Ridgefield Christian School
Online Enrollment for New Families

FACTS (formerly known as RenWeb) is a private and secure portal that allows parents and students to view academic information, including grades, homework, and lesson plans, as well as other useful school information.

1. Create a FACTS/RenWeb (ParentsWeb) account

- **Visit www.ridgefieldchristian.org**
- Under the Admissions tab click on "Apply Here New Families."
- Choose "Create an Account."
- The District Code is RF-AR.
- When creating a new account, please use an email address that you check often.
    - This will be the login you use to access the parent portal information, such as grades, class schedules, homework, etc.

2. Verify Email and Create Application

- Check your email and verify your account.
- Choose the link Create a New Student Application.
- Please be sure to answer each required question. The application will not submit if all required fields are not completed.
- Once your application is approved you will receive an additional email with a link to enroll.
    - Please note that this is a two-step online process. An enrollment packet must be filled out in addition to the application.
    - We may require additional information, such as transcripts, for transferring students before your application is approved. We will contact you if more information is needed.

3. Complete Online Enrollment Packet

- Follow the email link or sign in to your FACTS Family Online (ParentsWeb) at www.renweb.com.
- The District Code is RF-AR. Be sure to choose ParentsWeb login.
- If you have trouble accessing your account please contact the office.
- Choose Apply / Enroll and follow the enrollment menu until you can select the enrollment packet for your student.
- See info and helpful tips you will need at the bottom of this page.
- To complete the enrollment packet, you will be prompted to print off the financial agreement. Please sign and return to the office along with the registration fee.
    - Your financial agreement can be turned into the office or emailed to bakera@ridgefieldchristian.org

4. Submit Enrollment Packet & make payment

- Review and submit the packet.
- Be sure to fill out each required section then Save & Submit.
- Complete financial agreement and pay registration fee.
  - You can pay your $275 registration fee by calling the office with a credit card, by bringing a check, cash or credit card to the office, or by sending a check or cash to school with your child.

*Enrollment is not complete until the completed online enrollment packet, registration fee, financial agreement, and required documents are received.
*When completing the enrollment packet please be sure to make sure all information is current including but not limited to: address, phone number, email, custody information, etc.
*Please thoroughly review our new handbook policies before providing your e-signature.

*Financial aid applications can be found on our website under the admissions tab. There is no obligation to enroll when filling out the application. Applications are processed by FACTS who will notify you of your eligibility.