



St. Mary's Central Catholic School

1703 North Adams | Odessa, Texas 79761 | (432) 337-6052

February 27, 2019

Dear St. Mary's School Family:

Thank you for entrusting St. Mary's Central Catholic School with your child's education. We are preparing for the 2019-2020 school year and it is time to complete the student re-enrollment registration process. Having an accurate student count enables the school to plan accordingly for the next school year, and secures a seat for your child. Our online re-enrollment registration process, which includes verifying demographic data and electronic signatures of school forms, is available for you to complete at your convenience.

We are happy to announce that RenWeb and FACTS have merged together and is now called ParentsWeb/FACTS. As a result of this, all will be required to set up a FACTS account and choose a payment plan. All tuition and fundraising financial transactions will be processed and managed through FACTS accounts.

The online re-enrollment registration process must be completed and submitted to secure your child's spot. A non-refundable registration fee per student of \$350.00 (PK & K only) or \$300.00 (1st-8th) will be due at the time of registration to complete the re-enrollment process. Please note that all re-enrollment will be processed online through ParentsWeb. Re-enrollment and new student detailed instructions will be available on our website at www.smccsodessa.org, under the parents tab.

All current year tuition and fees must be up to date or alternate payment arrangements made with the school office to proceed with re-enrollment for 2019-2020. ParentsWeb will be blocked for delinquent accounts. The school office will try to contact parents with delinquent accounts. However, it is ultimately the parents' responsibility to contact the school office and make payment arrangements in order to gain access to ParentsWeb and complete the online school registration for 2019-2020. We certainly hope this isn't the case, but if you will not be re-enrolling your child next year, please complete and return to the school office, the "NOT RETURNING STUDENTS" form that is attached to this letter, by March 11, 2019.

If you have any questions about setting up your FACTS account, please contact the school office at 432-337-6052. Please allow 24-48 hours for a response as we work to ensure we get back to everyone as quickly as possible.

We are looking forward to next year and are blessed to have your family as part of our community.

Sincerely,

Benjamin Villarreal

Principal



RE-ENROLLMENT 2019-2020

RETURNING STUDENTS

We are making plans for the 2019-2020 school year! As we streamline our re-enrollment process, our first priority is to ensure our current students have their spots secured for the next school year.

Tuition rates for the 2019/2020 school year are posted on our website www.smccsodessa.org

If you are returning to St. Mary's next year, you do not need to return any of these forms. Please read and follow the instructions below to complete the re-enrollment process.

Friday, March 1, 2019 re-enrollment will begin for returning students and sibling of returning students.

- Registration fees of \$300.00 (1st-8th) \$350.00 (Pk-K) non-refundable student registration fee will be drafted from your FACTS account upon completion of the re-enrollment process.
- Completion of the re-enrollment process below must be submitted by Friday, March 29, 2019. After this date, open enrollment will begin.
- To complete the online re-enrollment process, access ParentsWeb through your existing login.
- To access ParentsWeb:
 - Please go to www.smccsodessa.org and select RenWeb login quick links at the bottom of web page.
 - Type in your username and password. If you have forgotten your username or password, please click on the link provided.
 - After logging in, click on the Apply/Enroll button in the left menu.
 - Click on the Enrollment/Reenrollment button.
- Our Online Enrollment system will open with a link to START the enrollment packet(s) for your child(ren). The online process should take approximately 15-20 minutes to complete. Your information will be saved if you need to quit and come back later.
- The Instructions and Enrollment Checklist for the enrollment packet contains supplemental enrollment forms that also must be electronically uploaded or returned to the school office in person. These forms are located in the document upload section.
- If you have any questions about the process, please contact the school office 432-337-6052.

Tuition Assistance is available for grades PK-8. Applications are available by request in the office. Applications must be submitted monthly to be considered for any type of tuition assistance. Tuition Assistance is issued on a first come first served basis. Thank you for choosing St. Mary's Catholic School!



SIBLING ENROLLMENT

Sibling Enrollment – Legal siblings of children currently enrolled at St. Mary's Catholic School have new student enrollment priority.

- New sibling enrollment may be done through your ParentsWeb account.
- Please go to www.smccsodessa.org and select RenWeb login quick links at the bottom of web page.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, select Apply/Enroll, and click on Application.
- Select 2019-2020 PK3-8 Application – Sibling
- Please be prepared to submit the following documentation:
 - Birth Certificate
 - Baptismal Certificate (If Catholic)
 - 1st Communion Certificate (If Catholic, for 3rd – 8th grade applicants)
 - Custody Documentation (If applicable)
 - Schedule a Placement Test (Required for 3rd – 8th grade applicants)
 - Complete Request for Records Form (Available in school office or online application forms)
 - Recent Report Cards (1st – 8th grade applicants)
 - Standardized Test Scores (1st – 8th grade applicants)

St. Mary's Central Catholic School will contact you by email to notify you that your new student has been added to your family account and the online registration process listed below may be completed:

- To access ParentsWeb:
 - Please go to www.smccsodessa.org and click on the Renweb login at the bottom of the webpage.
 - Type in your username and password. If you have forgotten your username or password, please click on the link provided.
 - After logging in, click on the Apply/Enroll button in the left menu.
 - Click on the Enrollment/Reenrollment button.
- Our Online Enrollment system will open with a link to the enrollment packet(s) for your child(ren). The online process should take approximately 15-20 minutes to complete. Your information will be saved if you need to quit and come back later.
- The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be electronically uploaded or returned to school office in person. These forms are located in the document upload section.
- If you have any questions about the process, please contact the school office 432-337-6052. To secure your child's spot, please complete the online registration by Friday, March 29, 2019. After this date, open enrollment will begin.

Thank you for choosing St. Mary's Central Catholic School.