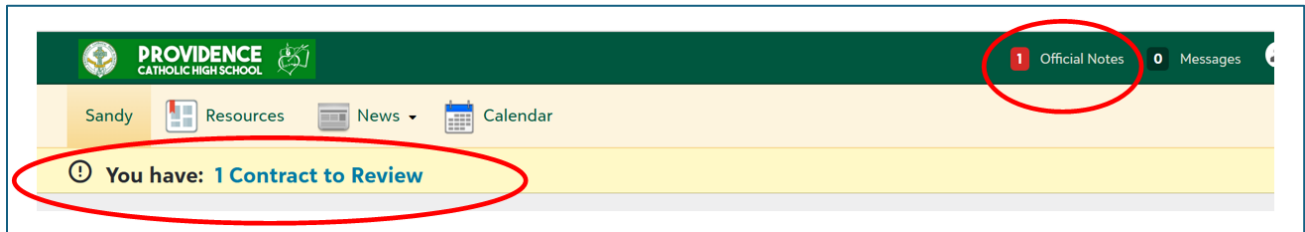
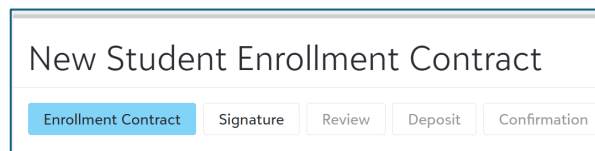


Enrollment Contract & New Checklist

Once you have indicated that you accept, we will post an enrollment contract for your student. You will be notified by email and will also see two alerts when you login to the Parent Portal: a new **Official Note** and the yellow banner shown below.



Select **1 Contract to Review**. You will see 5 tabs, as shown here. Be sure to review and complete the information in all 5 tabs.



After submitting, you will receive 2 emails: one to indicate that the contract was submitted and another indicating it was processed. At that point, your child is considered officially enrolled and a Providence Catholic student!

Also at that time, your records are moved from the Enrollment database to the Student database. Your Parent Portal login remains the same, but you will see a slightly different screen. You will be assigned one final checklist. It contains tasks such as uploading your student's birth certificate, choosing course electives and a handful of other agreements to be signed. Please complete these as soon as possible, but definitely by noon on Feb. 23 (before Incoming Freshmen Information Night).

