

**Tri-County Christian School**

**2024-25 School Year**

**Instructions for Re-enrollment of Current Families**

Below are directions for our current TCCS families to assist in the online re-enrollment of your students for the 2024-25 school year. **Please be sure to review and update all information**.

*The preferred method is to complete your TCCS re-enrollment (and application for new students) online through the FACTS Student Information System (Parents Web)\*. Enrollment through this system retains your family’s information from year to year in order to simplify the process following the initial year of enrollment.*

1. Accessing the FACTS Student Information System (Parents Web)

* Through your web browser, go to www.tricountychristian.org.
* Select **Apply/Enroll** from the home page.
* Select **Reenrollment/Parents Web**.
* The **District Code is TC-IL**.
* Your **login and password** were created when you originally enrolled your student online. This is the same login and password you use for your Parents Web account (to check your students grades, homework, etc.) If you have forgotten your login and/or password, you can click the link to reset it, or contact Andrea Stodden at 815-233-1876 or tccsoffice@tricountychristian.org.

1. Enrollment Process

* Once you are logged into Parents Web, click on the three lines in the upper left hand corner and select **Apply/Enroll** to open a drop down menu.
* For existing students, select **Enrollment/Reenrollment**
* Then select **Click Here to Open Enrollment.**
* You will see an enrollment packet available for each current TCCS student.
  + If you do not see an enrollment packet for your current student(s), you are not registered in the system as the enrollment parent. Please check with other parent on file to see if they have a separate account, or contact

Sarah Marten to change the enrollment parent.

* Follow the online prompts to complete the enrollment for *each* TCCS student in your family.
  + Click **Complete Review and Submit Enrollment** with your payment of the per student enrollment fee. This fee is $65 before April 1 and $80 after that date. *Please note, a student is not considered enrolled and their position is not secured in their class without a paid enrollment fee.*
* If you are adding a new TCCS student from your household, you will need to select **Application (New Student**). There is a $25 registration fee for all new students. The application must be submitted, then we will create an enrollment packet and return it back to you to complete the above enrollment steps.

*\*If you have any questions or need help with the online re-enrollment process, please contact Andrea Stodden (815-233-1876 or tccsoffice@tricountychristian.org).*