

# **2021-2022 Bethel Lutheran School Registration Procedures**

## **INCOMING PRESCHOOLERS**

**All preschool registration will take place online,  
with the following schedule:**

Current Bethel students & siblings – Thursday, February 11, 2021

Bethel Lutheran Church members – Monday, February 22, 2021

General public – Monday, March 1, 2021

If you have any questions or problems during the registration process, please contact the school office at 309-266-6592. The office will be staffed starting at 6:00 AM on each registration day.

\*For full day students, please choose the full day class option in TADS that matches the day(s) you'd like your child to stay. If your child will not be staying for all of the afternoons (i.e., you want a MWF class with Monday and Wednesday afternoons but not Fridays), please select the class that includes the afternoons you'd like and call the school to let us know.

\*For 5s preK students that would like to stay full days, please select the AM 5s preK class and call the school to indicate which day(s) you'd like your child to stay for the afternoons.

## **Applications for current Bethel students and siblings:**

- At 6:00 AM on Thursday, February 11, you will receive an email from TADS with your own personal household link to use to re-register your student(s). *It is very important that you verify your contact information is correct within your TADS account so you receive the email at 6:00 AM. If you aren't sure or have questions, please stop in or call the school office at 309-266-6592 prior to February 11.*
- The link in your email will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- To apply for new siblings of current students, once you are logged in to your TADS account, click on the "Admissions" tab to submit an application for the new student.
- Registration fees of \$60 may be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) requesting an invoice be issued. A processing fee will be charged by TADS for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that confirms your requested session, asks you to pick a second option, or notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete registration.*
- Your child's teacher will reach out to you directly in August to set up a time to meet prior to the start of our 2021-2022 school year.

## **Applications for all new students:**

- A link to our TADS application system will be made available on our school website ([www.bethellutheranschool.org](http://www.bethellutheranschool.org)) at 6:00 AM on Monday, February 22 for use by Bethel Lutheran Church members only, and at 6:00 AM on Monday, March 1 for all other new students.
- The link will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- Registration fees of \$60 may be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) requesting an invoice be issued. A processing fee will be charged by TADS for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that confirms your requested session, asks you to pick a second option, or notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete registration.*
- Your child's teacher will reach out to you directly in August to set up a time to meet prior to the start of our 2021-2022 school year.

# **2021-2022 Bethel Lutheran School Registration Procedures**

## **INCOMING KINDERGARTEN STUDENTS**

**All kindergarten registration will take place online,  
with the following schedule:**

Current Bethel students & siblings – Thursday, February 11, 2021

Bethel Lutheran Church members – Monday, February 22, 2021

General public – Monday, March 1, 2021

If you have any questions or problems during the registration process, please contact the school office at 309-266-6592. The office will be staffed starting at 6:00 AM on each registration day.

If you indicate during the application process that you will be applying for financial aid, an additional email with instructions will be sent to you after your application is accepted.

## **Applications for current Bethel students and siblings:**

- At 6:00 AM on Thursday, February 11, you will receive an email from TADS with your own personal household link to use to re-register your student(s) for kindergarten. *It is very important that you verify your contact information is correct within your TADS account so you receive the email at 6:00 AM. If you aren't sure or have questions, please stop in or call the school office at 309-266-6592 prior to February 11.*
- The link in your email will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- To apply for new siblings of current students, once you are logged in to your TADS account, click on the "Admissions" tab to submit an application for the new student.
- Registration (\$280) and technology (\$50) fees may be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) requesting an invoice be issued. A processing fee will be charged by TADS for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete registration.*
- Kindergarten screening will be scheduled soon after your registration is completed; you will receive communications from Bethel staff to set up your specific screening time.

## **Applications for all new students:**

- A link to our TADS application system will be made available on our school website ([www.bethellutheranschool.org](http://www.bethellutheranschool.org)) at 6:00 AM on Monday, February 22 for use by Bethel Lutheran Church members only, and at 6:00 AM on Monday, March 1 for all other new students.
- The link will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- Registration (\$280) and technology (\$50) fees may be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) requesting an invoice be issued. A processing fee will be charged by TADS for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete registration.*
- Kindergarten screening will be scheduled soon after your registration is completed; you will receive communications from Bethel staff to set up your specific screening time.

# 2021-2022 Bethel Lutheran School Registration Procedures

## INCOMING 1<sup>ST</sup> THROUGH 8<sup>TH</sup> GRADE STUDENTS

### **Current Bethel students and siblings:**

All current incoming 1<sup>st</sup> through 8<sup>th</sup> grade students will automatically be promoted/registered in TADS to their next grade on Thursday, February 11. Most information within each student's current TADS account will be copied over to his/her new school year at that time.

After accounts are copied to the 2021-2022 school year, you will simply need to log into your TADS account to verify your information, update your preferences (media/photo release, volunteer preferences, etc.) and review document requirements to confirm your student for the 2021-2022 school year.

All accounts will automatically be billed for registration (\$280) and technology (\$50) fees on Friday, March 19, 2021. Fees may then be paid (1) online via credit/debit card or bank payment (with routing and account number) or (2) via requesting an invoice. A processing fee will be charged for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that should be turned in to the school office at any time before March 31, 2021 to avoid the late payment fee.

If your student will not be returning to Bethel next year or you aren't sure, you must let the office staff know prior to March 19 to avoid being charged the 2021-2022 registration and technology fees.

## **Applications for all new students:**

- A link to our TADS application system will be made available on our school website ([www.bethellutheranschool.org](http://www.bethellutheranschool.org)) at 6:00 AM on Monday, February 22 for use by Bethel Lutheran Church members only, and at 6:00 AM on Monday, March 1 for all other new students.
- The link will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- Registration (\$280) and technology (\$50) fees may be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) requesting an invoice be issued. A processing fee will be charged by TADS for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive communications from Bethel staff to walk you through the next steps of our grade school student admissions process.