



2023-2024 Bethel Lutheran School Registration Procedures for *Grades 1 through 8*

Students Entering 1st through 8th Grade

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A. Registration Schedule & General Information

School registration will take place online per the following schedule:

- Current Bethel students & siblings – Thursday, February 16, 2023
- Bethel Lutheran Church members – Monday, February 27, 2023
- General public – Monday, March 6, 2023

^aIf you have a student that will not be returning to Bethel School next year, or you aren't sure, you must let the office staff know before March 24 to avoid getting charged for the 2023-2024 registration and technology fees.

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

B. Steps for Current Bethel Students & Siblings^b (See Note “a” if your student is not returning or you are not sure)

Step 1

All current Bethel students going into 1st through 8th grade will *automatically be registered/promoted in TADS to their next grade on Thursday, February 16*. Most information within each student’s current TADS account will be copied to their new school year.

^a**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 24 to avoid getting charged for the 2023-2024 registration and technology fees.

^b**To 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 complete the new student application. Carefully follow the instructions to ensure that each application section is fully complete.

Step 2

After accounts copy over to the new school year, you need to log in to your TADS account to review/verify, update, and confirm/submit your student’s enrollment for the 2023-2024 school year. You will need to:

- Review & update your account information (e.g., household, contacts, health, financial, etc.)
- Update your preferences (e.g., media/photo release, volunteer preferences, etc.)
- Review & fulfill document requirements.
- Choose your registration & fee payment method - **All accounts are billed automatically for registration (\$280) and technology (\$50) fees on Friday, March 24, 2023. Your payment must be received by March 31, 2023, to avoid incurring a late payment fee.**

Your options for payment methods are:

- Automatic credit/debit card payment (TADS electronic processing fee is applied)
- Automatic bank payments from checking/savings (TADS electronic processing fee is applied)
- Cash or check payment – must be turned in to the school office before 3/31/23.

C. Steps for All New Students Entering 1st – 8th Grade

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 ensure that each application section is fully complete.

Schedule:

- Bethel Lutheran Church Members at 6:00 AM on Monday, February 27
- All other new students at 6:00 AM on Monday, March 6

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

- Automatic credit/debit card payment (TADS electronic processing fee is applied)
- Automatic bank payments from checking/savings (TADS electronic processing fee is applied)
- Cash or check payment - 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.