

Re-enrollment/Disenrollment Steps for Holy Family Catholic Academy and Early Learning Center

The following information is provided to help you through the re-enrollment/disenrollment process.

1. An email will be sent to the Primary Contact of the Household. Only 1 Parent/Guardian needs to complete the application. For split families, only 1 parent needs to complete the application however billing will be split, unless otherwise instructed.
2. You will receive the following email:

From: "Holy Family Catholic Academy" <support@tads.com>
Date: XXXXXXXX
Subject: Holy Family Catholic Academy Fall 20XX - Spring 20XX Re-Enrollment for XXXX XXXX (Grade: XXX)
To: <youremailaddress>
Cc:

Dear Holy Family Catholic Academy and Early Learning Center Parent(s),

We are honored to have your children as members of our community this school year, and we are excited about the 2019-2020 school year ahead. **This is the time when we ask all of our families to indicate their enrollment intent for the 2019-2020 school year, and/or to indicate that their student(s) will not be returning.**

The importance of early enrollment is a crucial gauge in enabling the school to set a reasonable budget for the upcoming school year, and also necessary in helping us to establish classroom numbers and teacher assignments. **We kindly request that you please follow the instructions noted in this email and complete the Enrollment/Disenrollment process by Friday, February 15, 2019 for your student(s).** Failure to complete these in a timely manner will forfeit their priority status and may result in their name(s) being placed on a waiting list in some grades.

****IMPORTANT CHANGE MANDATED BY THE HAWAII STATE HEALTH DEPARTMENT - ALL STUDENTS ENTERING the 7th Grade MUST complete a new physical examination form as required by the state law. The form MUST be completed by a U.S. licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), or Physician Assistant (PA). Submit the FORM-14 once it is completed to the Health Room.**

We are excited about planning for the new school year prospects and look forward to working with our families, both new and returning. If you have any questions regarding the enrollment process, please contact Mrs. Luana DeSoto, Administrative Assistant/Registrar at info@hfcahawaii.org.

Thank you for entrusting Holy Family Catholic Academy with the education of your children.

Sincerely,

Ms. Celeste Akiu, Academy Principal

Mr. Allen Akiona, Early Learning Center Director

Holy Family Catholic Academy (Honolulu, HI) is using TADS Enrollment to manage the re-enrollment process this year. **Note:** To prevent unauthorized access to your account, keep this email private. Do not share or forward to anyone! [Click here to re-enroll on the TADS website.](#)



3. **CLICK** on the Link at the bottom of the email to **Begin Re-Enrollment and Disenrollment.**
4. Enter your Email and Password. If you have forgotten your information please contact TADS directly. **Do NOT confuse this with your parent portal; and DO NOT create a New Account.**
5. Your student(s) profile information has been pre-loaded, and will appear in the portal, if you have more than 1 student to enroll/disenroll you will receive a separate email for each student. You will be asked to complete the 1st student then you will be directed to complete the next.
6. If there are **ANY CHANGES** to your household information, you will be able to edit online as necessary before submitting the application. Please look over your data to ensure that we have the most up-to-date information on file.

7. Once you have completed the form and paid your comprehension fee online, you will receive an “Enrollment Confirmation” email with **IMPORTANT INSTRUCTIONS THAT NEED TO BE COMPLETED**. Failure to complete the final steps may result in your student being placed on waitlist.
8. Here is the **FINAL STEPS THAT MUST BE COMPLETED** by the Due Date!
 - To complete the reenrollment process, please download from TADS the required documents (**2019-2020 HFCA Health Room Information Card, Authorization for Prescription Medication (if needed), DOE Student Health Record Form 14 (For students entering 7th grade) and 4th-8th Grade Sports Waiver Form**) and **return by Friday March 15, 2019 to Mrs. DeSoto in the Main Office.**



Holy Family Catholic Academy and Early Learning Center uses FACTS Tuition Management Services for all tuition. **Once you have paid the Comprehensive Fee, your FACTS account will be renewed for the 2019-2020 school year with the current payment plan. Families who don't have a FACTS agreement you must set up an agreement for 2019-2020 (Policy Change).** Should you wish to change your payment plan schedule, you will need to contact Mrs. Paulos in the Business Office by April 1st.

Tuition Fees and Schedules are available on TADS or the school website located under Admissions.

9. If you are disenrolling your student(s) YOU MUST COMPLETE the “Not Returning” application online in TADS. You will be asked the following questions:
 - If you are transferring to an on-island school, please provide Mrs. DeSoto with the “Consent for Release of Information” form. This form may be obtained from the school your child is transferring to. Mrs. DeSoto will mail your student’s academic records to the island school directly.
 - If you are PCS or moving off-island, you must provide the name of the school and last day of school. Mrs. DeSoto will contact you when your student’s records are available for pick up.
10. **[IMPORTANT]** Do Not Send your password reset request to HFCA. **Only TADS can reset your password for this account.** If you have forgotten your password there is a “Forgot Your Password?” link, which you can click on. An automated reset message will be sent to your Email Address, please follow the instructions to reset your password. If you have forgotten which Email Address you used to set up your account, contact TADS.

TADS Parent Support Hours : Mon–Fri 7–8 Sat 9–4 Sun 10–4 Central
Phone : 612.548.3320
Toll-free : 800.477.8237

Lastly, if you have any questions regarding your student’s enrollment or disenrollment status please contact Mrs. DeSoto, Administrative Assistant/Registrar at (808) 423-9611 or info@hfcawahawaii.org