



## 2018-2019 Bethel Lutheran School Registration Procedures

### RETURNING STUDENTS

#### Entering All Grades (Preschool through 8th)

- At 6:00 AM on Thursday, January 25, you will receive an e-mail from TADS with your own personal household link to re-register your student(s). *It is extremely important that you verify your contact information is correct within your TADS account so that you receive the e-mail at 6:00 AM. If you aren't sure or have questions, please contact the school office at 309-266-6592 prior to January 25.*
- The link will take you directly to the registration system; please follow the instructions carefully and ensure all information is filled out as requested.
- Registration fees may either be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) an invoice will be issued. A 3% processing fee will be charged for each credit or debit card transaction; there is no fee if you pay with 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 spot is not guaranteed until registration fees are paid.
- Within two (2) business days, you will receive an additional e-mail 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 e-mail to complete your registration.
- Registrations are date and time stamped within TADS and will be evaluated in the order they are received. Only returning students will be accepted until the next registration group begins on Monday, February 5.

# SIBLINGS OF RETURNING STUDENTS

## Entering All Grades (Preschool through 8th)

- At 6:00 AM on Thursday, January 25, the application system will become active for siblings of returning students ONLY.
- Once logged in to your TADS account, please click on the “Admissions” tab to start an application for the new student. You may also find the link to the application system on our school websites ([www.bethellutheranpreschool.com](http://www.bethellutheranpreschool.com) and [www.bethellutheranschool.org](http://www.bethellutheranschool.org)).
- Please follow the instructions carefully and ensure ALL information is filled out as requested.
- Registration fees may either be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) an invoice will be issued. A 3% processing fee will be charged for each credit or debit card transaction; there is no fee if you pay with 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 spot is not guaranteed until registration fees are paid.
- After the completion of all required information, you will receive a confirmation e-mail that your application has been received.
- Within two (2) business days, you will receive an additional e-mail 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 e-mail to complete your registration.
- Applications are date and time stamped within TADS and will be evaluated in the order they are received. Only applications from siblings of returning students will be accepted until the next registration group begins on Monday, February 5.

## ALL NEW STUDENTS

### Entering All Grades (Preschool through 8th)

- A link to an application system will be made available on our school websites ([www.bethellutheranschool.org](http://www.bethellutheranschool.org) and [www.bethellutheranpreschool.com](http://www.bethellutheranpreschool.com)) at 6:00 AM on Monday, February 5 for use by Bethel Lutheran Church members and at 6:00 AM on Thursday, February 22 for all new students.
- The link will take you directly to the application system; please follow the instructions carefully and ensure ALL information is filled out as requested.
- Registration fees may either be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) an invoice will be issued. A 3% processing fee will be charged for each credit or debit card transaction; there is no fee if you pay with 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 spot is not guaranteed until registration fees are paid.
- Once complete, you will receive a confirmation e-mail that your application has been received.
- Within two (2) business days, you will receive an additional e-mail 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 e-mail to complete your registration.
- Applications are date and time stamped within the system, and requests for preschool sessions and/or grade school classes will be evaluated in the order they are received.
- Only applications from Bethel Lutheran Church members will be accepted until open registration begins on Thursday, February 22.

## IMPORTANT NOTES

- If you are a returning family, it is extremely important that you verify your contact information is correct within your TADS account so that you receive the registration e-mail at 6:00 AM on January 25. If you aren't sure or have questions, please contact the school office prior to January 25.
  
- If you indicate during the registration process that you will be applying for financial aid, an additional e-mail with instructions will be sent to you after your application is accepted.
  
- If you indicate during the registration process that you will be signing up for before or after care, an additional e-mail with instructions will be sent to you after your application is accepted.
  
- If you have any questions or problems during the registration process, please contact the school office. The office will also be staffed for calls with questions or problems starting at 6:00 AM on January 25 and at 6:00 AM on February 22.

Students	Grade Levels	Date/Time Registration Opens	Date Exclusivity Ends
Returning students	All preschool and grade school classes	6:00 AM on Thurs, 1/25	Monday, February 5
Bethel Church members	All preschool and grade school classes	6:00 AM on Mon, 2/5	Thursday, February 22
New students	All preschool and grade school classes	6:00 AM on Thurs, 2/22	N/A