



St. Raphael School's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2018-2019, please take time now to complete your reenrollment for next year.

During the RenWeb reenrollment process, you will be directed to the FACTS tuition payment management system. You must choose a payment plan for the 2018-2019 school year and **pay the \$190.00 per student** Education and Technology Fee to be considered registered for next school year. The payment plans available and their associated fees are listed below.

- 1 payment (August) - \$0
- 2 Payments (August, January) - \$10
- 10 Payments (August-May) - \$45

To complete our online reenrollment process, you will access our ParentsWeb through your existing login. If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#) listed below.

To access ParentsWeb:

- Please go to the school website and click on the **RenWeb** icon.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the enrollment packet for your student(s). The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The reenrollment forms and payment are **due by March 23, 2018**. If you have any questions about the process, please contact me at 440-871-6760.

Sincerely,

Ann Miller
Principal

Instructions for Creating a ParentsWeb Login

- Please go to www.renweb.com.
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SRS-OH** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.