

# Enrollment Instructions for the 2021-2022 School Year

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We sincerely thank you for choosing Sacred Heart Catholic School - we consider it a true honor to share this excellent Catholic education experience with your family. Our administration, faculty, and staff members are looking ahead and making plans for the upcoming school year. In preparation for the 2021-2022 school year, please take time now to complete your child's reenrollment for next year.

We are excited to announce that we will be changing our student information system from PowerSchool to FACTS Student Information System (SIS) for the start of the 2021-2022 school year. To complete the online reenrollment, you will access our new FACTS Family Portal.

Instructions for creating your Family Portal account and submitting your enrollment packet for the 2021-2022 school year:

Click here to get started. <https://shh-ms.client.renweb.com/pwr/>

*NOTE: You will need to log into two accounts during the re-enrollment process.*

1. *You will set up a username and password for the FACTS SIS (Student Information System) Family Portal. This is new for everyone. It can be the same username and password as your FACTS Financial/Tuition account that you already have.*

*The family portal account must be linked to an email we have in FACTS for your family.*

*Keep this username and password for the future. The FACTS Family Portal will be used for course selection at the high school later this year, and beginning in August it will replace PowerSchool as your means to check grades, attendance, etc.*

2. *While in the enrollment packet you will be required to log into your FACTS Financial/Tuition account to select a tuition payment plan. Please do not set up a new account. If you do not know your password, you can request a password reset through your email.*

*At the end of the enrollment packet you will also be asked to pay your \$300 Registration Fee. This fee will only be charged one time per family. Remember, this fee increases on March 2<sup>nd</sup> to \$400.*

1. Click **Create New Family Portal Account**.
2. Type your email address and click **Create Account**. An email will be sent which includes a link to create your Family Portal login. The link is active for 6 hours. It may take a few minutes to receive the email.
3. Select the **Click to Create your Family Portal Login** link.
4. A web browser displays your **Name** and **FACTS Person ID**.
5. Type a **User Name**, **Password**, and **Confirm your password**.
6. Click **Save User Name and/or Password**.
7. A message displays at the top of the browser, "**User Name/Password successfully updated.**"
8. Log into **Family Portal** using the User Name/Password you created.
9. After logging in, click on **Apply/Enroll** in the left menu and the **Enrollment/Reenrollment** link.
10. Our **Online Enrollment system** will open with a link to the enrollment packet for your child. Please carefully review all information for accuracy. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to stop and come back later.

If you have any questions or need more information about the reenrollment process, please reach out to Monica Bellipanni at [mbellipanni@shshattiesburg.com](mailto:mbellipanni@shshattiesburg.com) or Shannon Bennett at [sbennett@shshattiesburg.com](mailto:sbennett@shshattiesburg.com).

### **Enrolling Siblings Who Are New to Sacred Heart**

To enroll a younger sibling who has not attended Sacred Heart in the past, parents must complete an Application for Admissions. This application is not a part of the online Family Portal used to re-enroll current students. The link to the application is available on the school website at <https://shh-ms.client.renweb.com/oa/?memberid=15548>.

#### Instructions:

1. Create an Online Admissions account. Note: This is not the same account as the Family Portal for current students. Once your student is enrolled, he/she will be included on your Family Portal account.
2. Complete the online Application for Admission, submit all required documentation and pay the \$30 application fee.
3. The Director of Admissions will contact you regarding an admissions decision and send online enrollment instructions. Note: The Registration Fee will be charged one time per family.

If you have any questions about Admissions, please contact Carrie Bell at [cbell@shshattiesburg.com](mailto:cbell@shshattiesburg.com) or 601-583-8683, option 6.