

Re-enrollment Instructions

This year's re-enrollment process consists of two parts: the first is online using MySchoolWorx and the second is completing the supplemental paper application. The application contains important documents that require a parent's original signature each year and is in a writable PDF form, so you can type directly on it and then print it to turn in with your application fee. We will have copies available at the reception box if you are unable to print the document. Applications WILL NOT be accepted until ALL steps have been successfully completed in their entirety and the paperwork signed/initialed in ALL appropriate places. If not, it will be returned to the student for completion and a place will not be held.

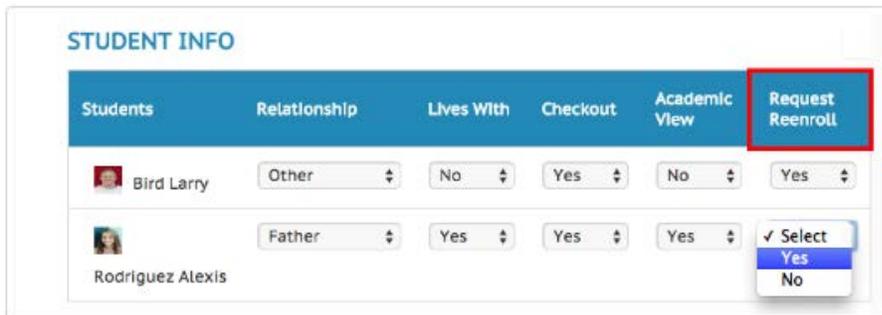
Tuition information, the updated student handbook, and a revised drug testing policy (for 6th-12th grades) are not yet available, but will be emailed out next week.

Below are step-by-step instructions:

1. Log in to MySchoolWorx. If you are unable to log in to your account, please email me at marci.meyer@tadeltona.com and I will gladly reset your password.
2. Click on your child's name in the top right corner.
3. Click Profile.



4. Scroll down to the Student Information section and under Request Re-enroll select Yes or No.



5. On that same screen, verify/update all of your Parent Information and click Save at the bottom.
6. Click on Student Information from the left-hand list and verify/update all of your Student's Information, including the address and click Save.
7. If you have multiple children, go back to the top, click the other student's name, click Profile, go to Student Information and verify/update their information.
8. You will need to certify that you have completed this process when you fill out the application documents.
9. Open the Application document attached to this email. It is in a writable PDF form, so you can type directly on it and then print it to turn in with your application fee (\$50 per student before February 23, 2018 and \$100 after February 23, 2018). Please complete a separate application for each student. Be sure to use the appropriate application based on the grade your student is entering.