

## Parish School of Religion Enrollment

### How to Enroll (New Families)

**Note\*\*\*** If you already have kids enrolled in PSR through **FACTS last year**, this is not the right instruction for you. You will receive an automated email from FACTS asking you to enroll for next year. Please enroll as soon as possible once you receive the email in April.

#### 1. New Families Only: Create an Account

To begin the application process, please [create an account](#). Our District Code is: OL-MO. This enrollment platform is shared with Our Lady Full-Time School. If the school crest is at the top of the page you are in the right place! Upon account creation, you will receive an email containing a verification link. Once your email address has been verified, log in to your account.

#### 2. Create A New Student Application

Once your email address has been verified and you have logged in to your account, create a new student application for your child. **When creating the application, please make sure to scroll down to "Parish School of Religion"** in the grade level menu. Please select the grade that your child will be entering into for the 2026 – 2027 school year. You will then have the flexibility to log in and out of your account and access your open application. There will be a green check mark for each section once you have completed all required fields.

#### 3. Review and Submit

Once all required fields of the application are complete, you must select "Review & Submit." After submitting the application, you will be able to track your enrollment status in the PSR program by logging in to your account. In addition, you will be able to print the completed application, monitor when the PSR program receives any applicable supplemental forms, and, if necessary, reprint the forms.

#### 4. Submit Required Documents

Please be sure that all required documents are provided to the PSR office.

#### 5. Offer Sent

Once your application has been reviewed by the PSR Director, an "Offer" email will be sent to you. Once you receive this email you will need to log in to your account and complete the enrollment process. At this time you will also include your banking/financial information. Tuition payments will be deducted automatically in one or two installments beginning in September. NO payment will be due at the time of registration. Please contact the PSR Director if there are financial concerns.