# 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 <a href="http://www.pilibos.org/admissions\_process">http://www.pilibos.org/tuition\_aid</a>
- 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. <a href="https://machform.pilibos.org/view.php?id=21906">https://machform.pilibos.org/view.php?id=21906</a>

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

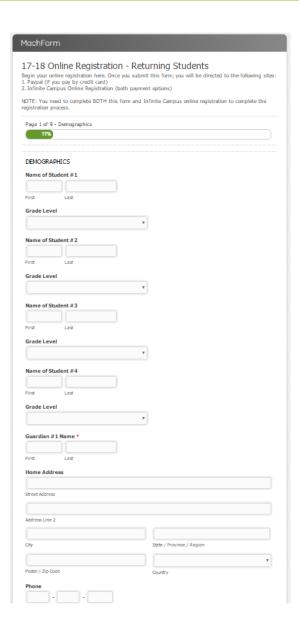
Once you complete and submit this form, you will be directed to the following sites:

- 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.

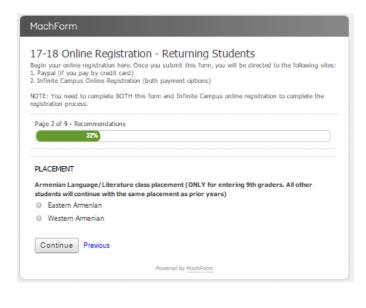
### Page 1: Demographics Please enter identifying information. Some information here may be asked again on Infinite Campus.

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.



### Page 2: Placement

This page is only for students entering 9<sup>th</sup> grade. All other continuing students will be placed in Eastern or Western Armenian based on prior years.



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

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### 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.

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### Page 5: Authorizations Mark or initial each authorization.

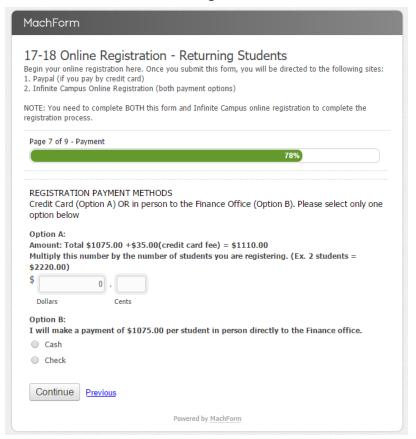
MachForm
17-18 Online Registration  Begin your online registration here. Once you submit this form, you will be directed to the following sites:  1. Paypal (if you pay by credit card)  2. Infinite Campus Online Registration (both payment options)
NOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration process.
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Page 5 of 9 - Authorizations
56%
AUTHORIZATIONS
AUTOMATED NOTIFICATION AUTHORIZATION:  Pilibos 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. "
Yes, I agree to the above "MEDIA AUTHORIZATION" statement.
<ul> <li>No, I DO NOT agree to the above "MEDIA AUTHORIZATION" statement.</li> </ul>
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 Pilibos Armenian School Student Handbooks, agreements, and contracts (Attendance Policy Agreement, Academic Integrity Contract, and Technology Usage Agreement) found at www.pilibos.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
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### Page 6: Enrollment and Tuition Agreement Mark or initial each area.

. Paypal (if you pay by credit card) . Infinite Campus Online Registration (both payment options)
IOTE: You need to complete BOTH this form and Infinite Campus online registration to complete the registration rocess.
Page 6 of 9 - Enrollment and Tuition
67%
ENROLLMENT AND TUITION AGREEMENT
<ol> <li>TERMS OF AGREEMENT: This agreement shall be in effect for the 2017 – 2018 school year, unless otherwise terminated as provided herein.</li> </ol>
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 faux, An enrichment fau collected for each enrolled student will cover costs for programs and materials that integrate Science, Technology, Engineuering, Arts, and Mathematics (STEAM) skills into our curriculum and additional enrichment projects which are implemented throughout the year. The nonredundable face 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 standardical texts.
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 fiee: The achool 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.
<ol> <li>TutiTiON: 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.</li> </ol>
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:  JAI 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.sartitution.com or over the phone (888) 868-8828 by calling Smart Tuition's toll five 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 2-55% 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.
<ol> <li>LATE PAYMENTS: All tuition payments shall be paid timely in compliance with the terms sat forth in paragraph three (3) harain. In the event tuition is not received timely, the following provisions shall apply:</li> </ol>
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 30 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
ad
<ul> <li>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.</li> </ul>

### 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.



### Page 8: Agreement

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

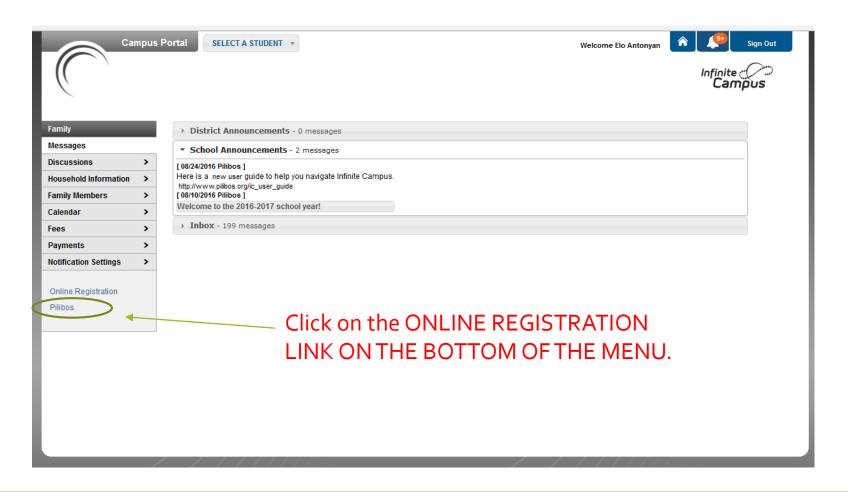
MachForm	
17-18 Online Registration  Begin your online registration here. Once you submit this f  1. Paypal (if you pay by credit card)  2. Infinite Campus Online Registration (both payment option	
NOTE: You need to complete BOTH this form and Infinite ( registration process.	Campus online registration to complete the
Page 8 of 9 - Agreement	
	89%
BY SIGNING BELOW, I VERIFY THAT ALL INFORI UNDERSTAND AND ACCEPT THE TERMS OF THIS S I AGREE TO ABIDE BY ALL THE RULES AND REGUI ALL OFFICIAL SCHOOL PUBLICATIONS AND HAN REVISION.	NROLLMENT AGREEMENT. MY CHILD AND ATTOMS OF THE SCHOOL, AS STATED IN
Draw your signature into the box below. *	
Clear	
Name *	
First Last	
Today's Date *	
MM DD YYYY	
Additonal Comments	
Submit Previous	<i>b</i>
Powered by Ma	ichForm

### 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



## Step 3



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 V



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



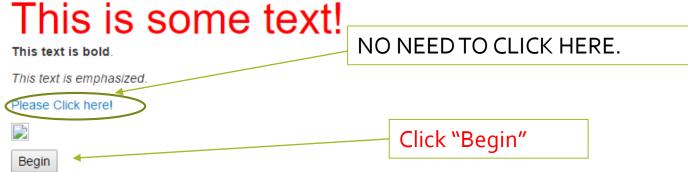
Application Number 1

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-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.

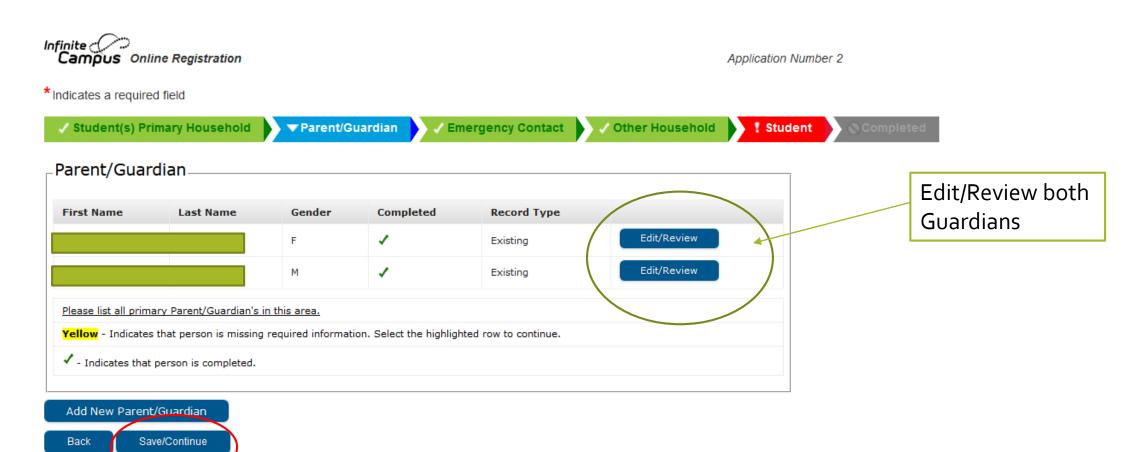


## Step 5 – STUDENT(S) PRIMARY HOUSEHOLD

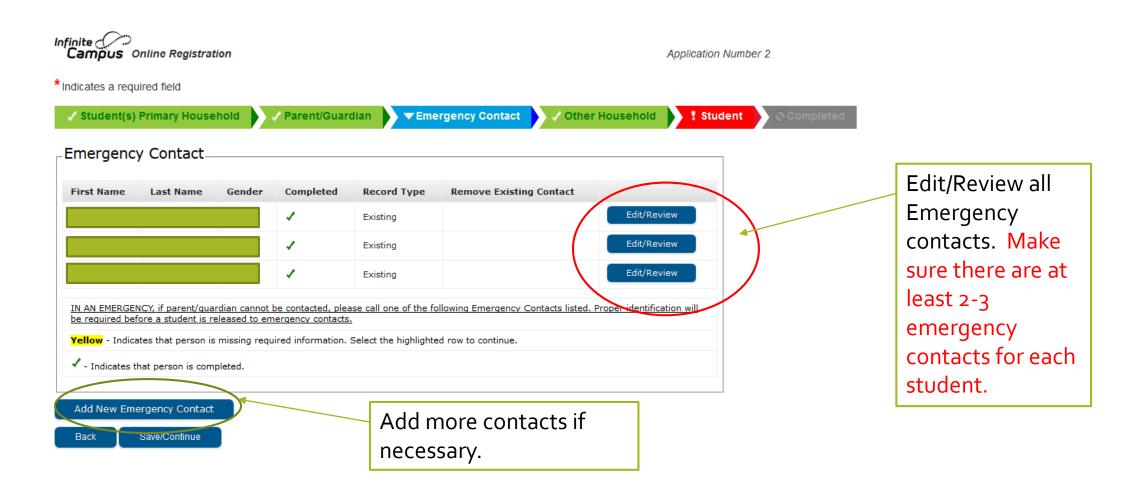
On these next pages, information should already be filled in. However, a lot of the items will be highlighted in yellow. You will need to review and save once more. If there are changes, PLEASE make sure to mark them ALL!



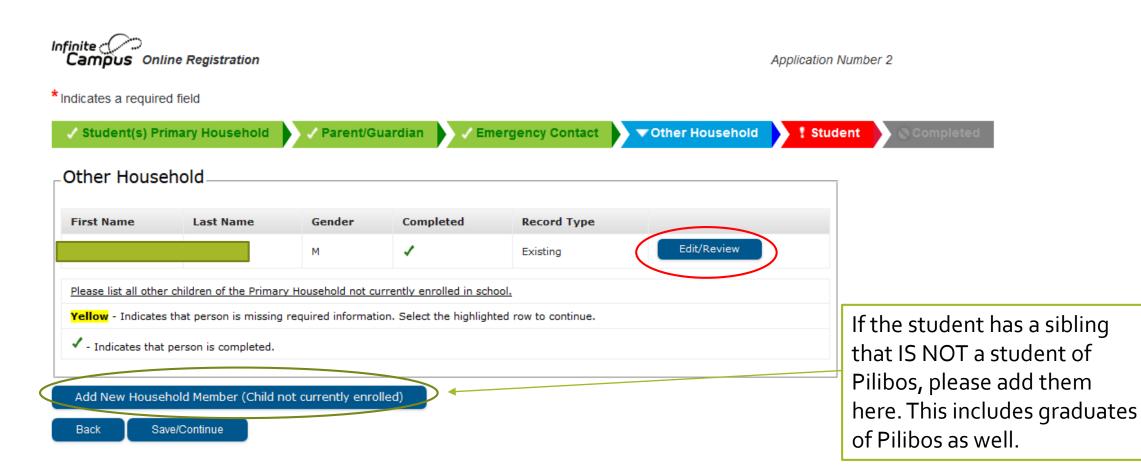
## Step 5 Cont. – PARENT/GUARDIAN



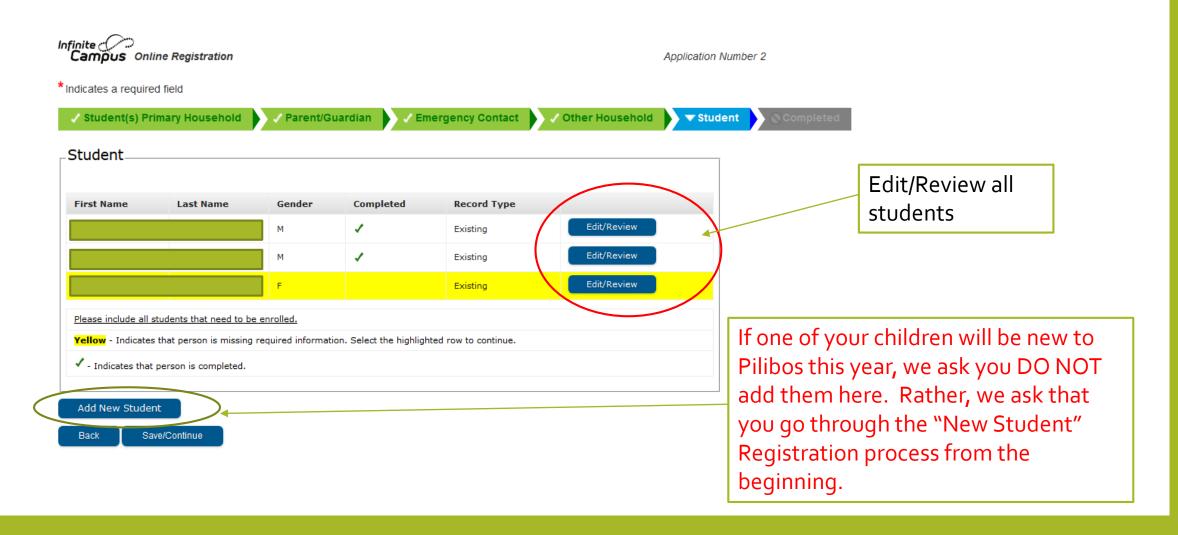
## Step 5 Cont. - EMERGENCY CONTACTS



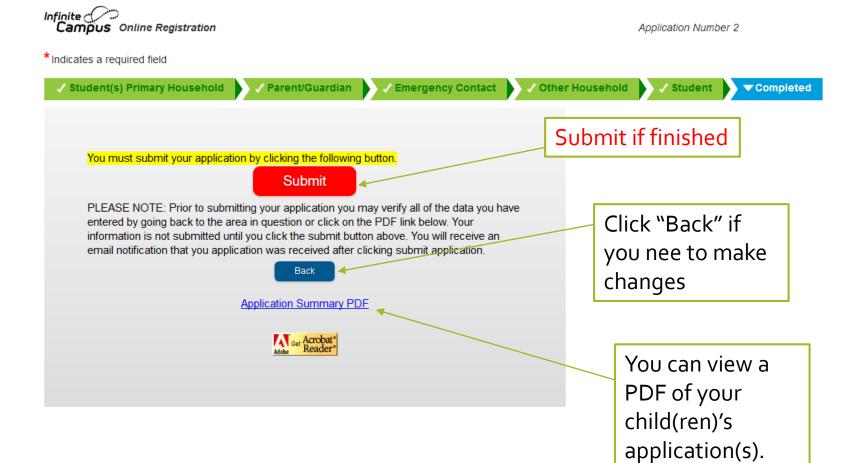
## Step 5 – Cont. OTHER HOUSEHOLDS



## Step 5 Cont. - STUDENT



## Step 6 – COMPLETED



### **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.