

January 14, 2017

Sacred Heart Catholic School administration and staff are already looking ahead and making plans for the 2017-2018 school year. In preparation for the start of the new year, please complete your students reenrollment now.

The online reenrollment process uses a “primary” enrollment packet and a “secondary” packet. The primary packet is what parents have traditionally completed in the past to reenroll students, to provide requested signatures/authorizations and to submit updates on student and household contact information.

The secondary enrollment packet is primarily used to collect requested signatures/authorizations from a second parent/guardian of a student.

You have been designated by the school as the parent/guardian who should complete the primary packet. A second parent/guardian of the student may be requested to submit a secondary packet.

If you have multiple children enrolled, you will need to fill out all the information for each child. The information you actually filled out on your child’s paper application for the 2016-2017 year is reflected in Parents Web. Please make sure to update phone numbers, addresses, and other contacts for your children. Once you have fully updated each child, each year you will just review the information.

In order to complete our online reenrollment process, you will access ParentsWeb through your existing login. If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#) listed below.

### **Instructions for Creating a ParentsWeb Login:**

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SH-OK** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes, the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided or create a new username. Then type in your desired password into the Password field and Confirm field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.

To access ParentsWeb:

- Please go to [www.renweb.com](http://www.renweb.com).
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.
- Our Online Enrollment system will open with a link to the enrollment packet for {StudentFirstName}.

The online re-enrollment process takes approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The **Instructions and Resources** page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the re-enrollment process, feel free to contact me at 405-262-2284.

God Bless,

Shannon Statton  
Principal