



North Hills Christian Schools

200 Admiral Callaghan Lane
Vallejo, CA 94591

Phone: (707) 644-5284 www.north-hills.org

ON-LINE REENROLLMENT INSTRUCTIONS

Dear Parents,

North Hills Christian School will start processing On-Line reenrollment of RETURNING students for the 2011-2012 school year on FEBRUARY 1, 2011. In an effort to streamline and improve our efficiency as well as offer convenience to our families, we ask that you follow the instructions below.

1. On the internet, enter this website address: www.north-hills.org and click on SCHOOLS/Admissions /2011-2012 APPLY NOW to access the FACTS Enrollment website.
2. Authentication Page - Click on **“Already Registered? Sign In”**. You will be required to enter the User Name and Password created last year. If you do not remember either, please click on the prompt “Forgot User Name/Password” to get it emailed to you. Once received, please close out of the FACTS website and start over at step 1.
3. Enrollment Dashboard - Click on **“Add Student”**.
4. Enter your Access Code and your student’s first and last name exactly as it is given to you below. (If you have multiple students reenrolling, your other students will display after adding one of your students). Click on “Add Returning Student”.

Access Code	«Access_Code»
First Name	«Student_First_Name»
Last Name	«Student_Last_Name»
Grade Entering	«Student_Apply_Grade»

5. Select “Start” next to “Reenrollment Form” and complete the Reenrollment Form for each student, updating any information that is incorrect.
6. The Contract Provisions is the last step of the form. Please read and check the box on Item #15.
7. Enter your user name and password again as an electronic signature that you understand and agree to the Contract Provisions and all information submitted is accurate.
8. To pay the non refundable Reenrollment Fee, click on “start” next to the Reenrollment Fee Task or “Make Payment” on the Menu list.
9. Reenrollment is considered completed once both the Reenrollment Form and Reenrollment Fee have been submitted.

!!CONGRATULATIONS!! Your Student is ENROLLED!!

For any questions or assistance regarding On-Line Reenrollment, please call the school office @707-644-5284 between 9am –3:30pm or email lstruwe@north-hills.org.