



ONLINE RE-ENROLLMENT INSTRUCTIONS AND TIPS

Re-enrollment will open online on January 30, 2023, at 9am.

Re-enrollment must be done on a computer, iPad, tablet or other device that gives you access through the internet; 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

Google Suite Permission Form

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

The Re-Enrollment Form can be accessed in the Parent PlusPortal:

<https://plusportals.com/trinitychristianacademy> by clicking on "Forms" found on the menu bar at the top of the screen. A new screen will appear listing the forms available for each of your children. Click on the "View /Edit" button for the Re-Enrollment 2023-2024 to begin filling in the form.

General Information:

- Forms are accessible through internet browsers; they are not available on the app.
- Data that is already in our system will show on your forms but please check for accuracy and update as needed.
- Items marked with an *asterisk indicate a required field of information.
- A separate form must be submitted for each child.
- Data for some pages (emergency and pick-up lists) will need to be filled in for each child.
- As you complete each page/tab of the form and move to the next tab, a checkmark will appear above the page that has been completed. If the checkmark does not show, there is a required field that is missing information.
- If you need to stop at any point you may click, "Save and Revisit Later" at the bottom of the screen. You will need to completely close the browser before attempting to re-open the form.
- Once you have completed all pages of the form, you must click "Submit" at the bottom of the screen. The program will alert you if you have missing required information on any page.
- Once you have submitted the form you can view the form again, but you will not be able to edit. If changes are needed after the submission, contact or visit the business office in the F bldg. at tcabusiness@tcajax.org or (904) 596-2460.
- Once the submitted form has been received by the business office, you will receive an email acknowledging the receipt along with an attached copy of your submitted form. Please consider saving the email and the attached copy of your submitted form.

Specific Instructions for each page/tab:

- **Student Information** – The data on this screen applies to the student only.
- **Parent/Guardian Information** – A parent/guardian is an adult that will have access to personal information for this student through the Parent PlusPortal or other correspondence.
 - This would include both parents even if they do not live at the same address.
 - Each person in this section will receive their own PlusPortal account if a unique email address is provided.
- **Emergency Contacts & Pickup Permissions** – Add names to this section by clicking on ‘add another.’ Please note that all fields in this section must be completed with accurate information.
 - **Emergency Contacts** - TCA is required to have ***two other emergency contacts*** in case the parents cannot be reached. Do NOT include parents/guardians in this list. Parents would always be first point of contact.
 - **Pickup Permissions**- Parents and guardians by default have permission to pick up their children (unless otherwise noted in the parent/guardian section). Click ‘add another’ to add others that MAY or MAY NOT pick up this child.
- **Grandparents** – Identify the grandparents of this child with contact information. This information is used to communicate special events that might be of interest to grandparents. This page is optional.
- **Medical Information** – Please note that all questions with an * asterisk and in bold on this page must be answered.
 - Answers with three asterisks ***indicate the need for written physician authorization to be submitted to the clinic. Contact Mrs. Groff at 596-2518 or lgroff@tcajax.org for more information.
- **Other Items** –
 - **After School Program** –Please note that an answer is required for the questions concerning After School Programs. If your child does not participate in the After School Program, the answer will be NA – does not apply.
 - **Yearbook** – This question is only for students going into 7th through 12th grades. A yearbook is provided for students in the Lower Division.
 - **T-Shirts for Lower Division** – The Lower Division provides a t-shirt for each student grades K3 through 6. There is no additional charge for this shirt, and it will be used for spirit days and field trips. Please indicate the correct size on the form.
 - Upper Division and Nursery do not answer this question.
- **Publication Agreement** – Please see the attachment concerning media use of your child’s image then click on the appropriate answer to this question
- **Google Suite Permission Form** – Please review this form in the parent portal regarding permission to create/maintain a Google Workspace for Education account for your child.
- **Sign and Submit** – Please see the attachment concerning the Pledge of Cooperation.
 - The person completing the Re-Enrollment form must type their full name as their signature.
 - Be sure to click the ‘submit’ button at the bottom of the screen.

1.10.2023