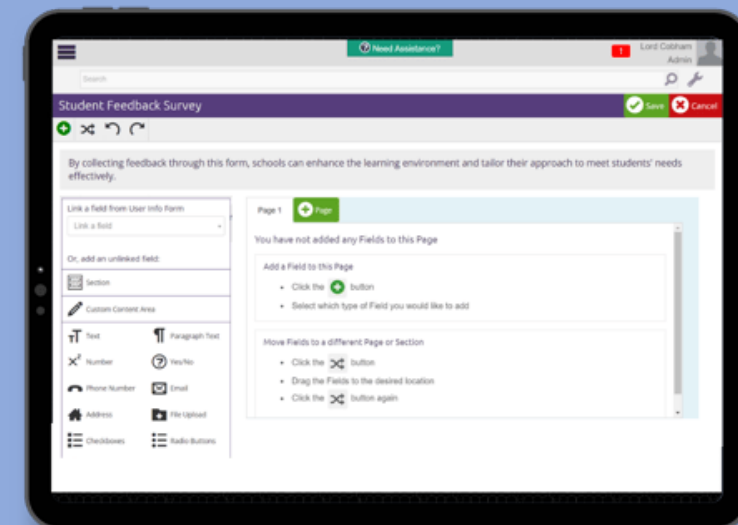




# Re-enrollment

2024-2025

Steve and Amy Maus



# References

## The Knowledge Base

- Setting up for a New School Year
- Forms – how to...
- Form Examples – Re-enrollment

- Definitions: Apply, Register, Enroll...
- Enrollment in ClassReach
  - “Enroll” in a specific class (Course/Section)
  - “Enroll” in an Academic Year
  - “Enroll” a Financial Family
- How are these “enrollments” handled during Re-enrollment each year?
  - “Re-enroll” in an Academic Year
  - “Re-enroll” in a specific class (Course/Section)
  - “Re-enroll” a Financial Family

# Re-Enrollment Forms

- Family vs Student Re-enrollment
- When to use linked fields in a re-enrollment form
- Signing documents
  - webpage link
  - embedding a document in the form
- New form formatting options
- Conditional logic

# Workflow

Lists

Emails

Form

Events

Fees

New families

Tuition

classes

New books

schedules

Financial Setup

New Teachers

Remove old families

Remove old teachers

# Re-enrollment

### People

- New families
- New Teachers
- Remove old families
- Remove old teachers

### Courses

- Schedules
- Classes

### Financial

- Financial Setup
- Tuition
- New books
- Fees

### Forms

- Form

### Messages

- Emails

### Calendar

- Events

### Reports

- Lists

# Re-enrollment



**People**

- New families
- New Teachers
- Remove old families
- Remove old teachers

**Courses**

- Schedules
- Classes

**Financial**

- Financial Setup
- Tuition
- New books
- Fees

**Forms**

- Form

**Messages**

- Emails

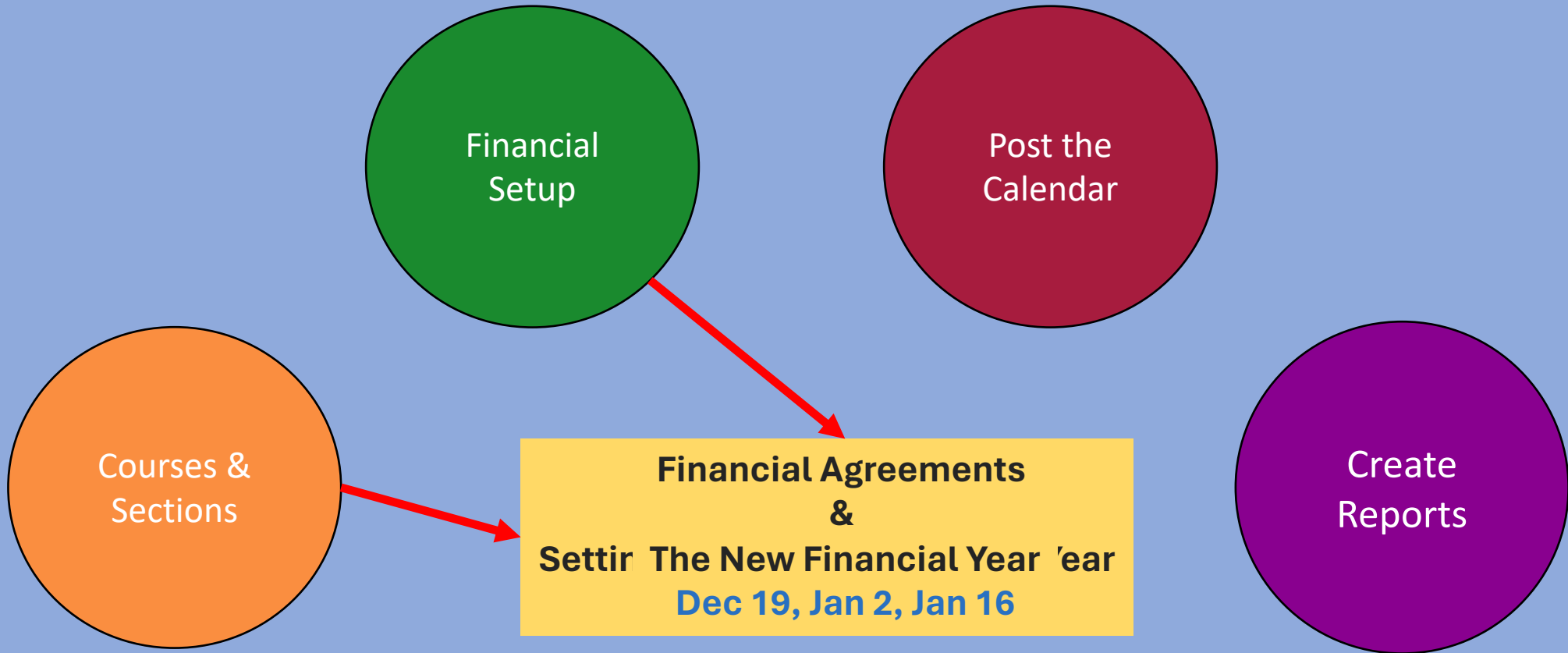
**Calendar**

- Events

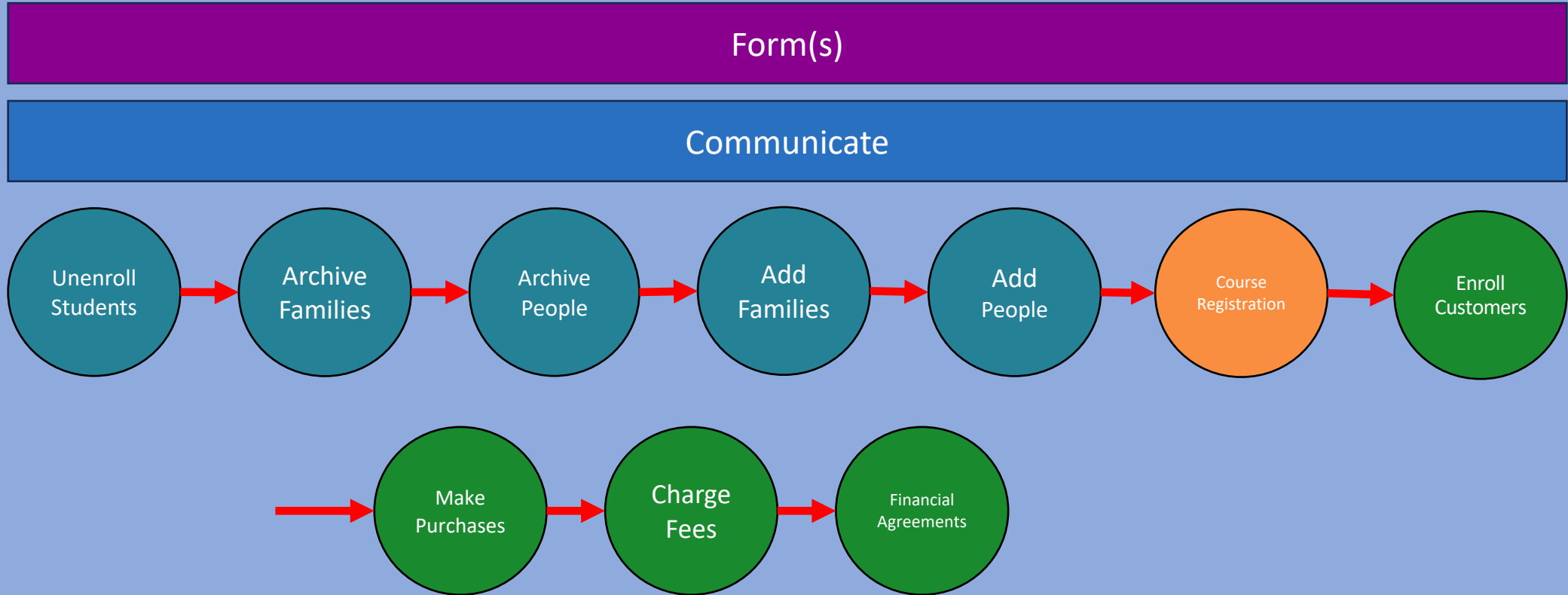
**Reports**

- Lists

## Re-enrollment

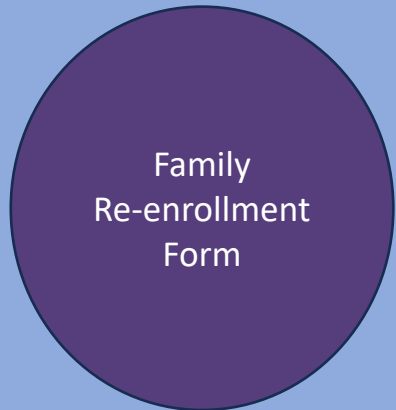


Set up for the New School Year



## Re-enrollment

## An Example Re-Enrollment Workflow



2023-2024 Family Re-enrollment ▼ Action 👁 Preview 📄

Form Settings | Confirmations | Admins | Workflow | Payments

A workflow allows you to process form responses in a timely and organized manner.

You can create a series of steps and add people to approve the response at each step of the process.

The last step of a workflow cannot be deleted. To delete the last visible step, you will first have to add a new step. To remove all steps, click the button below to disable the entire workflow.

Submitted — + — Headmaster Approve/Decline the Family Re-enrollment — + — Admin 1 Acknowledge Enrollment Steps — + — Admin 2 Acknowledge Course Registration Section Enrollment — + — Financial Admin Acknowledge Fees and Tuition — + — Admin 1 Acknowledge Student Re-enrollment completed — + — Approved

✕ Disable Workflow

# Fees



## Different ways to charge re-enrollment fees

- Financial Agreement
- Payment on the Re-enrollment form
- Batch Transaction