



United in Christ to ignite the joy of faith, community, and learning.

Dear Families,

Enrollment will open to returning students on Sunday, January 28th. You will receive an email by 12:30 PM with the subject line “FACTS Reenrollment for 2024-2025”. This email will walk you through the re-enrollment process, but we’ve included additional information and resources below. All re-enrollments must be completed by February 23rd. Failure to do so may result in your student's place in the school being given to a student on the waiting list.

Re-enrollment for all **current** students (including Early Childhood) will be done online through your *FACTS* Family Portal. **Do not utilize the “Apply” link on our website to re-enroll a student. That is for new* students only.**

*If you have a **new** student starting at St. Stephen for the **first** time next fall, please view the [New Applicant Guide](#). You will use the “Apply” button on our website.

FACTS Family Portal Reminders:

- To access the Family Portal, visit www.factsmgt.com and click on Family Login.
- Enter our District Code: SSC-NE.
- At least one parent/guardian created a FACTS Family Portal to enroll last year. If you do not remember your username, please contact the school office. If you’ve forgotten your password, please use the link on the login page to recover it.
- If you did not create a Family Portal account last year and would like to do so, please follow the steps in the [How to Create a Family Portal Guide](#).

Completing Your Re-Enrollment Packets

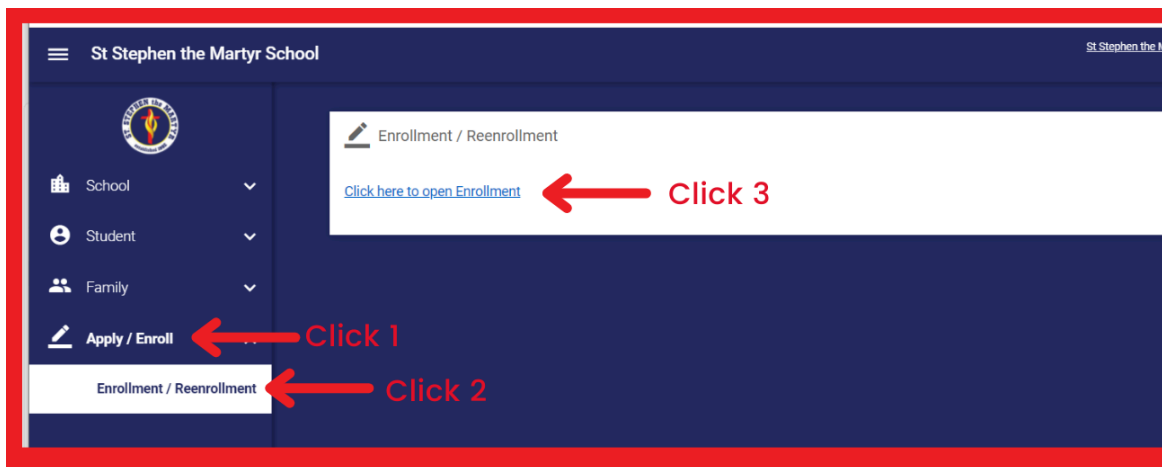
Log in to the Family Portal:

- Go to www.factsmgt.com
- Select **Family Log In** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Enter our District Code: SSC-NE

- Type in your **username** and **password**. If you have forgotten your username, please contact the school office. If you have forgotten your password, please use the provided link to recover it.

Once logged in, follow the below directions:

- Click **Apply/Enroll**
- Click **Enrollment/ Reenrollment**
- Click **Click here to open Enrollment**



(Instructions continued below)

This will open your family's enrollment page:

- Click on 'Start Enrollment Packet' – (you will do this for each **returning** student; **new** students will need to complete an application (see [New Applicant Guide](#)). Note: The system will automatically move your child into the “next” grade level.

Enrollment

Logged in as
TEST PARENT
(Return to Family Portal)

Catholic School

Enrollment

Welcome TEST PARENT. You are currently logged in.

Packets to Test: ☒ Enrollment Responsible Parent ☐ Secondary Parent

School Year: 2023-2024

Student	For Grade	Packet Status
St. Stephen the Martyr School, Test (New)	08	Start Enrollment Packet Will Not Enroll

Attention Early Childhood Education Parents: the system may not move your student into the grade-level program in which you wish to enroll them. For example, it may move a PreK student (Mrs. Tabaka) into Kindergarten instead of TK. Do NOT worry about this. It is a limitation of the system that we will adjust after you submit your enrollment packet. **You will be prompted in the “Enrollee Information” section to select which program you would like to enroll your student in. Select your desired program on this page** and office staff will reassign your student to the correct grade level when their enrollment is approved.

This is found under
'Enrollee Information' in
the enrollment packet

Please make the appropriate selection below.

- ☒ Preschool (Must be 3 yrs old by 7/31/23)
- ☐ PreKindergarten (Must be 4 yrs old by 7/31/23)
- ☐ TK (Recommended 5 yrs old by 12/31/23)
- ☐ K-8th

This program is for children who will begin Kindergarten in 2 years. Child must be 3 yrs old by 7/31/23, but no older than 4 by 7/31/23.

- ☒ 3-Day (M-T-W) morning
- ☐ 3-Day (M-T-W) afternoon

The steps for the enrollment process will be listed on the left. When you begin, they will all have no markings.

Enrollment

Logged in as
TEST PARENT
(Return to Family Portal)

St. Stephen the Martyr Catholic School

Test (New) St. Stephen the Martyr School
Year: 2022-2023
Grade: 04

Instructions & Resources

- Enrollee Information
- Household
- Religious Affiliation
- Emergency Contacts and Authorized Pickup
- Medical Information
- FACTS Tuition Plan Selection
- Document Upload
- Electronic Signature Page
- Enrollment Packet Review

Instructions & Resources

Welcome to St. Stephen the Martyr Catholic School's Enrollment packet.

Instructions

Please complete the Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

- A yellow caution sign ⚠ will appear in the menu next to forms that are missing required information.
- A green check mark ✓ will appear in the menu next to forms that are completed.

After you have completed the enrollment packet, a **Submit Enrollment Packet and Make Payment** form will appear. Please follow the instructions that will be provided to submit the enrollment packet along with the enrollment fee payment of \$200.

Enrollment Checklist

In order to complete the enrollment process, please complete the checklist items listed below, including submission of all supplemental enrollment forms.

- Submit completed enrollment packet and enrollment fee
- Submit the following:
 - Birth Certificate (original with a raised seal so that a copy can be made in the school office), required for all new students
 - Copy of Baptismal Certificate (if not baptized at St. Stephen the Martyr), required for all new students
 - Physical Exam and Updated Immunization Documentation, Kindergarten and 7th Grades
 - Date of Last Dental Exam, Kindergarten only
 - Court / Custody Documentation, if applicable
 - Medication Authorization Form, if applicable

A **yellow exclamation mark** will show next to any sections that are missing required information.

As you complete each step, a **green checkmark** will appear.

***In the FACTS Tuition tab**, you will be asked to choose your payment plan for tuition for 2024-2025. View the FACTS Fees Explanations below. **Note:** You will only complete this tab once/family. The \$20 or \$50 FACTS processing fee is an annual fee/family NOT student.

Test (New) St. Stephen the Martyr School
Year: 2022-2023
Grade: 01

Instructions & Resources

- Enrollee Information
- Household
- Religious Affiliation
- Emergency Contacts and Authorized Pickup
- Medical Information
- FACTS Tuition Plan Selection
- Document Upload
- Electronic Signature Page
- Enrollment Packet Review

(Instructions continued below)

After you have completed the enrollment packet, a **Submit Enrollment Packet and Make Payment** button will appear. Please follow the instructions that will be provided to submit the enrollment packet along with the enrollment fee of \$200/current student + the \$11 FACTS re-enrollment fee/student fee required by FACTS (St. Stephen the Martyr Catholic School does not receive this \$11). The \$211 fee can be paid via ACH at no cost, or by credit card with a processing fee.

Enrollment

TEST PARENT
(Return to Family Portal)

Test (New) St. Stephen the Martyr School
Year: 2022-2023
Grade: 01

Instructions & Resources

- Enrollee Information
- Household
- Religious Affiliation
- Emergency Contacts and Authorized Pickup
- Medical Information
- FACTS Tuition Plan Selection
- Document Upload
- Electronic Signature Page
- Enrollment Packet Review

Review and Submit Enrollment Packet

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

Click the **Complete Review and Submit Enrollment Packet** button to submit your packet and make any fee payments that may be necessary.

[Complete Review and Submit Enrollment Packet](#) [View PDF](#)

Enrollee Information

Please fill in the following fields about the **student** as thoroughly as possible.

Student Name:	Test (New) St. Stephen the Martyr School
Preferred Name:	
Street Address:	1234 Test Drive
City:	Omaha
State:	NE
Country:	USA
Zip:	68135
Student Date of Birth:	1/1/2012
Local School District of Residence:	Millard
Gender:	Male
Student Ethnicity:	Non-Hispanic
Student Race:	White
Student Citizenship:	USA
Primary Language Spoken at Home:	English

Once your enrollment packet is submitted, you will receive a confirmation email. At any time, you can access Online Enrollment through your Family Portal login to print a PDF copy of the completed enrollment packet.

To complete re-enrollment for an additional student, click the **Enrollment** button at the top of the page and then begin again by clicking the **Start Enrollment Packet**.

Enrollment

Enrollment Packet Submitted

Your enrollment packet has been submitted. You will receive an email from the school once they review and accept the enrollment packet.

Powered by FACTS [Student Information System](#). | Providers of [Enrollment](#)

FACTS Fees Explained:

- Re-Enrollment: There is an \$11 *FACTS* re-enrollment fee/student in addition to our \$200 enrollment fee. This fee is required by *FACTS* and St. Stephen the Martyr Catholic School does not receive this payment. This fee can be paid via ACH at no cost, or by credit card with a processing fee. You will see the \$11 *FACTS* fee and our enrollment fee charged together at \$211 after you select your payment plan. *FACTS* may refer to this \$211 as a registration fee.
- There is a \$22 application fee for all new student applicants, including those who have siblings already enrolled at St. Stephen the Martyr. This fee is required by *FACTS* and St. Stephen the Martyr Catholic School does not receive this payment. This fee must be paid by credit card and there is a processing fee.

Tuition & Fee Management:

[Click here to view the 2024/2025 Tuition Rates](#). All families will need to select their tuition payment preference through *FACTS*. The tuition payment options are:

1. Full payment of tuition by July 15, 2024 (\$20 annual/family processing fee)
2. Two semester payments, due July 15, 2024 and January 15, 2025 (\$20 annual/family processing fee)
3. Ten monthly payments (July-April), on either the 1st or 15th of the month (\$50 annual/family processing fee)

Families may choose to pay tuition via ACH or Credit Card. In addition to the processing fees outlined above, credit card payments will have a processing fee. There is no additional processing fee for ACH payments.

FACTS is also used for collecting incidental fees for Kidzone (before/after school care), lunch, and other fees (technology, sacraments, field trips, home and school, etc.). Beginning in the 2024/2025 school year, all families will be required to set up an automatic payment account for incidentals, just as done for tuition. Please note, that incidental automatic payments will not be able to be split between bank accounts. There will need to be one primary account to cover these expenses.