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: <mark>Change the Amount field to $100</mark> 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.