



2022-2023 Bethel Lutheran School Registration Procedures

Bethel High School Students Entering 9th or 10th Grade

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A. General Information: Registration Schedule, Applications for Siblings¹ & Financial Aid

Bethel High School Registration Schedule:

Registration will take place online per the following schedule:

- Current Bethel students & siblings¹ – Thursday, February 17, 2022
- Bethel Lutheran Church members – Monday, February 28, 2022
- General public – Monday, March 7, 2022

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.

¹To apply for a new student that is the sibling of a current Bethel student: Log into your TADS account, click on the “Admissions” tab, and carefully follow the instructions to complete your application for the new student.

Financial Aid: 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.

B. Steps for Current 8th Grade Bethel Students Entering 9th Grade

Step 1

Current 8th Grade Bethel Students: At 6:00 AM on Thursday, February 17, 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 before February 17.

The link in your email will take you directly to the TADS online application page. Carefully follow the instructions to complete your application.

Payments for registration (\$280) and technology (\$50) fees are set up during the online application process. The payment/billing options include

1. Online via *credit/debit card* (*TADS will charge a processing fee for credit/debit)
2. Online bank payment (with routing & account number; no processing fee from TADS)
3. Request an invoice be issued
4. Cash or check payments - must be turned in to the school office within fifteen (15) days, or your registration will be deemed incomplete.

Step 2

Within two (2) business days, after applying online, you will receive communications from Bethel staff to walk you through the next steps of our student admissions process.

C. Steps for Current 9th Grade Bethel Students entering 10th Grade (See Note 2 if your student is not returning or you are not sure)

Step 1

All current Bethel students going from 9th to 10th grade will *automatically be registered/promoted in TADS to their next grade on Thursday, February 17*. Most information within each student's current TADS account will be copied over to his/her new school year at that time.

²Note: If your student will not be returning to Bethel next year, or you aren't sure, you must let the office staff know before March 25 to avoid getting charged for the 2022-2023 registration and technology fees.

Step 2

After accounts are copied to the new school year, you need to log into your TADS account to review/verify your information and to confirm your student's enrollment for the 2022-2023 school year. You will need to:

- A. Review and verify your information (addresses, phone numbers, etc.)
- B. Update your preferences (media/photo release, volunteer preferences, etc.)
- C. Review document requirements
- D. Arrange for registration & fee payments -
All accounts will automatically be billed for registration (\$280) and technology (\$50) fees on Friday, March 25, 2022. Your payment/billing option include:
 - 1. Online via *credit/debit card (*TADS will charge a processing fee for credit/debit)
 - 2. Online bank payment (with routing & account number; no processing fee from TADS)
 - 3. Request an invoice be issued
 - 4. Cash or check payments – To avoid a late payment fee, turn into the school office before March 31, 2022

D. Steps for All New Students Entering 9th or 10th Grade
(Refer to Page 1 if you are applying for the sibling of a current Bethel student)

Step 1

Apply online: A link to our TADS application system will be available on our school website (www.bethellutheranschool.org) per the schedule below. The link will take you directly to the TADS online application page. Carefully follow the instructions to fully complete your application in our TADS registration system.

Schedule:

- Bethel Lutheran Church Members at 6:00 AM on Monday, Feb. 28
- All other new students at 6:00 AM on Monday, March 7

Payments for registration (\$280) and technology (\$50) fees are set up during the online application process. The payment/billing options include

1. Online via *credit/debit card* (*TADS will charge a processing fee for credit/debit)
2. Online bank payment (with routing & account number; no processing fee from TADS)
3. Request an invoice be issued
4. Cash or check payments – must be turned in to the school office within fifteen (15) days, or your registration will be deemed incomplete.

Step 2

Within two (2) business days, after applying online, you will receive communications from Bethel staff to walk you through the next steps of our student admissions process.