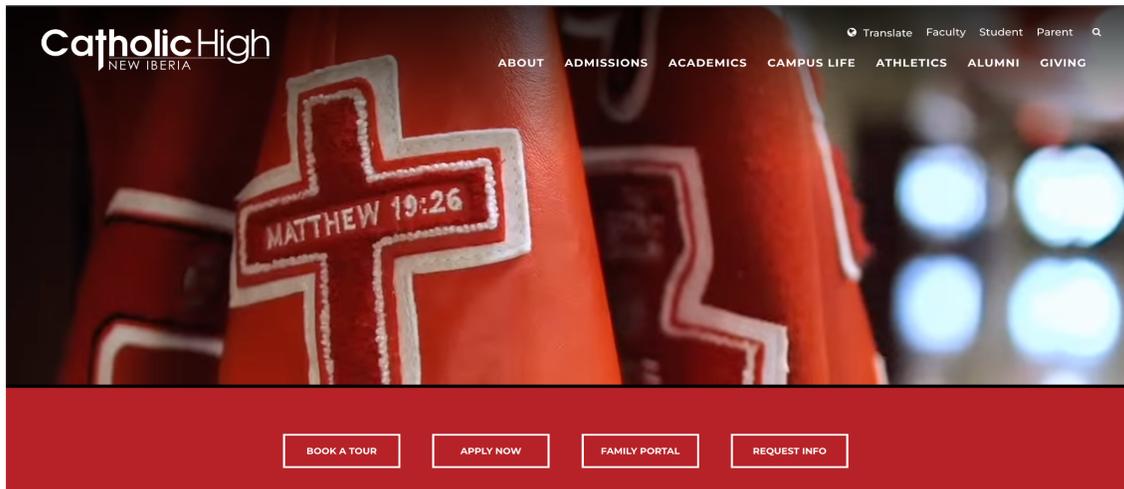


# 2023 Re-Enrollment Guide

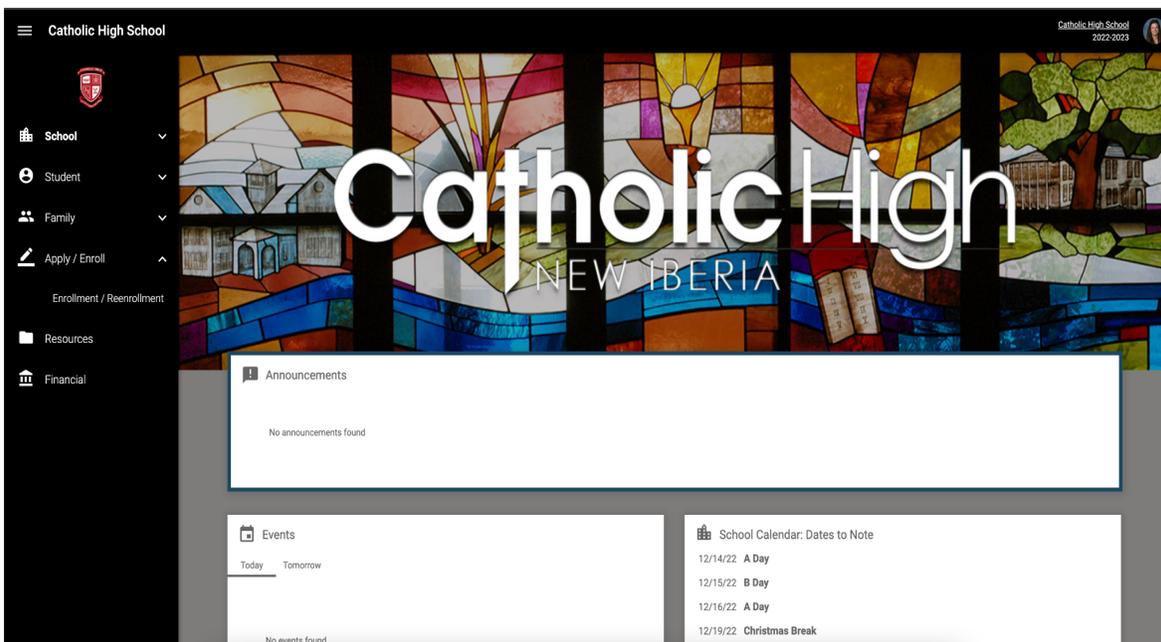
## Step 1: **FACTS Family Portal**

- Visit [www.chspanthers.com](http://www.chspanthers.com)
- Click “FAMILY PORTAL” to access Enrollment Packet & More
- Type in your username and password. If you ever forget your username or password, please click on the link provided.



## Step 2: **Finding Enrollment Packet**

- Once in the Family Portal, you can access the enrollment packet in the sidebar option labeled, “Apply/Enroll.”
- Click “Enrollment/Reenrollment”



### Step 3: Enrollment Packet

- Once you enter the enrollment website, click “Start Enrollment Packet.”
- Packets can be saved to complete later

EnrollmentLogged in as  
Jennifer Minvielle  
(Return to Family  
Portal)

---

Enrollment

Welcome Jennifer. You are currently logged in.

School Year: 2023-2024

Student	For Grade	Packet Status	
Minvielle, Bennett	07	Open ( <a href="#">edit</a> )	<a href="#">Clear Packet</a>
Minvielle, Jacob	10	Open ( <a href="#">edit</a> )	<a href="#">Clear Packet</a>
Minvielle, William	12	<a href="#">Start Enrollment Packet</a>	<a href="#">Will Not Enroll</a>

### Step 4: Completing Enrollment Packet

- Read Instructions Page
- Make sure all student information is correct
- Confirm all household information is correct
  - Changes must be reported to [pwilliams@chspanthers.com](mailto:pwilliams@chspanthers.com)
- Review or add emergency contact information and authorized pick-ups
- Agreements:
  - Two agreement pages include very important information regarding tuition, fees, technology, etc.
  - Must print & sign name to complete enrollment

Jacob Minvielle  
Year: 2023-2024  
Grade: 10

INSTRUCTIONS & RESOURCES

- ✔ ENROLLEE INFORMATION
- ✔ HOUSEHOLD INFORMATION
- ✔ EMERGENCY CONTACTS

[POLICIES & AGREEMENTS](#)

TECHNOLOGY AGREEMENTS

FACTS PAYMENT PLAN

### Policies & Agreements

**Parent/guardian, who hold enrollment responsibility, should complete required signatures.**

I, the below named parent/guardian with a child who will attend Catholic High, New Iberia, do hereby agree to the following terms in consideration for the instructional program by Catholic High:

The enrollment information and agreements are continuous. This completed Enrollment Contract will be effective until the student’s date of graduation or until the family opts out of enrollment and completes the withdrawal process. If a family chooses to opt out of continuous enrollment, they must do so by January 31st each year. In order to opt out, families should email the Admissions Director stating such.

**Registration Fee:** To secure enrollment, this completed Enrollment Contract must be accompanied by a non-refundable, per family registration fee of \$425 paid by February 1st

## Step 5: FACTS Payment Plan & Submission

- **Reminder:**
  - All payment plans selected for the 2022-2023 school year have rolled over for the next school year
  - Any changes must be submitted to [cvann@chspanthers.com](mailto:cvann@chspanthers.com) by March 31, 2023
  - Click “Enrollment Packet Review”

Jacob Minvielle  
Year: 2023-2024  
Grade: 10

INSTRUCTIONS & RESOURCES

- ✓ ENROLLEE INFORMATION
- ✓ HOUSEHOLD INFORMATION
- ✓ EMERGENCY CONTACTS
- ✓ POLICIES & AGREEMENTS
- ✓ TECHNOLOGY AGREEMENTS
- ✓ FACTS PAYMENT PLAN
- ! ENROLLMENT PACKET REVIEW

### FACTS Payment Plan

#### FACTS TUITION PLAN:

All returning families' tuition plans have rolled over to the 2023-2024 school year. If you would like to make changes to your tuition plan, please contact Mrs. Christine Vann at [cvann@chspanthers.com](mailto:cvann@chspanthers.com) by March 31, 2023.

## Step 6: Welcome Back Panther

- If the sidebar menu includes a yellow hazard sign, you overlooked a required field
- Click “Enrollment Packet Review,” if you need assistance finding that field
- If not, click “Complete Review and Submit Enrollment Packet,” to successfully complete enrollment for the 2023-2024 school year

Jacob Minvielle  
Year: 2023-2024  
Grade: 10

INSTRUCTIONS & RESOURCES

- ✓ ENROLLEE INFORMATION
- ✓ HOUSEHOLD INFORMATION
- ✓ EMERGENCY CONTACTS
- ✓ POLICIES & AGREEMENTS
- ✓ TECHNOLOGY AGREEMENTS
- ✓ FACTS PAYMENT PLAN
- ! ENROLLMENT PACKET REVIEW

### Review and Submit Enrollment Packet

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

⚠ Click the Complete Review and Submit Enrollment Packet button to submit your packet and make any fee payments that may be necessary.

[Complete Review and Submit Enrollment Packet](#)

[View PDF](#)

### Enrollee Information

Student Name: Jacob Minvielle  
Student Date of Birth: 5/29/2008

### Household Information

**NOTE: If you need to make any changes to student or demographic information, you must**