


## 2020-2021 Re-Enrollment Instructions

1. When you log on to your “MyBackpack” account please click the “Enrollment/Re-Enrollment” section on your home page.

**My Forms/Documents**  
*Admissions Inquiry*  
~~*Admissions Applications*~~  
*Enrollment/Re-Enrollment*  
~~*Program Registration*~~



2. Once you are in Enrollment/Re-Enrollment, you will enter a screen that looks like this:

Status	Review Profile	View Contract	Deposit Received Date	Online Payment
Pending			N/A	Pay

3. Please proceed to click on the red “X” and update your profile.
4. Once your profile is updated please check the box at the top of the screen that reads: “My Profile is up-to- date”. And click Submit.

My Profile is up-to-date Submit

5. Once you have hit “submit” you should receive a green check mark “✓” and you should be able to proceed to view, complete, and submit your child’s enrollment contract.
6. You should have the following view on your My Backpack portal once you have completed the Re-Enrollment process:

Review Profile	View Contract	Deposit Received Date	Online Payment
		1/12/2018 	<b>PAID</b>

If you have further questions please contact Charlotte Benziger at [cbenziger@carrollwooddayschool.org](mailto:cbenziger@carrollwooddayschool.org) or (813)-920-2288 ext. 248