

Continuous Enrollment

We're excited to announce the implementation of Continuous Enrollment at HCS! This process simplifies re-enrollment for returning students. Instead of families completing annual enrollment packets, your student(s) will be automatically re-enrolled each year until graduation or withdrawal. This process will be school-wide and used for all re-enrollment at HCS.

What is Continuous Enrollment?

Continuous Enrollment streamlines the re-enrollment process by:

- Eliminating lengthy annual re-enrollment packets for each student
- Providing more efficient tuition payment plan notifications
- Allowing for more effective staffing and budget planning

Tuition Payment Plans & Amounts:

Families' current tuition payment plan (payment type and schedule) will automatically carry over. To modify the plan:

1. Log into FACTS Family Portal.
 2. Navigate to the FINANCIAL section.
 3. Select and update your payment plan by the school year..
- Payment Plan Deadline: Make changes by March deadline to avoid a \$50 reprocessing fee.
 - Tuition Amounts: After re-enrollment processing in March, Mrs. Ward will calculate and notify you of your updated base tuition amounts for the new school year. Tuition assistance via HCS or Renewation or ACE scholarships will be applied upon notification of approved amounts.
 - Scholarship Responsibility: Families are responsible for applying, renewing, and following up on all scholarship applications by the deadlines. No exceptions can be made.

Back To School Requirements:

In June, after re-enrollment and fee payment, each family will receive a personalized Back To School Packet, including:

- List of required information/documentation (health records, sports physicals, etc.), along with clear instructions for submission
- School Supply Lists
- PSC and Fundraising Opportunities
- Opportunity to update household, emergency, pick up, and contact information.

Please ensure all updates are completed by the designated deadlines communicated within the packet. Contact the HCS office in advance for assistance with extenuating circumstances.

Withdrawal Information:

If you intend to withdraw your student, complete the Intent to Withdraw Process *before* the re-enrollment processing deadline:

1. Obtain, complete, and submit the Intent to Withdraw Form to the HCS office. Forms are available in the HCS office.
2. Complete this process *before* the re-enrollment deadline to avoid automatic re-enrollment and non-refundable fees.

Familiarize yourself with withdrawal procedures in the HCS Handbook. Contact HCS Office staff for current-year withdrawals.

We believe Continuous Enrollment will play a key factor in creating new opportunities for growth and success for HCS and its families. For questions, or concerns regarding Continuous Enrollment or its processes, contact Mrs. King at meaganking@hcstopeka.org .