

2025-2026

# 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

1

### 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

2

### 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

3

### 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))

4

### 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: Feb. 28, 2025
- Aid is limited; apply early
- Grants announced: April 1, 2025

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## NEW COTTER FAMILIES

### Create FACTS Application Account

- Go to [cotterschools.org/get-started](https://cotterschools.org/get-started)
- Enter your email address and create log in information
- Click Create an Account

1

### Verify your account

- You'll find an email from FACTS Family Portal which is active for six hours
- Click on the link to verify your account

2

### Create new student application

- Click Create a New Student Application
- Follow the instructions on the screen
- You will need to complete this step for every child you are enrolling

3

### Complete 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
- Verify and review the information
- Complete tuition plan
- If you are enrolling more than 1 student, create a tuition account for your oldest child
- Select Skip Payment Plan for your younger children's enrollment. We will automatically add them to your older child's tuition account.

4

### Optional: Affordability Grants

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