

INSTRUCTIONS FOR REGISTERING YOUR CHILD

Please follow these instructions for registering your child for Gottesman Academy.

1. Go to our registration page by copying and pasting this URL in your browser's address bar or by clicking on the link Registration Form link on the parent web page.
<https://19598.schoolforms.org/registration>
2. Log on by using your NetClassroom ID and password. Contact the office if you are unsure of your credentials.
3. Select the registration form for one of your children.
4. Review each of the pre-populated fields, correcting or completing any fields that need it.
5. On the last page, click on the links to print the additional forms that are required to complete your child's registration:
 - a. The appropriate financial agreement
 - b. *Emergency Information Form*
 - c. *Request for Private School Transportation (K-8 only)*
 - d. *Textbook Loan Form (K-8 only)*
6. Read the *Conditions of Registration* and sign and date the Registration Form
7. Pay the registration fee and submit your form.
8. Return to the list of available forms and follow the steps for each of your other children.

Once you have submitted your child's registration, be sure to complete the additional required forms and submit them immediately to the GRTWA office via US mail or in person. Please do not email or FAX them. Your child's registration is not considered complete until these additional required forms have been submitted.

If you are not planning to pay your tuition in full with cash or a check, you **must** establish a FACTS account to pay your tuition. Information on establishing a FACTS account can be found on the parent pages of our website.

Without exception, the online registration must be completed and submitted AND all of the additional required forms must be submitted to the school office by the early registration deadline in order to receive the early registration credit.