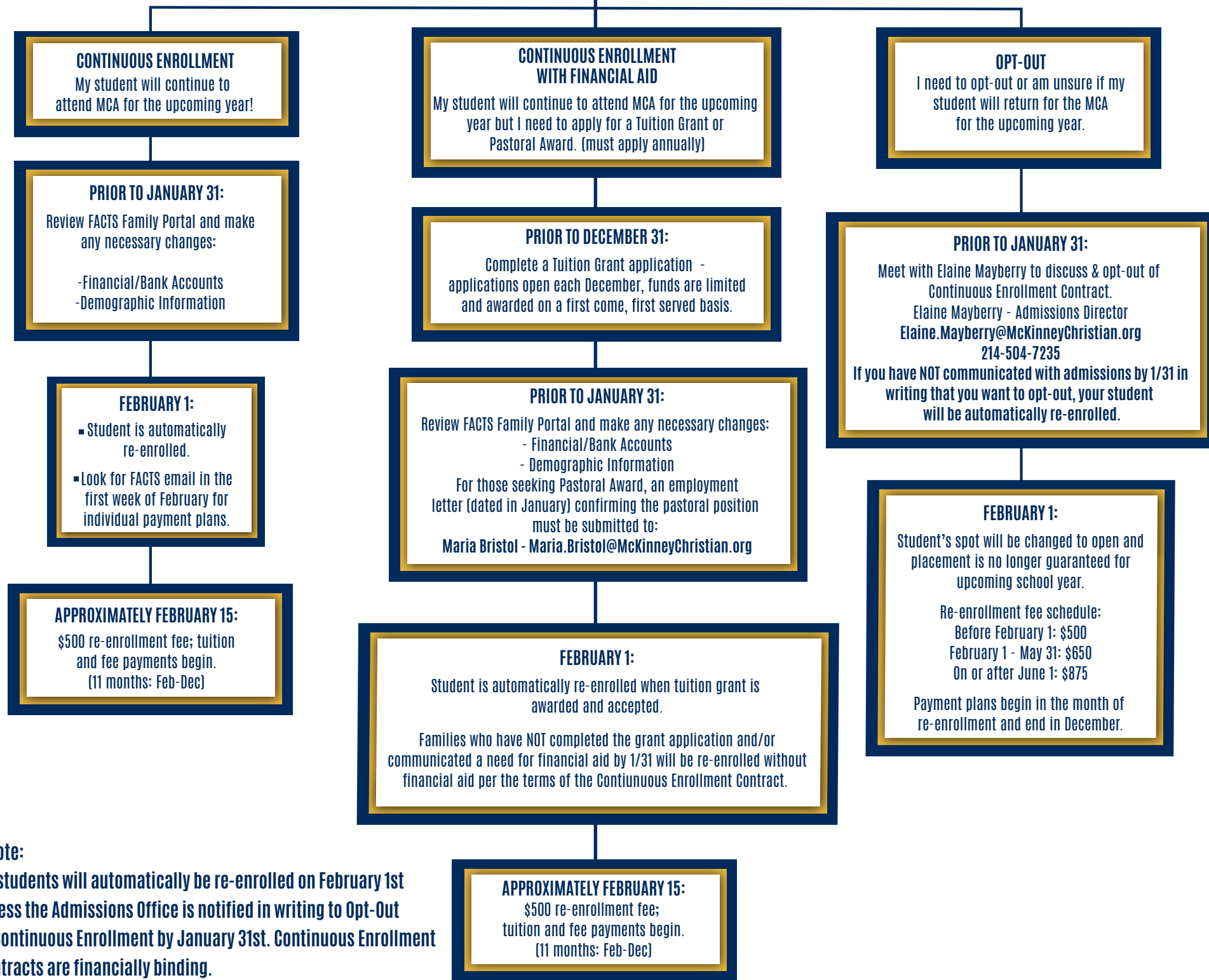


CONTINUOUS ENROLLMENT TIMELINE



UPDATE FINANCIAL / DEMOGRAPHIC INFORMATION:

Log In to your FACTS Family Portal (Parentsweb) account

To Update Financial Information:

- Click on Financial (left side bar)
- Open Financial Home (right side under Financial Links)
- Click on Financial Accounts (top menu bar)
- Review the bank or credit/debit card on file for Payment Plan AND Incidental Expenses
- Choose AutoPay as method of payment for Incidental Expenses

To Update Demographic Information:

- Click on Web Forms (under School section)
- Open Family Demographic Form
- For each student, open and update each form: Demographic, Medical, Permissions, Custodial Parent Data, T-Shirt Size, etc.
- Click Save at the bottom of each form you update

Please Note:

All students will automatically be re-enrolled on February 1st unless the Admissions Office is notified in writing to Opt-Out of Continuous Enrollment by January 31st. Continuous Enrollment Contracts are financially binding.