



2019-20 Re-Enrollment Q&A

How do I re-enroll my child for the next school year?

1. Go to your ParentsWeb account (<https://tr-tn.client.renweb.com/pwr/>)
2. Login with your username and password
3. Select Apply/Enroll>>Enrollment/Re-Enrollment
4. Select "Click here to open online enrollment."
5. Click "Start Enrollment Packet" for the child(ren) you are planning to re-enroll
6. Make sure all sections have a green check mark, submit payment, and then submit completed packet for review.

What if I do not have a ParentsWeb account?

1. Go to <https://tr-tn.client.renweb.com/pwr/>
2. Click on "Create a ParentsWeb account" located next to the "Login" button.
3. Enter "TR-TN" as the district code
4. Use mother's email if you're creating an account for the sole purpose of re-enrollment.
 - a. By default, we assign enrollment responsibility to mom, so that is why it must be her email. Contact admissions if you would like to change the enrollment responsibility.
5. You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
6. Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
7. Click on the **Save Username and/or Password** button.
8. Close the window.
9. Log into ParentsWeb using your new username/password.

I do not see my child's enrollment packet in RenWeb.

More than likely, you do not have enrollment responsibility. By default, mother is set to have enrollment responsibility. Contact admissions@mytcalions.com if you would like to request enrollment responsibility be switched.

It will not allow me to select a separate payment plan for second child.

By default, FACTS will only allow you to select one payment plan if you have multiple children. For example, if you select 12 month pay for your first child, it will not allow you to select one time pay for your second. Contact Kristy Layman at kristy.layman@mytcalions.com if you need to opt for a different payment plan for one of your children.

I am not planning to re-enroll. How do I withdraw for the next year?

Simply select "Will not enroll" next to your child's name in the online enrollment system.

Should I opt for the Peace of Mind Benefit in FACTS?

If you have selected 12 month pay or opted for tuition insurance, you do not need to select the POM benefit. Your tuition insurance provides this same coverage and more.

I need to update my address. Where do I go now that it's not included with enrollment?

Parents have the capability to update student and household demographic information in ParentsWeb at any point in the year. Medical, authorized pick-up, transportation, grandparent, and other information can be updated here as well. Go to ParentsWeb>>School>>Web Forms>>Family Demographic Form to update this information.

We have 2 parent households. Are both of us responsible for submitting re-enrollment packets?

Yes. When two parent households are filling out packets for one child, all packets must be submitted and accepted before the child is enrolled at TCA. There will be a primary enrollment responsible parent packet and a secondary enrollment packet. Both sets of parents will receive an email with instructions on re-enrollment.

When is the deadline to re-enroll?

In order to avoid additional fees and secure your spot for next year, re-enrollment packets should be submitted on or before February 20. Spots are no longer guaranteed to current students beyond the February 20th deadline.

What if I would like to apply for financial aid?

If you have completed your taxes for 2018, you will be able to submit your Financial Aid application beginning February 4. The deadline to submit your financial aid application is April 15.

At what point am I locked in to my contract for the 2019-20 school year?

The deadline to withdraw for the 2019-20 school year is May 1st. Re-enrollment fee will not be refunded if the student has already enrolled for 2019-20. After the May 1st deadline, students are contractually bound for the following school year.

Were any changes made to the enrollment contract for the 2019-20 school year?

Yes. Please refer to the enrollment contract portion of your packet to review these adjustments in detail. I have highlighted a few areas of adjustment below.

- Parent Education - adjusted from 2 requirements per year to 1 requirement per year. More information to follow on this.
- Parent disclosure of any student criminal activity. (Addition)
- Class fees will now be collected according to the payment plan selected.
- Separate documentation will go out to students and parents in grades 6-12 related to the Honor Code.

Watch this short video for more information on how to access online enrollment and how to update your information in ParentsWeb...

