

Dear St. John School Kindergarten through Grade 7 parents,

Thank you to each of you for the support you give your child each and every day. Our students come to school prepared and excited to learn. This has been particularly important this year with continued COVID adjustments. We understand the significance of your decision to send your child to St. John School. Thank you for putting your trust in St. John School. We take this responsibility seriously and with great love.

It is now time to start the reregistration process for all students for the 2022-2023 school year. We are starting early this year to understand how many returning students we will have for next year. This is particularly important as we move all classes out of the Church basement and back into St. John School for next year. Our goal for next year is also to have as few cohorted grades as possible.

Reenrollment this year is moving online. This decision is being influenced/required by the Archdiocese and will create a more streamlined process at SJS, including removing seat deposit checks coming into the building. With reenrollment occurring online, you will have the opportunity to review and update your personal information in RenWeb. The process will also ask for some additional information that is now required by the Archdiocese.

We will still collect a \$300 non-refundable seat deposit, but it will be paid online through RenWeb. You can use a bank account or a credit card. This seat deposit will go toward your 2022-2023 tuition. With this shift online, there will be an additional \$10 fee you will need to pay to RenWeb. While we don't like adding small fees like this, it is required by the Archdiocese and RenWeb.

To complete our online reenrollment process, you will access the RenWeb Family Portal through your existing login. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

To access Family Portal:

- Please go to www.factsmgt.com
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Apply/Enroll** in the left menu.
- Click on the **Enrollment/Reenrollment** link

If you do not have a login, please follow the Instructions for Creating a Family Portal Login listed below my signature.

Reenrollment for the 2022-2023 school year is due by Friday, December 17. If you do not fill out the online paperwork by December 17, your seat will not be guaranteed for next school year. If your child is not returning to SJS, please let us know or indicate it online.

As we move forward in the budgeting process, we will set tuition in January. However, we do not anticipate an increase. Thank you again for choosing St. John School – we consider it a great blessing. The financial aid application for the 2022-2023 school year will also open in January in FACTS.

Please contact me if you have any questions or if you would like to discuss.

Chris

Instructions for Creating a Family Portal Login

- Please go to www.factsmgt.com.
- Select **Parent Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- After the FACTS Family Portal Login screen opens, please select **Create New Family Portal Account**.
- Enter (SJEV-MA) into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.

- You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into Family Portal as instructed above.