



We are pleased you have chosen St. Christopher School for the 2022-2023 school year, and look forward to once again having you as part of our school family. Please complete the online registration/enrollment process through Gradelink's EnrollMe program following the directions below.

As a returning family to St. Christopher School, log into your parent Gradelink account then click the *Re-Enroll* tab to complete the online registration process. You will need to complete the re-enrollment process for each returning student. The EnrollMe process will transfer most of the information from one student account to the next, but each student does need to be re-enrolled into the system. After completing the re-enrollment of a current student, a menu will appear at the bottom of the screen to continue enrolling returning or new (ex. Kindergarten) student(s).

In order to receive the parishioner rate, check the box in the Scholarship Information section found within the Tuition tab. St. Christopher Parish and the Cleveland diocese also offer financial assistance. To apply for this needs-based financial assistance, click on the link provided in the Financial Assistance section also found within the Tuition tab and complete the necessary application.

It is recommended that you complete the enrollment process in one sitting. However, if the enrollment process has to be stopped, the program will save all entered information and create a temporary login and password to be used when you are ready to complete the process.

A non-refundable \$100 per Family is due at the time of re-registration. After March 1, 2022 this non-refundable fee increases to \$200 per Family. To pay the registration fee by credit card go to <https://stchrisparish.com/> and select donate now. From the dropdown menu, select SCS Registration fee. Fill in all of the needed information, including your \$100.00 payment. If you would prefer to pay the registration fee by check, you can mail it or drop it off to the school office marked: attention Mrs. Zell.

**Note:** *Completing the online Gradelink EnrollMe process does not guarantee admission. NEW students will need to provide a copy of the birth certificate and baptism certificate (if not baptized at St. Christopher) to the school office or email the documents to [stchrisschool@scsrr.org](mailto:stchrisschool@scsrr.org) upon registration. NEW students will also need to download and return the Physical/Immunization form found in the Attachment section of the EnrollMe program to the school by the first day of classes.*

**Additional Note:** *The information entered in EnrollMe will be used for our St. Christopher School directory. Please email the school office at [stchrisschool@scsrr.org](mailto:stchrisschool@scsrr.org) if you DO NOT want your information to be included in the directory.*

*If you have any questions or need any assistance, please email Mrs. Zell at [stchrisschool@scsrr.org](mailto:stchrisschool@scsrr.org).*