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

Step 2: Complete the New Student Enrollment Form

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

| | Account | PreOrder Lunch | Conline Forms | Emergency Contacts | 8 Messages | a | | |
|--|-------------|----------------|---------------|--------------------|------------|----------|--|--|
| School Id: 5236 | Account Id: | Name: | Email: | Code | (s2) | | | |
| Start New Form | | | | | | | | |
| Select Student Start New Form Start New Form | | | | | | | | |
| Use this form to enroll a new student in your family that is not already attending Kraybill. | | | | | | | | |

d. 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."

| F | Complete Each Section | h |
|---|----------------------------------|------------------------|
| | ** <u>Student Information</u> >> | Kravbill |
| | ** Acknowledgements >> | |
| | Application Actions | |
| | Submit Form | παγυπι |
| | II Pause & Continue Later | MENNONITE SCHOOL |
| | Print | |
| | | New Student Enrollment |

Step 3: Submit the Application & Pay the Enrollment Fee

- a. Click on "Submit Form"
- b. 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.

 c. 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.

| | Complete Each Section | lu lu |
|----|---------------------------|---|
| | Student Information | |
| | Acknowledgements | |
| _ | Application Actions | Kravbill |
| d | Submit Form >> | MENNONITE SCHOOL |
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| | | New Student Enrollment |
| | | PAYMENT OF FEFS/PROMISE TO PAY |
| | | I accept full responsibility to pay all tuition, fees, and other associated costs, including late fees and any |
| | | transaction fees, as a result of my student(s) registration and/or receipt of services. Name as it appears on card. |
| | | * Name Last Name |
| | | * Address: Street |
| | | City PA V Zip/PostalC |
| Л | | Country: United States of America Facility |
| It | | Phone: |
| | | |
| | | C Electronic Check (No Fee) Credit Card (3% Processing Fee) Saved No Payment |
| | | Sarea: Select Saved Payment V |
| | | * I confirm that I have completed the info on all pages. |
| | | I Accent Terms & Conditions |
| | | By checking "I Accept Terms & Conditions," 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. |
| r | | * Amount: 100.00 |
| | | Confirm |
| | | Amount Due Today 100.00 |