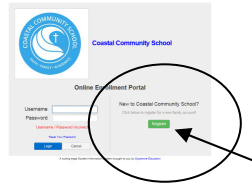


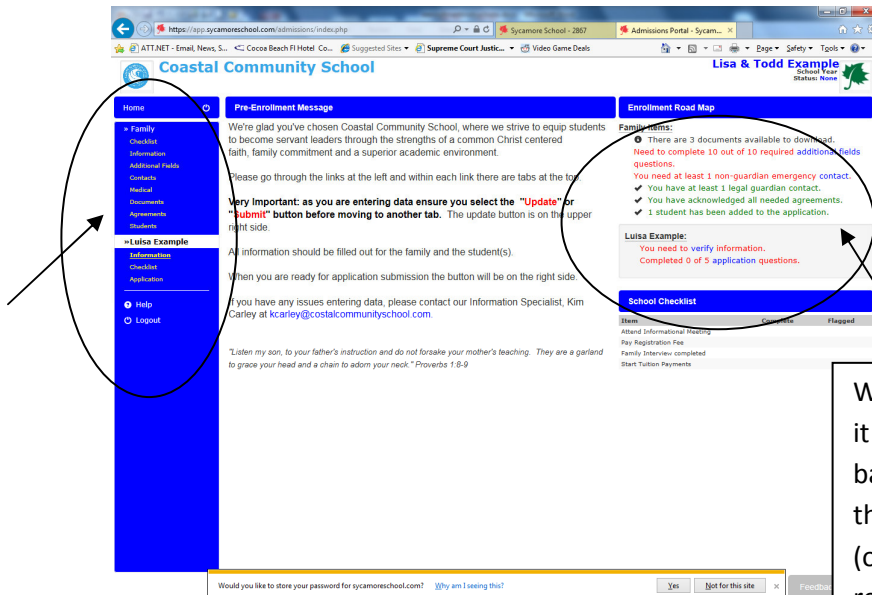
Enrollment Instructions for 2016-2017 School Year

1. Click on “Complete Online Application” button from the Coastal Community School website
2. The online portal sign-in will appear



New Families click “Register” and enter the required data. When you submit the initial data, an email will be sent with a link with your sign on information.

Screenshot of the Admissions online portal is below!



When you click on home it will always take you back to this screen and the **Enrollment Road Map** (on the right). Anything in red still needs to be completed, **only when everything is completed (all green) will you get the submit application button (it will appear in this area)**

Admissions Portal (screenshot below middle)

Go through each of the links on the left side menu

Checklist – Review

Information – need to verify information, if made any changes ensure you click the update button (upper right)

Additional Fields – Enter data and click submit button (upper right)

Contacts – Add contact people who will be allowed to pick-up your child and/or those that can be called in case of an emergency (when we can't get a hold of parents). Ensure you have at least 1 emergency contact identified other than parents.

Medical – Enter information and click submit (upper right)

Documents – Download, print, read and sign

Agreements – Review 6 agreements; use drop down to identify your answer. Click Submit (upper right)

Essay Questions – Please complete

Adding Students – See screenshot next page

Entering student data screenshot below

For each student that is enrolled you will need to complete the following under their name:

- Information** – Enter their information and click add (note: student email is not required)
- Application** – Fill out the information that is requested and then click update (upper right)
- Essay Questions** – complete essay questions
- Documents** – Upload most current Medical Form and Vaccination Form (can be submitted later however must be prior to start of school)

Enrolling New Student(s)
Click “Add New Student” button (upper right).
Enter their information.

Once all information is entered return to the Home Page by clicking “Home” on the left menu. Click the green “submit application” button on the upper right side.

Paying Registration Fee – You can pay registration fee by going to www.coastalcommunityschool.com and going to Prospective Families, Steps to Enrollment page. There is a button on that page with a link to pay the registration fee via PayPal or by credit card/debit card. There is an online convenience fee of \$5.

Need assistance with online application please contact Kim Carley at Kcarley@coastalcommunityschool.com