

RE-ENROLLMENT GUIDE

We are excited that your family will return to Lexington Christian Academy for the upcoming school year. We are honored to serve your family!

To finalize your family's re-enrollment, complete the updated Continuous Enrollment Agreement and pay your family'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.

STEP ONE - GO TO 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.

Instructions & Resource	Welcome to Lexington Christian Academy's Continuous Enrollment Agreement.
	structions
Enrollee Acknowledgement	Please complete the Continuous Enrollment forms listed in the menu on the left, begin ing with the page titled Enrollee Information .
Household Information	Feedback will be provided throughout the process to help you complete the continuous enrollment packet. A yellow caution sign will appear in the menu next
Medical Information	to forms that are missing required information. If all required data has been entered, a green check mark will appear next to the form's menu item.
Continuous Enrollment	You can review the entire continuous enrollment packet at any time by selecting the Enrollment Packet Review link from the menu on the left.
Financial Policies	Once you have completed the continuous enrollment packet, a Submit Enrollment Packet and Make Payment form will appear. Please follow the
FACTS Tuition Form	provided instructions to submit the continuous enrollment packet.
Statement of Faith	Enrollment Checklist
Matthew 18 Principle	in order to finalize the continuous enrollment process, please make sure the checklist items below, including submission of all supplemental enrollment forms, have been completed and uploaded.
Effective Date of Continuous Enrollment Agreement	 Submit completed Continuous Enrollment packet Submit applicable annual commitment fee Submit custody or other necessary documents to the Admissions Office by email - <u>admissions@lexingtonchristian.org</u>.
nrollment Packet Review	Next Steps
	After your continuous enrollment packet is submitted, you will receive a