

2023-2024

# ENROLLMENT INFORMATION

## CURRENT COTTER FAMILIES ADDING A CHILD

### Go to [cotterschools.org/parent-portal](https://cotterschools.org/parent-portal)

- Enter your username and password
- Login
- District Code: CS-MN

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### Complete application for your new student

- Click Apply/Enroll
- Click Application
- Click Here to Open Application
- Create a new student application
- Follow the instructions on the screen
- You will need to complete this step for each new child you are enrolling

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### Check your email for enrollment information

- You will receive an email from Cotter Schools with enrollment information
- Click the link in your email
- Click Apply/Enroll
- Click Enrollment/Re-enrollment
- Click *Here* to Open Online Enrollment
- Complete & submit enrollment forms

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### You will not need to set up a tuition plan

- Select Skip Payment Plan
- If you need to change your tuition plan contact Kristin Kelly ([kkelly@cotterschools.org](mailto:kkelly@cotterschools.org))

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### Optional: Affordability Grants

- To apply for a grant, complete FACTS Grant Aid & Assessment Application  
***[online.factsmgt.com/aid](https://online.factsmgt.com/aid)***
- Note: Your FACTS aid application is different from your parent portal account
- Priority deadline: March 19, 2023
- Aid is limited; apply early
- Grants announced: April 3, 2023

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**COTTER**  
SCHOOLS

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