2022-2023 Bethel Lutheran School Registration Procedures

Page 1 of 3

Students Entering Kindergarten

A.	Registration Schedule & Financial Aid	Page 1
B.	Current Students & Siblings	Page 2
C.	Students New to Bethel	Page 3

A. Registration Schedule & Financial Aid

All kindergarten registration will take place online per the following schedule:

- Current Bethel students & siblings 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.

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 Bethel Students & Siblings¹ Entering Kindergarten

Step 1

Current 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.

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.

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.

Reminder - Your registration is not finalized, nor is your spot guaranteed until registration fees are paid.

Step 2

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 waitlist. You MUST complete the actions requested in the confirmation email to complete your registration.

A Kindergarten screening will be scheduled soon after your registration is completed; Bethel's staff will contact you to set up your specific screening time.

C. Steps for All New Students Entering Kindergarten

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. Follow the instructions carefully to complete your application.

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
- Cash or check payments must be turned in to the school office within fifteen (15) days, or your registration will be deemed incomplete.

Reminder - Your registration is not finalized, nor is your spot guaranteed until registration fees are paid.

Step 2

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 waitlist. You MUST complete the actions requested in the confirmation email to complete your registration.

A Kindergarten screening will be scheduled soon after your registration is completed; Bethel's staff will contact you to set up your specific screening time.