

If you have any items in RED lettering, click on the blue words and it will take you to the area that is missing items—for example, below where it reads “You need to acknowledge 3 agreements” if you click on the word “agreements” in blue, it will take you to that area.

To ADD a student or ENROLL an existing student, you must click on the “Add a student to the application” link.

Enrollment Road Map

Family Items:

- ❗ There are 1 documents available to download.
Need to complete 5 out of 5 required additional fields questions.
You need at least 1 non-guardian emergency contact.
- ✔ You have at least 1 legal guardian contact.
You need to acknowledge 3 agreements.
Add a student to the application.

Once you have completed all the information, all your lettering should be in green as seen below and you will then see the button reading “Click Here to Submit Application” Click on that green button.

Click Here To Submit Application

Family Items:

- ✔ There are 4 documents available to download.
- ✔ Completed all required additional fields questions.
- ✔ You have at least 1 non-guardian emergency contact.
- ✔ You have at least 1 legal guardian contact.
- ✔ You have acknowledged all needed agreements.
- ✔ 1 student has been added to the application.

Student Items: (this will actually have the student name not “Student items”

- ❗ Completed 0 out of 4 checklist items.
- ✔ You have verified their information.
- ✔ 11 of 11 required application questions completed.
- ✔ Uploaded all required requested documents.
- ✔ Medical information has been supplied.

After clicking the above “Click Here to Submit Application” you will then see the following prompt for a final review of the application:

Final Application Review To Child of God Lutheran School

Please double check your information.
Once submitted, you will no longer be able to edit anything from this portal.

Submit Your Application

Once you click the green “Submit Your Application” button, you will get a prompt that you have successfully submitted your application. Click OK and you will see the following on your screen, it is at this point you will receive a confirmation email.

Your application has been submitted. The Portal is now in read-only mode.

If you do not get to this point, we do not have your enrollment.