

Re-Enrollment Instructions for Current Nativity of Our Lord School Students for 2012-2013

If you.....

....Are Re-enrolling all current Nativity of Our Lord School Students for 2012-13, follow the directions included in the email you will/have received from TADS Tuition Management to complete the Re-Enrollment and new Tuition Agreement. Families from St. Cyril and St. John Bosco parishes will still have to submit a Letter of Permission to the Enrollment Director from their respective pastor to complete the Re-Enrollment process for their family.

....Are planning to **ADD** a new sibling to Nativity of Our Lord School for 2012-13, you must FIRST call or email either the Enrollment Director (mchirillo@nativityofourlord.org/215-675-2820) or the Parish Business Manager (ckress@nativityofourlord.org/215-675-1925) to provide the name and grade of the new sibling in order to add that student to the new Tuition Agreement. Once the new student has been added you may proceed to complete Re-Enrollment/Enrollment for all students in the TADS system from the instructions provided in the email from TADS. **Parents will still have to appear in person** to complete an application for Enrollment for the new student presenting all required documentation (birth certificate, baptismal certificate, immunization record) no later than March 5th, 2012.

....Are not current in your Tuition obligation for 2011-2012, you may not Re-Enroll your current or new students for 2012-13 until the account has been brought up to date. Please contact the Parish Business Manager for more information about your account status.

....Are not Re-Enrolling your child(ren) in Nativity of Our Lord School for 2012-13, please contact the Enrollment Director (mchirillo@nativityofourlord.org/215-675-2820) to discuss the separation process and transfer of records for your child(ren).

....Have not Re-Enrolled the students in your family for 2012-13 by March 5th, their space in next year's class will not be guaranteed pending completion of all Re-Enrollment/New Enrollment requirements.