

## Instructions for ONLINE Re-Enrollment



### Step 1



### Step 1—ParentsWeb

- **Begin Re-Enrollment at ParentsWeb - [Click here](#) or use the quicklink ([ParentsWeb](#)) on the top right of the ICS Website as pictured above.** (Sign-in instructions are included in your Online Resource Guide. They are available on our website at [www.icsva.org](http://www.icsva.org), *School Life, Resource Documents, Item 12.*)
- **Click on [Family Information/Re-enrollment](#) on the left side of the screen to begin the Re-Enrollment Process. Be sure to complete each screen for each student enrolled.** (If you do not plan to re-enroll, please complete the Withdrawal Form under School Information/ Webforms.)
- **Continue through each screen and click [Next](#) to proceed. The process is not finished until you see click [FINISH](#) at the end.**

### Step 2



### Step 2—FACTS Online Registration

- **Complete the [FACTS Online Registration](#) to make your March payment and arrange for any future payments for tuition, hot lunch, etc. This is a new feature.**
- **[Click here](#) or use the quicklink ([FACTS PAYMENTS](#)) on the top right of the ICS Website as pictured above to register for FACTS. This is required for all families. Use **NEW USER** feature.**
- **Use financial information on the blue spreadsheet to enter into the FACTS system.**

**You are now finished!!**

Contact Diane Carnahan, Admissions Coordinator at [carnahan@icsva.org](mailto:carnahan@icsva.org) or call the school office (703-941-1220) if you have any problems or questions.

**Deadline: March 22, 2010**