



# LEXINGTON CHRISTIAN ACADEMY ADMISSIONS & MARKETING

## CONTINUOUS ENROLLMENT GUIDE

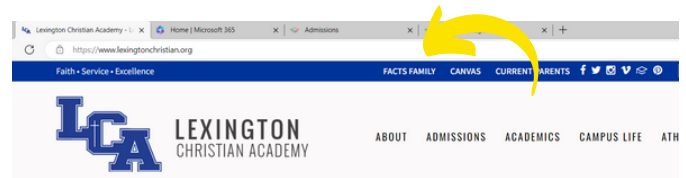
We are excited that your family has selected Lexington Christian Academy! We are honored to have the opportunity to partner with your family!

The final step in the admissions process is the completion of an enrollment agreement and payment of your student's enrollment fee. This guide will walk you through the steps to access and then complete the online agreement. If you should have any questions, please email [admissions@lexingtonchristian.org](mailto:admissions@lexingtonchristian.org).

Welcome to Lexington Christian Academy!

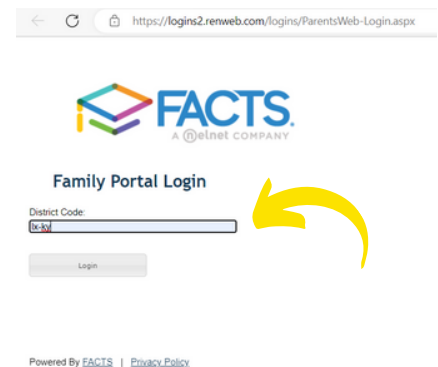
### STEP ONE - GO TO [WWW.LEXINGTONCHRISTIAN.ORG](http://WWW.LEXINGTONCHRISTIAN.ORG)

To access your family's online agreement, visit the school's website via your laptop or desktop computer.



### STEP TWO - SELECT FACTS FAMILY

FACTS FAMILY can be found on the blue ribbon above the LCA interlock and website sections (e.g., About, Admissions, etc.).

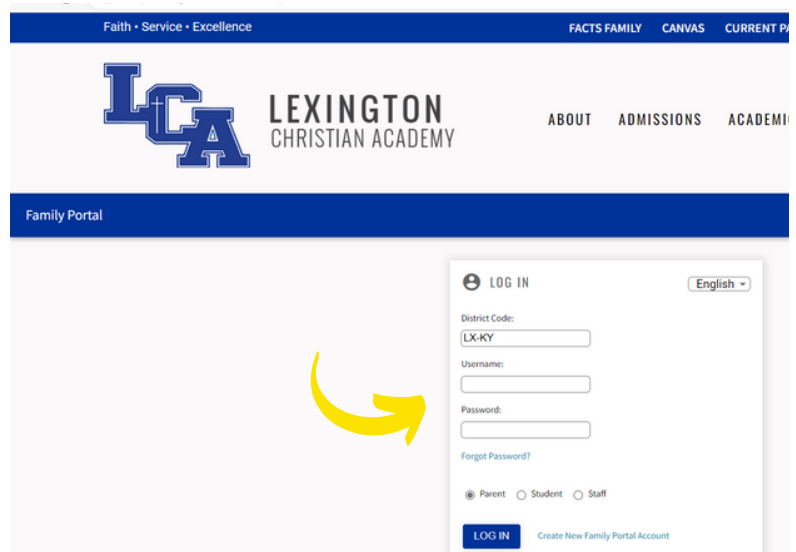


### STEP THREE - ENTER THE SCHOOL'S DISTRICT CODE

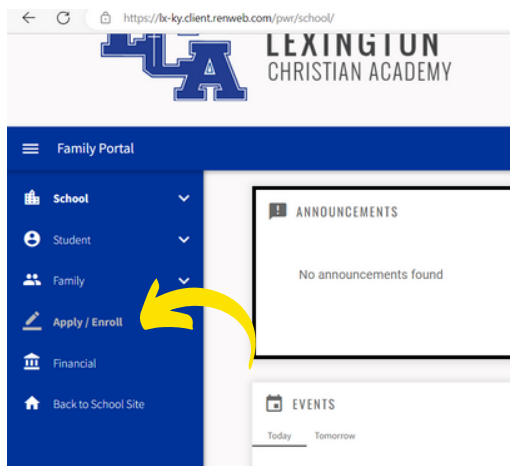
Lexington Christian Academy's district code is LX-KY.

### STEP FOUR - ENTER YOUR USERNAME & PASSWORD.

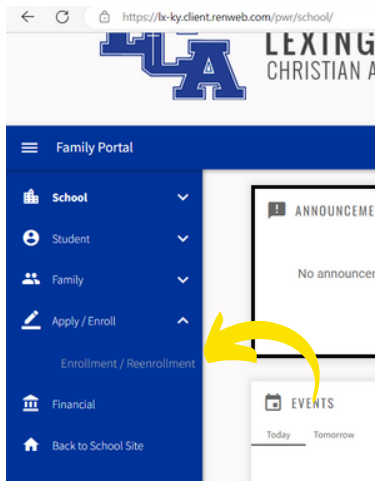
Please enter the username and password provided to you by the Admissions Office.



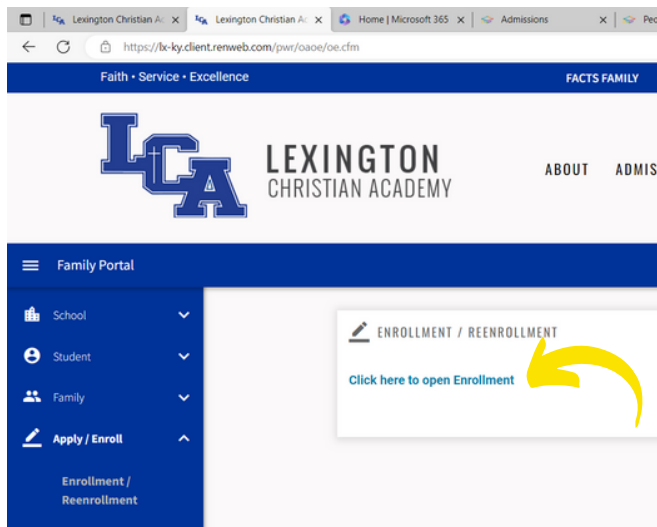
## STEP FIVE - SELECT APPLY/ENROLL



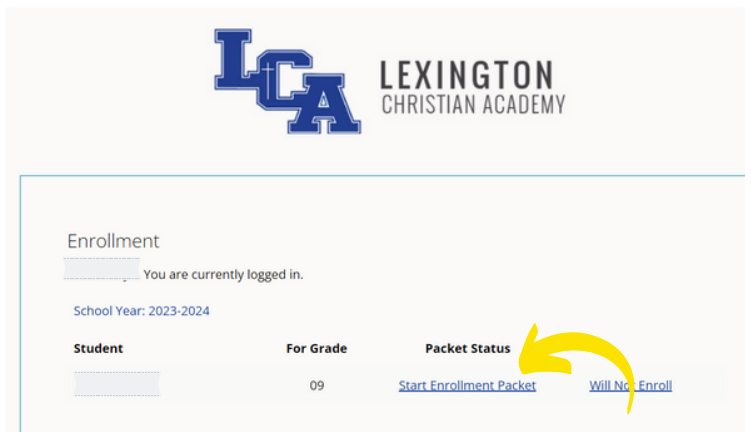
## STEP SIX - SELECT ENROLLMENT/REENROLLMENT



## STEP SEVEN - SELECT CLICK HERE TO OPEN ENROLLMENT



## STEP EIGHT - FOR EACH STUDENT, SELECT START ENROLLMENT PACKET



## STEP NINE - SELECT ENROLLEE ACKNOWLEDGEMENT

Once you select "Enrollee Acknowledgement," the system will guide you through each ten sections concluding with "Enrollment Packet Review." If you are enrolling more than one child, you will have an enrollment packet for each student.

