



SOUTHLANDS
CHRISTIAN SCHOOLS

Re-Enrollment Instructions

Use the Re-enrollment link that was emailed to you, starting in January, for the following school year.
The email is specifically for your child only, and will come from Southlands Christian Schools.
It will look like this:

Re-enroll for 2023-2024 now & secure your child's spot for the FALL!
Re-Enrollment Instructions

1. Click the following link to access the online Re-Enrollment for Audit 1 HS Student
<https://registration.powerschool.com/family/gosnap.aspx?snapcode=mjgdf64362mtpmb>
2. Create an Account / Sign In:

If you are new to InfoSnap, select "Create an InfoSnap Account", and answer all required fields.
Click "Create Account" to continue.

If you already have an InfoSnap account, you may use your **Email Address** and **Password** to sign in. To recover your password you may use the "Forgot Password" feature.
3. Review the "Introduction" page and click "Next >" to enter the forms.
4. ALL FIELDS WITH A RED ASTERISK ARE REQUIRED FIELDS. Add additional information or change anything that is incorrect, and click "Next >" to move from page to page. Clicking "Next >" on the final form page will take you to the "Review" page.
5. Review the information entered *very carefully, as this information will be downloaded into the school's database. If you would like to make a change, click on the underlined field or click "< Prev" to return to the forms. When you are satisfied with the information entered, click "Payment & Submit" in the navigation bar at the top right of the screen. TO CONTINUE, ALL REQUIRED FIELDS MUST BE COMPLETE.*
6. All parents/guardians must pay the fees reflected on the Payment page of the form before the Re-Enrollment can be submitted to Southlands Christian Schools.
7. On the "Submission Confirmation" page, you may choose to print a copy of your submitted information.
8. If you have additional students at Southlands Christian Schools you will be given the opportunity to begin their Re-Enrollment forms from the Submission Confirmation page.

Once you click on the link, as directed in #1, just follow the directions as explained in points 2 through 8.

Here is the screen where
you will either sign in,
or create an account:

Sign In

Email Address

Password

☐ Remember me on this computer

[Forgot password?](#)

[Sign In](#)

Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

[Create Account](#)

**You will be taken to the Introduction page, which is where you can see fees, handbooks and more.
Click NEXT to continue.**

The screenshot shows the 'Enrollment' portal for the 2023-2024 school year. The left sidebar lists the application steps: Introduction, Form, Summary, and Payment. The 'Form' section is expanded, showing sub-steps: Student, Family, Medical/Emergency, Agreements, Statement of Faith, Contract, and Summary. The main content area is titled 'Introduction' and 'Online Re-Enrollment'. It includes a welcome message and three numbered instructions: 1. Click 'Next' and enter information. 2. On the 'Summary' page, resolve any missing or incorrect information. 3. Click 'Submit!'. Below this, there is a section for 'Re-Enrollment for Additional Students' and a 'General Policy' section. At the bottom, there are 'Previous' and 'Next' buttons.

Enrollment
Re-enrollment 2023-2024
(ALBIE 1 | 5)

Introduction

Online Re-Enrollment

Welcome to Southlands Christian Schools Re-Enrollment. Please follow the steps below to continue:

1. Click "Next" on this page, and enter the information requested by the online forms.
Note: Required fields are marked with a red asterisk, and Southlands Christian Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Summary" page, resolve any missing or incorrect information. You can click "Find Invalid Fields" to jump directly to missed fields.
3. Click "Submit!"
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Re-Enrollment for Additional Students

A Re-Enrollment form must be submitted for each student in your family. Once you have successfully submitted one Re-Enrollment, you will have the opportunity to begin another from the "Confirmation" page.

General Policy

Southlands Christian Schools is a non-profit educational ministry of Southlands Schools International. We seek to provide the finest Christian education possible for our students. Tuition and fees are set at the most affordable level which still

[Previous](#) [Next](#)

The following pages will have some basic information about your student. Edit where needed, and fill in any missing information. Click NEXT to proceed through the pages.

**You are now completing all the details needed for your student's application.
As you finish each page, click NEXT.**

Proceed through the Contract page, and you will arrive at the Summary page– this will tell you if you have completed all of the required fields, or if you missed any (the pages that were not completed will show a red number).

The screenshot shows the 'Summary' page of the enrollment portal. The left sidebar is the same as the previous page, but the 'Summary' step is now highlighted. The main content area is titled 'Summary' and includes a message: 'We found some missing or incorrect information on the following pages.' Below this is a table with two columns: 'PAGE' and 'STATUS'. The table lists the application steps and their completion status. A 'Find Invalid Fields' button is located below the table. At the bottom, there are 'Previous' and 'Next' buttons.

Enrollment
Application 2023-2024
(Test)

Summary

We found some missing or incorrect information on the following pages:

PAGE	STATUS
Application Type	✓
Applicant	1
School	1
Family	1
Demographic	✓
Medical/Emergency	✓
Agreements	✓
Statement of Faith	✓
Field Trips	✓
Documents	✓
Contract	✓
Electronic Signature	✓

[Find Invalid Fields](#)

[Previous](#) [Next](#)

Click on the Find Invalid Fields button to be taken back to the ones you missed.

After you complete all of the missing fields, click on Summary (on the left side of your screen) and you will see that you are done with the data entry (see all the green check marks).
Click NEXT to go to the Payment page.

PAGE	STATUS
Application Type	✓
Applicant	✓
School	✓
Family	✓
Demographic	✓
Medical/Emergency	✓
Agreements	✓
Statement of Faith	✓
Field Trips	✓
Documents	✓
Contract	✓
Electronic Signature	✓

The payment screen gives you another opportunity to see the fee schedules. Select your payment method, make your payment, sign the agreements and **CLICK THE SUBMIT BUTTON!**
This is required to complete the re-enrollment process.

Registration Fee, Tuition and Payment Plan

To be fully re-enrolled, you must submit this Online Re-enrollment, AND all school year fees must be received.

Below are the options for tuition payment:

- Annual Payment (due August 1st for \$500 discount)
- 12 Month Plan (August 1st - May 1st)

Please select a payment plan: **Annual**

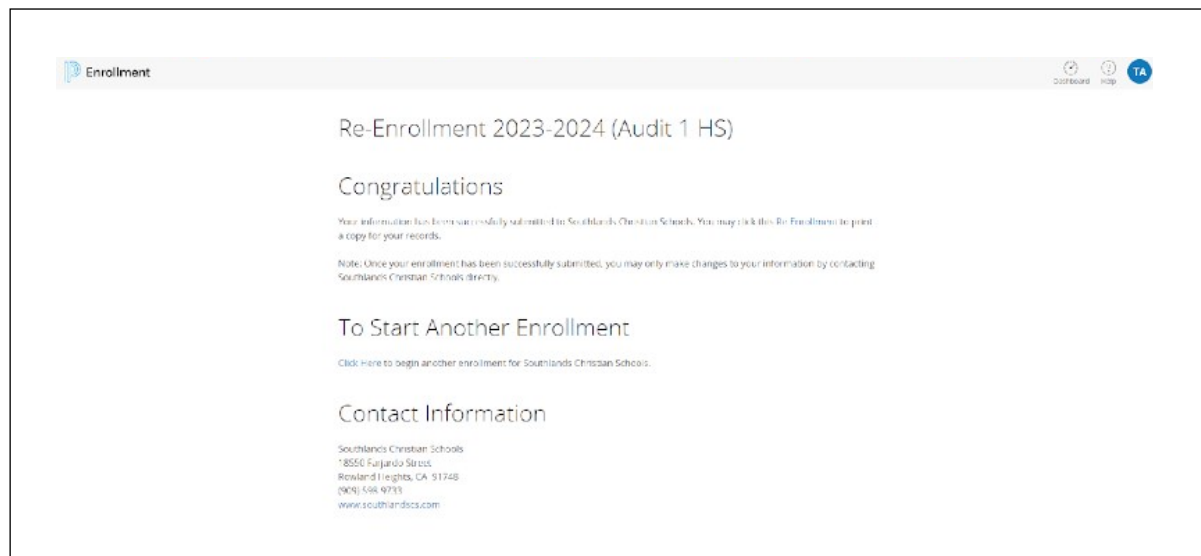
REFUND/WITHDRAWAL POLICY

- Notice of withdrawal must be submitted in writing on a Withdrawal Form.
- All fees are non-refundable. This includes registration and tuition fees.
- Students must maintain a minimum 2.0 GPA, and follow all school rules in order to stay enrolled.

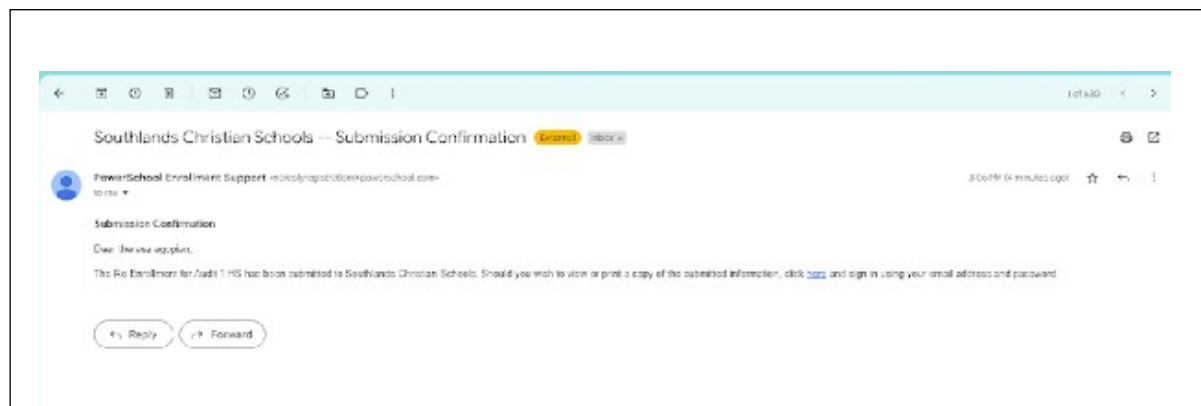
Please provide your initials below for each section

We agree to meet all financial obligations promptly or to immediately contact the school if a delay is necessary. Failure to meet our financial obligations will result in termination of our child's attendance at Southlands Christian Schools.

Once you do that, you will see the Congratulations screen, which confirms your application was submitted successfully.



You will also receive a confirmation email.



If you have more than one child to re-enroll, return to your email, and use the specific link that was emailed to you for that particular child.

If you have any questions, please call (909) 598-9733
or email registrar@southlandscs.com.



Re-enrollment Instructions