

November 28, 2011

Dear Parent/Guardian,

Welcome to the on-line St. Cletus School student re-enrollment process. This streamlined process allows parents to quickly and easily enter/update their student and family information through our on-line TeacherEase database. You will now review and update your student data, emergency information, milk choices, and aftercare registration in one simple step. Following are the instructions to complete your family record:

1. Visit the St. Cletus website: www.stcletusparish.com/school. Click on the **Parents** page. Scroll down to TeacherEase (right side of page) and key in your email address and assigned password. Click on **Login**.
2. Under *Miscellaneous*, click **Online Registration**. A drop-down box will allow you to access and edit each of your children's records individually.
3. For each student in your family, review the student and contact information for accuracy. All fields must be complete.
4. If you plan to register for *Before/Aftercare*, change the drop-down arrow to **Yes**. You will be invoiced later for the \$25.00 annual registration fee.
5. Under the *Medical/Health Info* section, if you already have student accident insurance for your child, change "Has Health Insurance" drop-down arrow to **Y** and key in the name of your insurance provider. If you would like to purchase student accident insurance provided by our plan administrator, Zevitz-Redfield & Associates, please contact the school office for an insurance form.
6. For milk orders, go to the Milk: Chocolate or Milk: White drop-down boxes and change the drop-down arrow to the number of milks your child will drink each day. You will be invoiced later for your order.
7. Opt Out of Photos: The default for this is "No." If you do not want photos of your child published on the school website, change the drop-down box to "Yes."
8. If any of the following entries are blank, enter the fields with your correct information:
 - a. Baptism: Church / Parish
 - b. Baptism: City / Town
 - c. Baptism: Date
 - d. Physician's Name & Phone Number
 - e. Physician's Phone Number
 - f. Public School District
 - g. Public School Location
 - h. Public School Name
 - i. Religion
 - j. Walk/Ride Bike (Yes or No): answer whether or not your child is allowed to walk or ride a bicycle to and from school
9. Contact Information: If any contact and/or emergency information has changed, please make the corrections. You must choose whether or not your contacts are allowed to pick up your children from school. Emergency contacts listed are for:
 - a. School emergencies;
 - b. Aftercare pickup; and
 - c. Athletics and extracurricular activities.
8. Now that your contact information is verified and/or updated, click on the **Save** button; the next screen confirms your registration and shows additional forms that must be completed for your child's re-enrollment—for example, obtain medical records by start of school. You may download these documents from TeacherEase or the school website.
9. Repeat the above steps for each child in your family.

10. After each downloaded, completed document is returned to and recorded by the office, a green checkmark will appear next to that step in the registration process, which means this part of your registration is complete. You may log in any time to review your registration status.

If you have any questions about the above instructions or the registration process, please contact the school office. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Taylor', written in a cursive style.

Jeff Taylor
Principal