

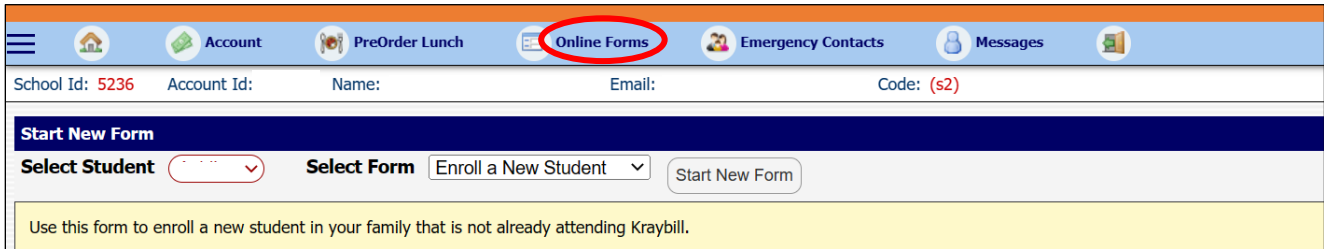
# NEW STUDENT ENROLLMENT INSTRUCTIONS FOR CURRENT FAMILIES

Current families should use the PraxiSchool Parent Portal to enroll a new student.

**Step 1: Log into the Parent Portal** - [https://app.praxischool.com/parent\\_login.php?s=5236](https://app.praxischool.com/parent_login.php?s=5236)

**Step 2: Complete the New Student Enrollment Form**

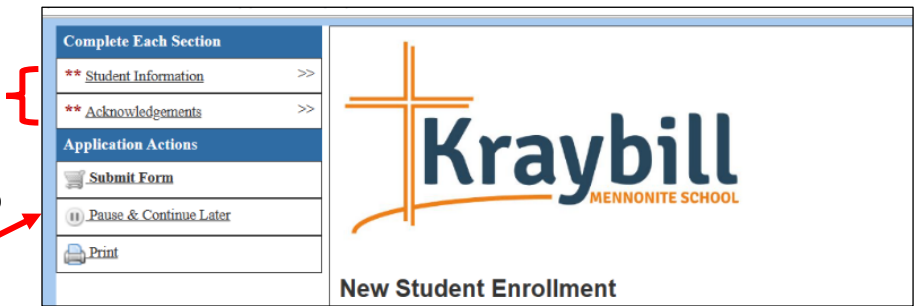
- Click "Online Forms"
- Choose "Enroll a New Student" from the Select Form menu. Don't worry about which student name is showing under the "Select Student" box.
- Click on "Start New Form"



- Complete all sections on the form.

A red \* indicates a required field.

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



**Step 3: Submit the Application & Pay the Enrollment Fee**

- Click on "Submit Form"

- Pay the Enrollment Fee:

**Online:** Change the amount 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.

- Click "Confirm" followed by "Process & Submit Form" on the popup screen, or if you selected "No Payment," then click "Accept Charge & Submit Form."

You should receive a confirmation email after submitting your enrollment form.

