



ONLINE RE-ENROLLMENT INSTRUCTIONS

Re-enrollment will open online on January 22, 2024.

On January 22, you will receive an email from Trinity Christian Academy with the subject line saying, "TCA 2024-2025 Re-Enrollment form for 'your child's name.'" You will receive a separate email for each of your children currently enrolled at TCA. If there is a hold on your account through the business office, you will not receive the re-enrollment form until the hold has been resolved. For new student enrollment for the 2024-25 school year, complete a new student application on the school website: www.tcajax.org.

****New this year:** The Re-Enrollment Form can be accessed by clicking on the link at the end of the Re-Enrollment email.

The form may also be accessed on the parent portal <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 2024-25 to begin filling in the form.

General Information:

- Forms 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.
- 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 the business office 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 of the 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 the biological parent or legal guardian 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. If a name needs to be removed from the list, please send an email to the business office (tcabusiness@tcajax.org)
- **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 schoolclinic@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 6th 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 5. 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.
- **2Yr, 3Yr, and VPK** – Only students that will be enrolled in these grade levels need to answer these questions on this tab. All others may just skip this page.
- **Documents** – other than the Student Handbook, these documents can be accessed on the documents page of the re-enrollment form by clicking on the document name. The student handbooks and these forms are also accessible on the Parent PlusPortal by scrolling down to the bottom of the home page and selecting documents in the School Folder under “School Files and Links.” Please read each of these documents and then answer the question for each on the Re-Enrollment form. **There is no need to print, sign, or submit these documents.**
 - Pledge of Cooperation
 - Student Handbook
 - Photo and Information Agreement
 - Google Suite Permission Form
 - Consent for school Health Services
- **Sign and Submit**
 - 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.