

## St. Louis Catholic School Reenrollment Instructions for 2009-2010

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.

St. Louis School reenrolls current students electronically 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 2009-10

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 2009-02010**

**VISA      MASTERCARD      (Circle one)**

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

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

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

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

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