

APPLICATION INSTRUCTIONS FOR NEW STUDENTS (NEW FAMILIES)

New students of families new to Kraybill should be enrolled using the Kraybill Applicant Portal. Current families re-enrolling a current student or enrolling a new student within their family should use the Parent Portal and not the Applicant Portal.

Step 1: Access the Applicant Portal

https://app.praxischool.com/site_login.php?s=5236

- a. Create a new user account. After clicking on Create New User, follow the system prompts and email verification process.
- b. Once you have completed creating a new user account, return to the Applicant Portal and login with your email and password.

Step 2: Complete the Application

- a. Once logged into the Applicant Portal, select the "New Student Application Form" from the form menu and click on "Start New Form."

- b. Fill out the **five** sections on the application form. A red * indicates a required field.

You can save your application and complete it later by clicking on "Pause & Continue Later."

Step 3: Submit the Application & Pay the Enrollment Fee

a. Click on "Submit Form"

b. Pay the Registration Fee:

Online: Change the Amount field to \$100 and complete the required name and payment information.

OR

By Check: Click "No Payment." Checks should be made payable to Kraybill Mennonite School and can be mailed to Kraybill or dropped off at the office during normal business hours.

c. Click "Confirm" and/or "Accept Charge & Submit Form"

You should receive a confirmation email after submitting your admission application.

The screenshot shows a web application interface. On the left is a sidebar menu titled "Complete Each Section" with links for "Student Information", "First Parent/Guardian", "Second Parent/Guardian", "Emergency Contact", "Acknowledgements", and "Application Actions". Under "Application Actions", the "Submit Form" button is circled in red and labeled 'a'. Below it are "Pause & Continue Later" and "Print" buttons.

The main content area contains a form with the following fields, all of which are circled in red and labeled 'b':

- Name: First Name, Last Name
- Address: Test, City, PA (dropdown), Zip/Postal
- Country: United States of America (dropdown)
- Email: Email
- Phone: Phone
- Payment Method: Electronic Check (No Fee), Credit Card (3% Processing Fee), No Payment
- Routing Nbr: Routing Number
- Acct Nbr: Account Number
- Acct Type: Checking Account (dropdown)

Below these fields is a checkbox for "I confirm that I have completed the info on all pages." and another for "I Accept Terms & Conditions" with a "Print" link. A paragraph of text follows: "By checking 'I Agree With Terms & Conditions' and by clicking the 'Review' button, I confirm that I am the owner of the account identified by the numbers entered above and authorize this merchant to convert my account information entered above into an electronic debit to my account for the amount of this transaction."

At the bottom, the "Amount:" field is set to "100.00" and circled in red, labeled 'c'. To its right are "Confirm" and "Accept Charge & Submit Form" buttons. At the very bottom, a blue bar displays "Amount Due Today" as "100.00".