2023-2024 Re-Enrollment Instructions

To complete our online re-enrollment 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 Parent Login listed below.

To access Parent Login and complete Re-enrollment:

- Please go to www.renweb.com or visit the school website at www.epworthcs.com and click on the 'PARENTS' tab, then click on the 'RENWEB-district code ECS-DE' link from the drop-down menu.
- Select **Parent Login** and select **FACTS Family Portal** from the drop-down menu.
- Enter **ECS-DE** for the district code.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on **Family** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.
- Click on **Start Enrollment Packet**

Our online re-enrollment system will open with a link to the enrollment packet for your student(s). The online process should take approximately 15 minutes to complete. Your information will be saved if you need to stop and come back later.

The instructions and re-enrollment checklist page of the re-enrollment packet contains supplemental enrollment forms and required fee that also must be submitted. Further instructions on this information can be found on the second page of this document.

If you have any questions about the process, please call 302-875-4488 ext.316.

Sincerely,

ECS Registrar Office

Instructions for Creating a Parent Login:

- Please go to www.renweb.com. or visit the school website at www.epworthcs.com and click on the 'PARENTS' tab, then click on the 'RENWEB-district code ECS-DE' link from the drop-down menu.
- Select **Parent Login** and select **FACTS Family Portal** from the drop-down menu.
- Enter the **ECS-DE** for the district code
- After the Parent Login screen opens, please select **Create New Family Portal Account**.
- Enter your email address.
- Click **Create Account**
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your password.
- After saving your password, go back to the Renweb login screen and login

Instructions:

After clicking on the **Start Enrollment Packet**, please complete the Online Re-enrollment forms listed in the left menu, beginning with **Enrollee Information**.

Feedback will be provided throughout the process to help you complete the re-enrollment packet.

- A yellow caution sign will appear on the left menu next to forms that are missing required information.
- A green check mark will appear on the left menu next to forms that are completed.
- Once each section has green check marks, select **Enrollment Packet Review**.

After you have completed the re-enrollment packet, a **Submit Re-enrollment Packet** form will appear. Please follow the instructions to submit the re-enrollment packet.

Next Steps:

After your re-enrollment packet is submitted, you will receive a confirmation email. At any time, you can re-access Online Re-enrollment through your FACTS Family Portal login. Following submission, please submit the Re-enrollment Fee, Tuition Payment Preference Form, Extended Care Agreement Form and Updated Immunization Records (for new students and if there are any new vaccinations added to the immunization record) to the Main Office or School Registrar Office. Refer to the Re-Enrollment Checklist below.

Returning Students (per student): $100 if re-enrolling between February 1st to February 16th; $250 when re-enrolling from February 17th to February 28th.

Re-Enrollment Checklist:

In order to complete the re-enrollment process, please complete the checklist items listed below, including submission of all supplemental enrollment forms.

- Submit completed Online Re-enrollment packet
- Submit the Re-enrollment Fee (see above)
- Submit the following documentation (hardcopy form):
  - Updated Immunization Records (if warranted)
  - Tuition Payment Preference Form with attached required fee (see above). This document will need to be printed from the school website at www.epworthcs.com.
  - Extended Care Agreement Form (This document will need to be printed from the school website).

The Tuition Payment Preference Form and Extended Care Agreement Form can be found on the school website under the **REGISTRATION** tab. **A hardcopy of these forms (signature required) must be received with the Re-enrollment Fee for re-enrollment to be complete.**