

## Lincoln Christian Preschool Enrollment/Re-enrollment

Our enrollment/re-enrollment process has **FOUR tiers** which each have separate timelines. While this is a lengthy document, you simply need to identify which tier your family falls into and follow the instructions accordingly. If you have questions along the way, please don't hesitate to ask. We're here to help you through. Contact information is located at the bottom of this document.

### BEFORE YOU IDENTIFY YOUR TIER, PLEASE NOTE THE FOLLOWING

- Please **DO NOT APPLY, or reenroll, prior to your tier's timeframe. Correctly submitted applications are processed first.**
- **All first-time students are required to complete a two-step process: the online application and the online enrollment.**
- **Application and Enrollment packets open at 9 AM on all of the specified opening dates.**
- **If you are a current Lincoln Christian Preschool/School family, to apply or re-enroll, please use [Factsmgt.com](http://Factsmgt.com) and log in using our district code (LCS-NE), your username and your password. If you do not know your username or password, please contact Emily Allen at [eallen@lincolnchristian.org](mailto:eallen@lincolnchristian.org) in advance of this process.**
- **If you are new to Lincoln Christian Preschool (or returning but do not have a child here currently) you will need to create an account in order to apply. Please use [this link](#) on our admissions page to create your account. Accounts can be created prior to your tier's timeframe for submitting applications.**

### TIER ONE:

#### Existing Lincoln Christian Preschool Families

- Only re-enrollment is required.
- Re-enrollment will be open on December 4.
- Once you are logged in to FACTS, please select, "Apply/Enroll."
  - Next, select "Enrollment/Re-enrollment."
  - Select, "Click here to open Enrollment."
  - Select the child you are re-enrolling and continue the process.

#### Existing LC Preschool Students' Siblings (applying for the first time)

- Both application and enrollment steps are required.
- Applications will be open online on December 2 and 3.
- Once you are logged in to FACTS, please select, "Apply/Enroll."
  - Next, select "Application."
  - Select, "Click here to open application," and then "Create a New Student Application."
  - Select the correct class under "Apply to Grade:"
- If your child is on an IEP (Individualized Education Program), please have an electronic copy ready to attach.
- Following a submitted application on December 2 and 3, you will receive an email on December 3, which will prompt you to complete the next step – online enrollment, which will not open until December 4, at 9AM.
- A copy of your child's birth certificate and a copy of your child's complete immunization record will need to be uploaded during the enrollment step.
- Acceptance is granted once enrollment is complete.
- You will have until December 10, to complete the enrollment which includes the \$125 registration fee.

### TIER TWO:

#### Existing Lincoln Christian School Families (with younger siblings applying for the first time)

- Applications will be open online on December 9 and 10.
- Once you are logged in to FACTS, please select, "Apply/Enroll."
  - Next, select "Application."
  - Select, "Click here to open application," and then "Create a New Student Application."
  - Select the correct class under "Apply to Grade:"
- If your child is on an IEP (Individualized Education Program), please have an electronic copy ready to attach.
- Following a submitted application on December 9 or 10, you will receive an email on December 10, which will prompt you to complete the next step – online enrollment.

- A copy of your child's birth certificate and a copy of your child's complete immunization record will need to be uploaded during the enrollment step.
- Acceptance is granted once enrollment is complete.
- You will have until December 17, to complete the enrollment which includes the \$125 registration fee.

### **TIER THREE:**

#### **Lincoln Christian School Alumni (parents who graduated from Lincoln Christian High School)**

- Both application AND enrollment steps are required.
- Applications will open on January 13-17.
- Create an account and then create a new student application using [this link](#).
  - Select the correct class under "Apply to Grade:"
- If your child is on an IEP (Individualized Education Program), please have an electronic copy ready to attach.
- Following a submitted application on January 13-17, you will be contacted by our Preschool Director for a family interview.
- The family interview will take place after January 20.
- Once the family interview is complete and approved, you will be sent an email prompting you to complete the final step of online enrollment which includes the \$125 registration fee.
- When logging into FACTS to complete the enrollment, use LCS-NE as the District Code.
- A copy of your child's birth certificate and a copy of your child's complete immunization record will need to be uploaded during the enrollment step.
- Acceptance will be granted once enrollment is complete.
- You will have 48 hours to complete the enrollment, once you have received acceptance (following the interview) however, please be advised that each open slot is filled in the order enrollments are received.

### **TIER FOUR:**

#### **General Public**

- Both application AND enrollment steps are required.
- Applications will open on January 28.
- Create an account and then create a new student application using [this link](#).
  - Select the correct class under "Apply to Grade:"
- If your child is on an IEP (Individualized Education Program), please have an electronic copy ready to attach.
- Following a submitted application, you will be contacted by our Preschool Director for a family interview.
- Once the family interview is complete and approved, you will be sent an email prompting you to complete the final step of online enrollment which includes the \$125 registration fee.
- When logging into FACTS to complete the enrollment, use LCS-NE as the District Code.
- A copy of your child's birth certificate and a copy of your child's complete immunization record will need to be uploaded during the enrollment step.
- Acceptance will be granted once enrollment is complete, however, please be advised that each open slot is filled in the order enrollments are received.

**As a final reminder, Please enroll ONLY during the specified timeframe for your tier. Applications submitted correctly will be processed first. DO NOT APPLY EARLY even if the system appears to let you proceed.**

Questions? Contact us!

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