



New Student Enrollment Process at Lincoln Christian School
Applications will open on February 4, 2022 at 9 AM.

1. **Online Application** - Create an account and then create a new student application using [this link](#).
 - a. Select the correct class and year under "Apply to Grade."
 - b. Grades 1-12 will need to upload a signed [Transfer of Records Request](#)
 - c. If your child is currently on an IEP or 504, you will need to upload this document (as well as the original MDT) within the application.
 - d. Following the submission of your application, we will send you a link within 48 hours to complete the online enrollment.

2. **Online Enrollment** – After receiving an email from Jill Ballard, use the link within to complete the online enrollment.
 - a. When logging into FACTS, please use LCS-NE as the District Code.
 - b. Be prepared to upload a copy of your child's birth certificate and complete immunization record.
 - c. During this step, you will pay your [registration fee and set up your tuition payments](#).
 - d. Submit your enrollment.