



ONLINE RE-ENROLLMENT FOR 2025-2026 SCHOOL YEAR IS NOW OPEN!

Dear St. Mary School Parents/Guardians,

November 5, 2024

We are so grateful that your child is part of our St. Mary School community, and we're excited to continue partnering with you in their educational journey. At this time, we are already looking ahead and making plans for the next school year. To make the process easier, re-enrollment for next school year (2025-2026) will be completed online through our FACTS SIS SYSTEM where you can enjoy the convenience of completing the process from home. This option saves time, secures your child's place for the upcoming year, and helps streamline communication.

Re-enrollment for the 2025-2026 school year IS NOW AVAILABLE **and will continue through November 29, 2024.** During this process, you will also pay your re-enrollment fee of \$135 per child online. Late fees may be assessed after November 29th.

Thank you to all families who have already completed their re-enrollment.

To complete our online reenrollment process, you will access our Family Portal through your existing login. If you do not have a login, please follow the Instructions for Creating a Family Portal Login found on the front of our website, www.smarys.org.

To access Family Portal:

- Please go to [FACTS Family Portal](#)
- Type in your username and password. If you have forgotten your username or password, please click on the link provided
- Go to left-side Navigation Menu
- Click on **Apply/Enroll**
- Click on **Enrollment/Reenrollment**

Our Enrollment system will open with a link to the enrollment packet for your child/children. The process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. Please also see the email sent from the main office today regarding re-enrollment.

We always love to expand our St. Mary School Family and welcome new siblings! If you're considering enrolling another child, please let us know. You can find all the information on the How to Enroll New Students Online Instruction letter on the next page!

Thank you for being an essential part of our community!

Sincerely,

Mrs. Patricia Mancuso
Principal, St. Mary School

How to Enroll NEW Students Online

(IF YOU ARE ENROLLING A BRAND NEW STUDENT/SIBLING)

(they are NOT currently a St. Mary School student in any grade from 3 year old preschool through 8th grade):

- 1- You're first step is to go into your current FACTS/SIS FAMILY PORTAL
- 2- Here you will be given the option to **APPLY** to St. Mary School.
- 3- Go into the click Apply/Enroll, then click Application to begin an application for your NEW student. Here you will be given instructions on the next steps to apply. **NOTE:** Please be sure to go into **APPLY** (NOT ENROLL)
- 4- After we receive your application, we will send you an email regarding how to complete enrollment to St. Mary School and the next steps you will be taking.
- 5- **NEW STUDENT APPLICATION FOR ENROLLMENT IS OPEN AT THIS TIME.** You can now begin any new enrollments only.

If you have any questions regarding:

RE-ENROLLMENT- please contact Ann Marie Morales at mainoffice2@smarys.org or 856-629-6190 ext. 233.

NEW ENROLLMENT--please contact Jackie Kern at advancementoffice@smarys.org or 856-629-6190 ext. 234.

Thank you for being a part of our St. Mary School family and continuing your educational journey here at SMS.

Sincerely,

Mrs. Patricia Mancuso
Principal, St. Mary School