

Go to *“Tuition Information”* for Payment Plans and Fee Schedules.



**North Hills Christian Schools**  
Vallejo, CA

***RETURNING STUDENTS - RE-ENROLLMENT***

Dear Parents,

North Hills Christian School will start processing On-Line Reenrollment for the 2010-2011 school year on MARCH 1, 2010 at 8AM. 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](http://www.north-hills.org) and click on SCHOOLS/Admissions. To review fee schedules and payment plans, go to “Tuition Information”.
2. Select “2010-2011 APPLY NOW” to access the FACTS Enrollment website and start the reenrollment process.
3. Authentication Page - Click on **“Create Account”**. Do **NOT** sign in as a previous user with your old username and password from previous years. This is a new system that requires you to create a new account.
4. Complete the “Online Account Profile”. The Account Profile is meant to be completed by the parent or guardian of the student(s). Here you will set up a **new** user id and password. Do **not** use your “Access Code” here. Please make a note of your new user id and password for future reference.
5. Navigation Menu - Click on **“Add Student”**.
6. 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)

**Access Code**

**(sent home 2/24/10 or contact school office)**

**First Name**

**Last Name**

7. Complete the reenrollment process for each student.
8. To pay the 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](mailto:lstruwe@north-hills.org).