

What is re-enrollment?

Re-enrollment is the period when families of current LCA students (**Preschool through 11th grade**) submit documentation and deposits in order to register and reserve seats for their students for the 2011-2012 school year. If a family wants to enroll a brand new student to LCA, please contact the Admissions Office. New students must complete an application for admission to LCA, not re-enrollment.

When is re-enrollment?

Families can begin submitting their re-enrollment paperwork and deposits beginning on **Monday, February 7, 2011**. The re-enrollment period concludes on **Saturday, February 26, 2011**.

When will I receive my re-enrollment package?

Each year, LCA strives to streamline the re-enrollment process and be good stewards. This year, in order to reduce expenses and be environmentally conscious, we are not printing all the re-enrollment materials. Instead, on Thursday, February 3rd, each student will bring home a re-enrollment envelope. (PS-6th grade will take the envelope home via their Thursday folders. 7th-12th grade students will receive their envelopes in their Bible classes.) The envelope will contain step-by-step instructions regarding how to access and submit their re-enrollment documents. An email blast will go out on the 3rd, notifying parents that their children will be bringing home re-enrollment materials. By February 3rd, all re-enrollment documents will be posted on the LCA website for your family's convenient access.

How can I submit the re-enrollment paperwork and deposit?

1. Mail the paperwork - Parents can submit their paperwork and tuition deposits through the mail. Similar to Disney's "FASTPASS," "**Eagle Pass**" provides your family with an opportunity to complete the re-enrollment documentation, and then mail the forms along with deposit(s) to the Admissions Office. If a family elects to use this option, remember, all re-enrollment forms and fees have to be postmarked by **Saturday, February 26, 2011**.

2. Drop off in person - If a parent would like to pay your tuition deposit **with a credit card**, or would prefer to submit the re-enrollment forms and deposit **in person**, the Admissions Office will still be available to serve you. (All credit card payments must be handled in person.)

Friday, February 25th

8:00am-4:30pm

Central Business Office (2nd floor)

Rose Campus

Saturday, February 26th

8:30am-11:30am

Chapel/Main Entrance

Rose Campus

What if a parent wants to drop off his/her child's re-enrollment papers prior to February 20, 2010?

Call the Admissions Office and arrange a time to drop off the re-enrollment papers. **Campus offices should not accept or collect re-enrollment documents and deposits.** Parents can contact the Admissions Office by calling 859-422-5724 or 859-422-5733. Remember all re-enrollment documents are due or postmarked by **Saturday, February 26, 2011**.

Lesley Sizemore-Hardin

Director of Admissions and Human Resources