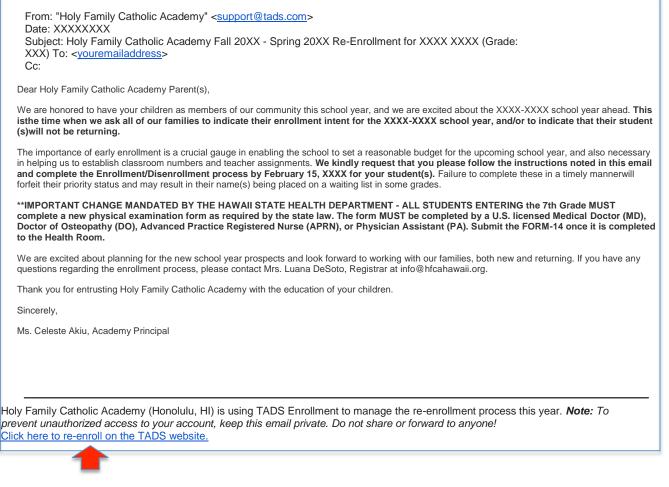
Re-enrollment/Disenrollment Steps

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. <u>Only 1 Parent/Guardian needs to complete</u> <u>the application</u>. 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:



- 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 then 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 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.

- 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 **<u>FINAL STEPS THAT MUST BE COMPLETED</u>** by the Due Date!

• To complete the reenrollment process, please download from TADS the required documents (XXXX-XXXX HFCA Health Room Information Card, Authorization for Prescription Medication (ifneeded), DOE Student Health Record Form 14 (For students entering 7th grade) and 4th-8thGrade Sports Waiver Form) and return by XXXX to Mrs. Bonilla in the Health Room.



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

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]** <u>Do Not Send</u> 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, Registrar at (808) 423-9611 or info@hfcahawaii.org