



New Continuous Enrollment Process

Our students have re-enrolled at an extremely high percentage in the past and therefore, to be considerate of families' busy schedules and the expressed desire for a simplified re-enrollment process, our board has elected to adopt a Continuous Enrollment Program. This streamlined process for the 2020-2021 school year allows you to automatically re-enroll for the upcoming school year. **In other words, to re-enroll for next school year, you simply do nothing!**

Covenant families have through the last day of February to opt out of continuous enrollment. Otherwise, on March 1st, all eligible students will be automatically re-enrolled. For the convenience of families on a monthly payment plan, the \$200 non-refundable re-enrollment fee will be divided into three equal installments that will be billed with your April, May, and June tuition payments. Families who pre-pay their entire tuition will be invoiced in March for this re-enrollment fee.

Parent Agreements that have been signed during your student's initial enrollment or most recent re-enrollment will remain in effect until your child(ren)'s graduation (or withdrawal) from Covenant. The school will communicate directly with you if any changes are made to these agreements in subsequent years. Students in grades 3-12 will review and sign the Student Code of Conduct agreement during the first week of school each year. If at any point you need to update demographic information, transportation information, emergency contacts, or medical information, etc., you should do so by contacting Carolyn Haas (ext.231 Carolyn.Haas@DiscoverCovenant.com) in the business office.

If you are unsure as to whether or not you will be re-enrolling your child(ren) for the 2020-2021 school year, you may opt out of the Continuous Enrollment Program. To opt out, please complete an Opt Out Form through ParentsWeb and email it to Carolyn.Haas@DiscoverCovenant.com or bring the completed form to the main office during business hours. **Completed Opt Out Forms must be received no later than February 29, 2020.**

Please note that by opting out of continuous enrollment your student's spot in the class will be opened to prospective students, and your child will no longer be guaranteed a spot for the 2020-2021 school year. You may still re-enroll at a later date - so long as there is space available - with a re-enrollment fee of \$250.