



RE-ENROLLMENT PROCESS

Re-enrollment is now open for the 2022-23 school year!

Your family is important to us, so the month of January is reserved for your priority re-enrollment. We want your child/children to be with us for the 2022-23 school year, so please complete your re-enrollment no later than January 31st, 2022. Enrollment for new students opens February 7th, 2022.

Instructions for Re-enrolling:

- Login to your FACTS Family Portal.
- Click on Apply/Enroll in the left menu.
- Click on the Enrollment/Re-enrollment link. Click the link to open enrollment.
- Please review and update supplemental forms as needed.
- Set up a payment plan to complete enrollment and secure your child's spot. No money is due now and payment plans can be adjusted after aid is awarded if applicable.

Tips for Re-enrolling:

- Re-enroll right away! We love your family, and don't want your child/children to lose their spot. Due to current wait pools and the high volume of inquiries for the upcoming school year, we anticipate filling all grades very quickly and will be unable to save spots for students without payment plans in place.
- **Do NOT create a new account.** Creating a new account will duplicate your child and/or family in our system. You will want to make sure that you are simply logging in to your FACTS family portal account using your username and password that you created last enrollment season. If you cannot remember your username &/or password, and are unable to retrieve it from FACTS, contact the admissions office for assistance.
- If you have a current student at LCA and wish to enroll another child, simply select "create new student application" under the apply/enroll section- application. As stated above, do not create another account- even if you are adding a new student.

Re-enrollment Fees:*

- If enrolled by January 31 | Free
 - If enrolled from February 1-March 31 | \$200 per child
 - If enrolled from April 1-April 30 | \$300 per child
 - If enrolled after April 30 | \$350 per child
- *Excludes FACTS processing fee of \$20 or \$46 annually based on payment plan.

Contact us for assistance:

Admissions Office: 763-316-6250, Lynda Domino admissions@lcamn.org or

Felicia Enns: fenns@lcamn.org

Business Office: 763-316-3243, Teri Pierro tpierro@lcamn.org



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