

RETURNING STUDENT ONLINE REGISTRATION

2017-2018 Academic Year

Admissions and Registration Information for Returning Pilibos K-12 Students.

** Pre-School Students entering Kindergarten need to use the New Student Registration form.*

- Visit http://www.pilibos.org/admissions_process and http://www.pilibos.org/tuition_aid
- After reviewing the steps and the fees, you may begin the registration process.
- **Returning Students:** Log onto your Infinite Campus Portal <https://machform.pilibos.org/view.php?id=21906>

STEP 1

Begin your online registration here.

<https://machform.pilibos.org/view.php?id=21906>

You may need to disable your computer's pop-up blocker

Once you complete and submit this form, you will be directed to the following sites:

1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 1:
Demographics
Please enter
identifying
information. Some
information here
may be asked again
on Infinite Campus.

If you are
registering more
than one student,
please list all their
names here. If one
of the registering
students are new to
our school, please
do not list them
here and instead
complete a “New
Student
Registration” Form
as well.

MachForm

17-18 Online Registration - Returning Students

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 1 of 9 - Demographics

11%

DEMOGRAPHICS

Name of Student #1

First Last

Grade Level

Name of Student #2

First Last

Grade Level

Name of Student #3

First Last

Grade Level

Name of Student #4

First Last

Grade Level

Guardian #1 Name *

First Last

Home Address

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

Phone

- -

Page 2: Placement
This page is only for students entering
9th grade. All other continuing students
will be placed in Eastern or Western
Armenian based on prior years.

MachForm

17-18 Online Registration - Returning Students

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 2 of 9 - Recommendations

22%

PLACEMENT

Armenian Language / Literature class placement (ONLY for entering 9th graders. All other students will continue with the same placement as prior years)

☐ Eastern Armenian

☐ Western Armenian

Continue Previous

Powered by MachForm

Page 3: Health Information
If you have updated immunization
forms, please upload here.

MachForm

17-18 Online Registration

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 3 of 9 - Health

30%

HEALTH INFORMATION

Physician's Name

First Last

Phone

--- --- - ---

Insurance Name

Insurance Number

Name of Primary on Insurance

First Last

Please note all Kindergarten students will need to provide updated immunization forms.

All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization (called "Tdap") for school in the fall. This school immunization law (www.abotestofschool.org/laws/) affects all students in public and private schools. All 7th - 12th grade students must have received the Tdap shot in the past 10 years. As of the 2016-2017 academic year, exemption due to religious beliefs is no longer honored or accepted. Rose and Alex Pilibos Armenian School needs to have proof of the immunization in our records.

Upload a pdf, jpg, or png of your child's updated immunization records.

SELECT FILES

MEDICAL CARE AUTHORIZATION:

I, the undersigned parent or legal guardian of above mentioned minor, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or supervision of any member of the medical staff and Emergency room staff licensed under the provisions of the California Medicine Practice Act or a dentist licensed under the provisions of the Dental Practice Act, and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care, which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not withheld if the undersigned cannot be reached. This authorization is given pursuant to the provisions of section 25.8 of the Civil Code of California.

By marking below:

☐ Yes, I agree to the above "MEDICAL CARE AUTHORIZATION" statement.

☐ No, I DO NOT agree to the above "MEDICAL CARE AUTHORIZATION" statement.

EMERGENCY CARE AUTHORIZATION:

I understand that emergency information is required by the school for the release and treatment of my child for any problem requiring possible emergency action. It is my responsibility to notify the school IMMEDIATELY of any change.

☐ Yes, I agree to the above "EMERGENCY CARE AUTHORIZATION" statement.

☐ No, I DO NOT agree to the above "EMERGENCY CARE AUTHORIZATION" statement.

Continue Previous

Powered by MachForm

Page 4: Program Requests

Please **ONLY** mark the items you are interested in. You will be contacted at a later time with more information if you are interested.

MachForm

17-18 Online Registration - Returning Students

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 4 of 9 - Program Requests

44%

PROGRAM REQUESTS

Mark all items that you are interested in for the 2017-18 School Year. By marking your choices below, you are only indicating interest and will be sent information at a later time.

☐ Bus Transportation: Fee will Apply

☐ Extended Care: K-3rd Grade Students - Fee will Apply

☐ SAT Supplemental Class: 11th Graders Only - Fee will Apply

Continue

Previous

Powered by MachForm

Page 5: Authorizations

Mark or initial each authorization.

MachForm

17-18 Online Registration

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 5 of 9 - Authorizations

56%

AUTHORIZATIONS

AUTOMATED NOTIFICATION AUTHORIZATION:
Pilbos uses an automated notification system to deliver announcements and emergency messages. This means you will receive communication sent out from an off-site computer generated (i.e. automated) system. All the information is kept confidential and strictly for this purpose.

☐ Yes, I agree to the above "NOTIFICATION AUTHORIZATION" statement.

☐ No, I DO NOT agree to the above "NOTIFICATION AUTHORIZATION" statement.

MEDIA AUTHORIZATION:
I understand and agree that photographs and video recordings of students and activities in which they participate, may be used in school's electronic publications such as newsletters, website, social media networks and in other promotional media. ⁴

☐ Yes, I agree to the above "MEDIA AUTHORIZATION" statement.

☐ No, I DO NOT agree to the above "MEDIA AUTHORIZATION" statement.

FIELD TRIPS:
To simplify the communication process, your initials are requested to grant permission for most field trips throughout the year. Please note, you will still have the option to NOT allow your child to participate in certain field trips throughout the year if you so choose.

I give permission for my child to participate in field trips and do hereby grant permission for emergency medical assistance to be administered by a licensed physician or a hospital should such an emergency occur, and I cannot be notified.

☐ Yes, I agree to the above "FIELD TRIP" statement.

☐ No, I DO NOT agree to the above "FIELD TRIP" statement.

STUDENT HANDBOOK & CONTRACTS ACKNOWLEDGEMENT:
I acknowledge receipt of the Rose and Alex Pilbos Armenian School Student Handbooks, agreements, and contracts (Attendance Policy Agreement, Academic Integrity Contract, and Technology Usage Agreement) found at www.pilbos.org/student_handbooks.

I have carefully read the information contained therein and, by my initials below, represent that I understand and accept the terms of the Student Handbook. Both my child and I agree to abide by all the rules and regulations of the School, as stated in all official School publications and handbooks, which may be subject to revision from time to time without notice.

By initialing, I agree to the above "STUDENT HANDBOOK & CONTRACTS ACKNOWLEDGEMENT" statement.

Continue

Previous

Powered by MachForm

Page 6: Enrollment and Tuition Agreement

Mark or initial each area.

1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 6 of 9 - Enrollment and Tuition

67%

ENROLLMENT AND TUITION AGREEMENT

1) TERMS OF AGREEMENT: This agreement shall be in effect for the 2017 - 2018 school year, unless otherwise terminated as provided herein.

2) REGISTRATION: The registration package consists of the following fees:

a) School registration fee: A nonrefundable fee of \$675.00 is due, together with this signed agreement at the time of Registration. Early registration begins on Monday, January 30, 2017 and ends on Monday, April 8, 2017. After the deadline, registration applications will only be considered based on availability of space and will be charged a registration fee of \$725.00 until June 9, 2017. Any applications thereafter will be charged a registration fee of \$775.00.

b) Enrichment fee: An enrichment fee collected for each enrolled student will cover costs for programs and materials that integrate Science, Technology, Engineering, Arts, and Mathematics (STEAM) skills into our curriculum and additional enrichment projects which are implemented throughout the year. The nonrefundable fee for K-12th grade students is \$250.00. This fee does not include costs related to field trips, fundraising activities, extra-curricular activities, and certain standardized tests.

c) Board of Regents fee: The Board of Regents is the governing body of all Prelacy Armenian Schools and they manage the policies and procedures of all the Prelacy schools. A \$100 fee per student is assigned to cover their cost of operation.

d) Smart Tuition fee: The school outsources its tuition collection process to this specialized company; this allows our school staff to concentrate on educational related matters and facilitates remote payments. Each family must pay a \$50.00 administrative fee to Smart Tuition upon enrollment. All families will be automatically registered with Smart Tuition at the time of registration, and a 13 digit family ID will be emailed to you.

3) TUITION: Tuition for the 2017 - 2018 school year is \$7,250.00 to be paid in ten (10) monthly installments of \$725.00 per month. Tuition does not include supplemental expenses including, but not limited to uniforms, books and supplies.

a) The first tuition payment of \$725.00 is due on or before August 18, 2017 and all tuition payments thereafter must be received no later than the 15th day of the month per this schedule:
August 18, 2017; September 15, 2017; October 15, 2017; November 15, 2017; December 15, 2017; January 15, 2018; February 15, 2018; March 15, 2018; April 15, 2018; May 15, 2018

b) Tuition Payment Methods:
i) All payments must be made through Smart Tuition. These may be in check, electronic payments, credit card or cash. Cash payments only will be accepted at the school's Finance office.
ii) You may make tuition payments other than cash through the Smart Tuition secure website www.parent.smarttuition.com or over the phone (888) 868-8828 by calling Smart Tuition's toll free customer service line.
iii) You may also mail your checks in the envelopes provided by Smart Tuition (note that you have to request "mailed invoices" to receive enveloped enclosed invoices from Smart Tuition).
iv) You may make your payment through automatic debit from your checking or savings account, or from your credit card. Mastercard, Discover, or American Express cards are accepted. A 2.95% convenience fee will be assessed for all credit/debit card transactions. Automatic payments may be set up either in Smart Tuition or at your financial institution.
v) Tuition invoices will be mailed or emailed ten (10) days prior to their due dates to the address you have provided to the school. Note: it is the parent's responsibility to report non receipt of an invoice prior to the due date, and it cannot be used as an excuse for late payment.

4) LATE PAYMENTS: All tuition payments shall be paid timely in compliance with the terms set forth in paragraph three (3) herein. In the event tuition is not received timely, the following provisions shall apply:
a) Smart Tuition may contact the primary account holder by telephone and email if a payment is not received in full by the due date selected. A grace period of 10 calendar days is given for late payments after which a \$50 penalty is automatically charged by Smart Tuition.

Initial Here to agree to Term 4a

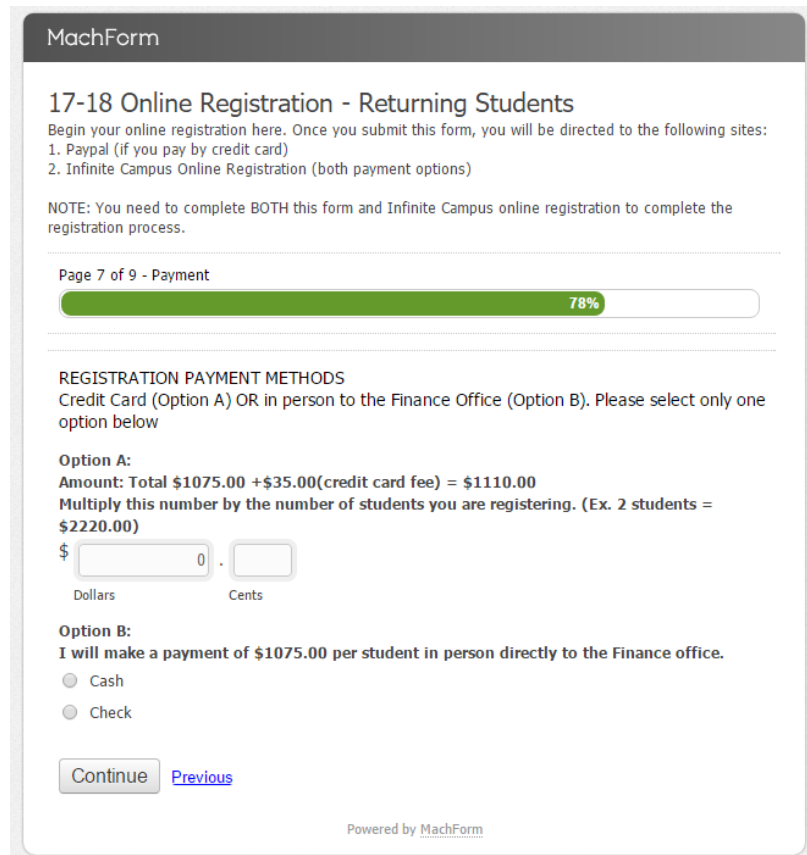
b) A fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web, and for failed check payments. Your bank may impose additional fees.

Initial Here to agree to Term 4b

c) If any part of a student's tuition account is over 40 days overdue and a

Page 7: Registration Payment

Please choose ONLY ONE option. If you choose Option A, you will be directed to PayPal website and then the Infinite Campus Online Registration website. If you choose Option B, you will be directed to your Infinite Campus Portal where you will click on the Online Registration Link.



MachForm

17-18 Online Registration - Returning Students

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 7 of 9 - Payment

78%

REGISTRATION PAYMENT METHODS

Credit Card (Option A) OR in person to the Finance Office (Option B). Please select only one option below

Option A:
Amount: Total \$1075.00 + \$35.00(credit card fee) = \$1110.00
Multiply this number by the number of students you are registering. (Ex. 2 students = \$2220.00)
\$.
Dollars Cents

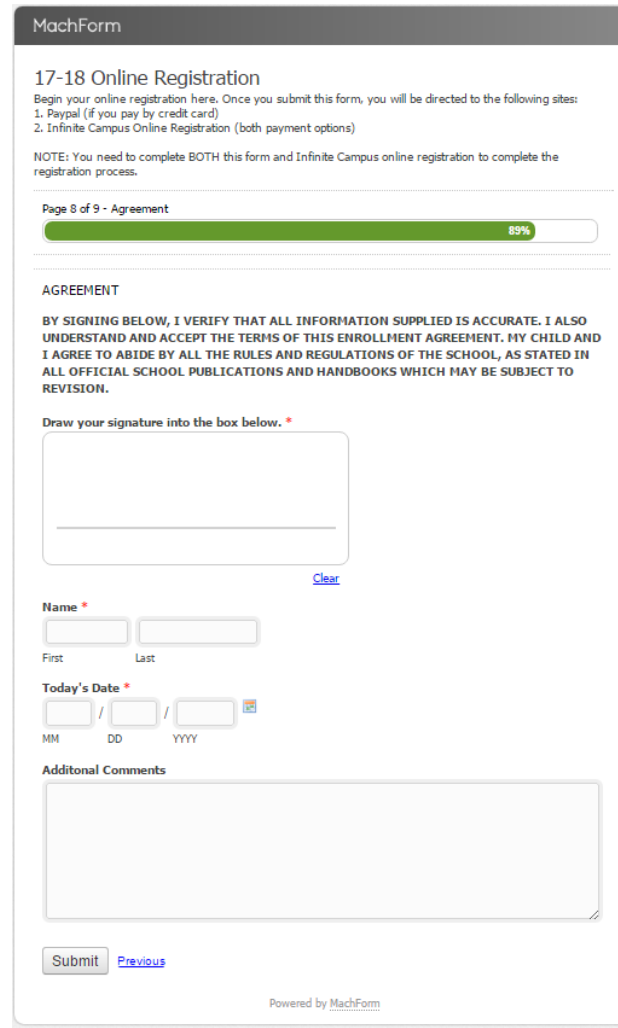
Option B:
I will make a payment of \$1075.00 per student in person directly to the Finance office.
☐ Cash
☐ Check

[Previous](#)

Powered by MachForm

Page 8: Agreement

Sign, Type your Name and date. You may include additional comments if you so desire.



MachForm

17-18 Online Registration

Begin your online registration here. Once you submit this form, you will be directed to the following sites:
1. Paypal (if you pay by credit card)
2. Infinite Campus Online Registration (both payment options)

NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.

Page 8 of 9 - Agreement

89%

AGREEMENT


BY SIGNING BELOW, I VERIFY THAT ALL INFORMATION SUPPLIED IS ACCURATE. I ALSO UNDERSTAND AND ACCEPT THE TERMS OF THIS ENROLLMENT AGREEMENT. MY CHILD AND I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS OF THE SCHOOL, AS STATED IN ALL OFFICIAL SCHOOL PUBLICATIONS AND HANDBOOKS WHICH MAY BE SUBJECT TO REVISION.

Draw your signature into the box below. *

[Clear](#)

Name *

First Last

Today's Date *
 / / 
MM DD YYYY

Additional Comments

[Previous](#)

Powered by MachForm

NOTE:

The total registration fee is \$1110 if you pay by credit card. The total is \$1075 if you pay by cash or check to our main office.

If you are registering more than one student, please make sure to multiply the above amounts by the number of students you are registering. **However, remember that you need to pay the Smart Tuition fee of \$50.00 only one time per household.**

Step 2 – After the Paypal site (only if you paid by credit card) you will directed to your child(ren)'s Infinite Campus Portal

The screenshot displays the Infinite Campus Portal interface. At the top, the header includes the 'Campus Portal' logo, a 'SELECT A STUDENT' dropdown, a welcome message 'Welcome Eio Antonyan', and navigation icons for home, notifications (9+), and sign out. The left sidebar menu lists various options: 'Family', 'Messages', 'Discussions', 'Household Information', 'Family Members', 'Calendar', 'Fees', 'Payments', 'Notification Settings', 'Online Registration', and 'Pilibos'. The 'Pilibos' link is circled in green. A red arrow points from the text 'Click on the ONLINE REGISTRATION LINK ON THE BOTTOM OF THE MENU.' to the 'Pilibos' link. The main content area shows 'District Announcements - 0 messages', 'School Announcements - 2 messages' (expanded to show a welcome message and a user guide link), and 'Inbox - 199 messages'.

Click on the ONLINE REGISTRATION LINK ON THE BOTTOM OF THE MENU.

Step 3



Elo Antonyan

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.

Este editor es actualizar los datos de los estudiantes que actualmente están matriculados en el Distrito. Puede agregar nuevos estudiantes que están registrando para el año de selección más adelante en el proceso.

Student Name	Grade	Included in new App?	Reason if not included
Student Name	01	yes	Included
Student Name	09	yes	Included
Student Name	11	yes	Included

Registration Year 17-18 ▼ *

Begin Registration

The names of all you children who will register for next year should be listed here along with their grade level for next year. If you do not see all continuing students names here, please contact our office. If you are registering a new student, they will not be listed here.

Click here to begin registration on Infinite Campus

Step 4



Application Number 1

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call (555) 555-5555 during business hours or leave a message and a representative will be back in touch with you the next business day.

This is some text!

This text is bold.

This text is emphasized.

[Please Click here!](#)



Begin

NO NEED TO CLICK HERE.

Click "Begin"

Step 5 – STUDENT(S) PRIMARY HOUSEHOLD

On these next pages, information should already be filled in. However, a lot of the items will be highlighted in yellow. You will need to review and save once more. If there are changes, PLEASE make sure to mark them ALL!



Application Number 1

* Indicates a required field



▼ Home phone

Home Phone

() - *

Next ▶

▶ Home Address

▶ Mailing Address

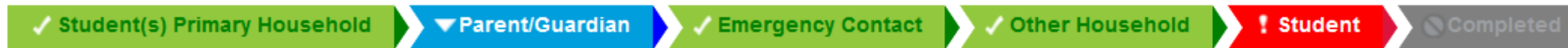
Save/Continue

Step 5 Cont. – PARENT/GUARDIAN



Application Number 2

* Indicates a required field



Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
		F	✓	Existing	Edit/Review
		M	✓	Existing	Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back

Save/Continue

Edit/Review both
Guardians

Step 5 Cont. - EMERGENCY CONTACTS

* Indicates a required field



Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
			✓	Existing	Edit/Review
			✓	Existing	Edit/Review
			✓	Existing	Edit/Review

IN AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Emergency Contact](#)

[Back](#)

[Save/Continue](#)

Add more contacts if necessary.

Edit/Review all Emergency contacts. **Make sure there are at least 2-3 emergency contacts for each student.**

Step 5 – Cont. OTHER HOUSEHOLDS

* Indicates a required field



Other Household

First Name	Last Name	Gender	Completed	Record Type	
		M	✓	Existing	Edit/Review

Please list all other children of the Primary Household not currently enrolled in school.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Household Member \(Child not currently enrolled\)](#)

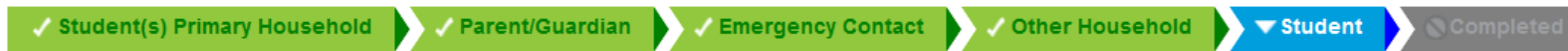
[Back](#)

[Save/Continue](#)

If the student has a sibling that IS NOT a student of Pilibos, please add them here. This includes graduates of Pilibos as well.

Step 5 Cont. - STUDENT

* Indicates a required field



Student

First Name	Last Name	Gender	Completed	Record Type	
		M	✓	Existing	Edit/Review
		M	✓	Existing	Edit/Review
		F		Existing	Edit/Review

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back

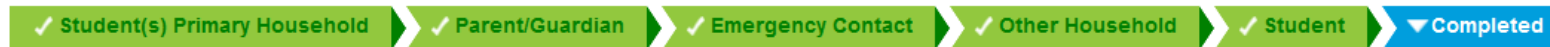
Save/Continue

Edit/Review all students

If one of your children will be new to Pilibos this year, we ask you DO NOT add them here. Rather, we ask that you go through the "New Student" Registration process from the beginning.

Step 6 – COMPLETED

* Indicates a required field



You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

[Application Summary PDF](#)



Submit if finished

Click "Back" if you need to make changes

You can view a PDF of your child(ren)'s application(s).

Verification Email

Please note that you will receive a verification email stating that your application has been submitted. It does not verify acceptance. That will happen at a later time.

In the meantime, if you have any questions, please email us at contact@pilibos.org or call our main office at 323-668-2661.

Thank you.