The family registration fee is \$75.00 through March 31<sup>st</sup>. On April 1<sup>st</sup> it will increase to \$150.00 per family. On April 1<sup>st</sup>, the additional \$75.00 registration fee will be automatically posted to all unpaid accounts. The additional charges will be updated to accounts online by the end of the April 1<sup>st</sup> business day.
12. Please enclose a signed copy of the St. Louis School Financial Agreement along with your check payment or completed credit card form, and remit it to:  
**(Credit card form is on page 2 of this document)**

St. Louis School  
2208 North 23<sup>rd</sup> Street  
Waco, Texas 76708  
ATTN: Reenrollment 2008-09

You can also drop off your reenrollment payment in the office during regular school hours.

**NOTE: DO NOT SEND CASH IN THE MAIL.** If paying with cash, you must come to the office to complete registration.

If you have questions, please contact the office at 754-2041 or email [stlouis@stlouiswaco.org](mailto:stlouis@stlouiswaco.org).

Thank you. We hope this will streamline our reenrollment process, making it easier for our parents and administration alike.

**St. Louis Catholic School – Credit Card Form**

**Re-enrollment Fees for 2008-02009**

**VISA      MASTERCARD      (Circle one)**

**CARD#** \_\_\_\_\_

**EXP. DATE** \_\_\_\_\_

**PRINT NAME ON CARD** \_\_\_\_\_

**CARDHOLDER SIGNATURE** \_\_\_\_\_

**Amount to be charged:** \_\_\_\_\_

## **BOOK DAY HAS CHANGED.....FOR 2008/2009**

ST. LOUIS CATHOLIC SCHOOL WILL NOW HAVE.....

### **OPEN HOUSE/MEET THE TEACHER DAY**

WHEN: *FIRST MONDAY OF INSERVICE WEEK.*

THIS YEAR'S DATE - *MONDAY, AUGUST 11<sup>TH</sup> 8:00 AM - 3:00 PM.*

*You will find out your student(s)'s homeroom and complete necessary forms for the school. You will also be able to order PE uniforms, spirit shirts and school uniforms. The cafeteria manager will be available to set up cafeteria accounts. The nurse will review all shot records.*

*Further detailed information for the open house day will be made available closer to the beginning of the 2008-2009 school year.*

ESTIMATED AMOUNT OF THE FEES INCLUDING SLPA DUES:

PREK \$49/PER STUDENT  
K-3 \$54/PER STUDENT  
4-6 \$54/PER STUDENT OR \$79 W/INTRAMURAL SPORTS  
7-8 \$65/PER STUDENT.

**NOTE: The Educational Resource Fee per student has increased to include several school fees that were paid on book day. It should be noted that in August fees paid by parents have been significantly reduced to pay SLPA fees only.**

**If you have any questions or concerns about paying the reenrollment fees, please contact the school office to discuss all payment options.**