Current LCS Families: Adding a new Preschool student

Applications will be open from 9 AM on December 3rd through midnight on December 4th

1. **Online Application** -
    a. Once you are logged into FACTS, please select "Apply/Enroll"
    b. Next select "Application"
    c. Select, "Click here to open application," and then "Create a New Student Application."
    d. Select the correct class under "Apply to Grade:"
    e. In your application, you will be required to provide contact information for a pastor or ministry leader from your local church who will serve as a reference for your family's alignment with our Statement of Faith. Once your application is submitted, we will send an email to your church reference for them to complete.

2. **Online Enrollment** – Following your submitted application, if there is space in the class for which you applied, you will receive an email on December 9 or 10, which will prompt you to complete the next step - 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. (tuition is updated in December each year)
    d. Submit your enrollment.

3. **Acceptance** – You will receive an email from our Preschool Director letting you know if you have been accepted and providing information needed to prepare for school at LCS.

Questions? Contact us!

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