HOLTON-ARMS SCHOOL

2023-2024 Enrollment: Step-by-Step Instructions

Whether single or multi-household, **both parent(s)/guardian(s) must log in**
to sign and submit the contract **by March 17, 2023.**

1. Log in to the Holton Enrollment Portal https://enrollment.veracross.com/App/holton/NewEnrollment
   (if you need login assistance, email admit@holton-arms.edu)
2. This is where you will find materials related to enrollment including:
   a. Family Information Update form
      click "UPDATE FAMILY PROFILE"
   b. School Agreements & Policies
      click "UPDATE AGREEMENTS AND POLICIES"
   c. Enrollment Contract(s) [one per student enrolling]
      click "OPEN CONTRACT"
   d. Deposit - New Student
      click "pay the deposit online using this link"
   e. Financial Assistance Information [Families seeking financial assistance will be notified of their
      grant status in the Enrollment Portal]
3. Once you open your student's contract, please review each section carefully. At the bottom of the page,
   click "Continue to Confirmation"
4. This contract is not yet complete. Please read the document, scroll to the bottom.
5. Click the "SIGN" button to apply your electronic signature, and then click "Submit signature".

6. Once all parties have signed the contract, you may download a copy for your records.
7. Look for an email indicating that your contract has been processed and ratified.

If you have any questions, please contact Leslie Nelson - thank you!