



TRINITY
CHRISTIAN ACADEMY

Returning Students Re-Enrollment Procedures 2022-2023

Re-enrollment will open online on January 31, 2022 through the Parent PlusPortal. Instructions can be found at tcajax.org/re-enrollment or in the Parent PlusPortal on the log-in page. Re-enrollment must be done on a computer, iPad, or tablet; it is not available on the smartphone app. If you do not have computer access, please come to the F-building office for assistance.

- To help you prepare for the re-enrollment process you will need:
 - Updated phone numbers and addresses for emergency contacts and pickup permissions.
 - Address and phone numbers for grandparents.
 - To verify that you have read/reviewed the following documents:

Student Handbook

Pledge of Cooperation

Parental Consent for Release of Student Photograph and Information

These documents can be found on the PlusPortal homepage under *School Links and Files*.

- **There are no charges due at re-enrollment, but your FACTS account must be active and current, and all scholarship checks must be signed in order to obtain access to the portal.**
- Re-enrollment for VPK will not be available until your VPK Certificate has been turned in to the Business Office. Information on VPK is available from www.vpkduval.org.
- Students with the Step Up for Students Scholarship (SUFS) or Family Empowerment Scholarship (FES) may not re-enroll into TCA unless the business office has received the award letter. Scholarship letters for returning students need to be given to the business office no later than May 31. No letters will be accepted after close of business, May 31. In order for the student to be enrolled after this date, the parent will be responsible for full tuition.
- Re-enroll by March 1 and receive a \$125 loyalty discount (applied to 1st payment)
- Refer a friend and receive a \$100 discount. The new student must list the referring family on the application. (applied to September payment after student attends classes)
- Re-enroll after June 1 - late fee of \$100