

Ridgefield Christian School

ONLINE ENROLLMENT



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.

****New Students will need to fill out the online application found on our website before proceeding to online enrollment**

1. Sign in to FACTS Family Online (ParentsWeb)

- [Click here](#) to sign in to FACTS Family Online (ParentsWeb) or to create your new account.
- The District Code is RF-AR.
- When creating a new account, please use the email address that you provided in the Admissions Application.
- This will be the login you use to access the parent portal information, such as grades, class schedules, homework, etc.

2. Complete Enrollment Packet online

- 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 registration fee.

3. Submit Enrollment Packet & make payment

- Review and submit the packet.
- Payment of the enrollment fee will be required to complete this process.
- Payment can be made by bank draft, debit card or credit card.

INFO & HELPFUL TIPS FOR FILLING OUT THE ENROLLMENT PACKET

In this enrollment packet you will be prompted to input (or review) your student's:

- Demographic Information (please verify accuracy of pre-populated information)
- Grandparent Information
- Emergency Contact Information
- Authorized Pickup Information
- Student Driver Information
- Medical Information

You will also be asked to sign acknowledgements that you have read and agree to the:

- Information Network Acceptable Use and Chromebook Policies
- Student Code of Conduct
- Student Withdrawal/Parental Financial Responsibilities
- Enrollment Contract (includes tuition and incidental payment account set up link)

Feedback will be provided during the process to help you complete the packet:

- Yellow caution sign next to forms means missing required information
- Green check mark means all required information has been completed
- Review the entire enrollment packet at any time by selecting the Enrollment Packet Review
- Print and/or save a PDF of the enrollment packet in its current state
- At any time, you can access Online Enrollment through FACTS Family Online (ParentsWeb) to print a PDF copy of the completed enrollment packet.

INFO & HELPFUL TIPS FOR FACTS™ PAYMENT SYSTEM

The FACTS Management payment system:

- includes automatic email
- accessed directly through FACTS Family Online (ParentsWeb) - just click "Financial"
- allows you to view your account information/history from your phone, tablet or computer

***For specific questions about billing, please email Lisa Johns at johnsl@ridgefiedchristian.org.