



NOTRE DAME HIGH SCHOOL

APPLICATION PROCESS

STEP 1

CREATE AN ACCOUNT

Go to
www.NotreDameriverside.org/Apply

- #1 Fill out the required information and click on “Create an Account.”
- #2 Click on Admission — Apply Now
- #3 Fill out the required information and click on “Create an Account”
 - Your application will be completed once you have a green checkmark next to all the required information and you have submitted the application.
 - Once your submission is complete, you will receive an email with further instructions on how to begin the enrollment process for your student(s).
 - Once this email has been received you will be able to move to Step #2

STEP 2

CREATING A PARENTSWEB

Go to
www.FACTSMGT.com

- #1 Enter ND-CA in the district code field
- #2 Click “Create Account”
- #3 Enter your email address
 - You will receive an email from FACT’s Customer Support detailing how to create your password. This can be the same as the one used in Step #1 of the application process.
 - After you create your password for the new ParentsWeb account, you are now ready to enroll your student(s).

ENROLLMENT PROCESS

ENROLLMENT PROCESS

#1 Go to www.FACTSMGT.com

#2 Select “Parent Log in” from the menu bar

— FACTS Family Online (ParentsWeb)

#3 Enter **ND-CA** in the district code field

#4 Enter your username and password

— If you have forgotten your username or password, please **call for assistance at: (951) 275-5896.**

#5 After logging in, click on the “Family Information” button on the left-hand menu

#6 Click on “Enrollment/Reenrollment”

— Our online system will open with a link to the enrollment packet for your student(s). The process should take approximately 15 minutes to complete. The system saves your information if you need to finish the process later.

— **The enrollment process is complete once a green checkmark is next to all required information, including selecting the payment plan, reviewing, and submitting the enrollment packet.**

ENROLLMENT CHECKLIST

- Transcripts – Required after submitting Application
- Physical Examination (within 1 year)
- Copy of birth certificate
- Immunization Record
- Current Tdap Report
- TB Screen Report
- Letter of Recommendation (Not Required)
- Behavior Records (Transfer Student Only)