

Dear Parents,

The Mecklenburg Area Catholic Schools welcomes your family to the MACS family! We are delighted that you have made the decision to partner with us in the education of your child. In order to better serve our schools and parents, MACS has implemented an online Enrollment and Student Billing system with SchoolAdmin and FACTS for the 2019-20 school year.

In order to reserve student's seat assignment, you must complete the enrollment checklist. To begin this process to enroll:

1. Click on or copy and paste the following link to visit your family's portal: {{recipient.verification_link}}
2. Log-in to your existing School Admin account. Only one account per household is required.
3. If prompted to confirm your identity, please do so.
4. Once you log-in to your account, click on the blue '**Continue Enrollment Process**' button next to your child's name to see a list of items needed to complete the enrollment process. [Click here](#) to view the 19-20 Tuition and Fee Schedule.
5. Once you see your checklist, click on the blue 'Complete Form' button next to your registration form to begin the enrollment process.
6. Please complete the online registration form and additional enrollment checklist items. Once you complete the registration form(s) for your student(s), you will be able to select 'FACTS' to complete your billing setup.
7. Select 'FACTS' to finalize your enrollment by paying the MACS registration fee (New Student = \$150/student), completing your billing profile, and selecting your family's payment plan and paying the fee associated with your selected payment plan (one-time fee per family: Annual = \$10, Semi-Annual = \$10, Quarterly = \$40, or Monthly = \$40). (Please note that FACTS uses the term "down payment" in some areas of its forms for the MACS Registration Fee, however this fee is an additional administrative fee, not a pre-payment of tuition.)
8. Your enrollment will not be considered complete until your FACTS Management account is established and your registration fee is paid.
9. The deadline for enrollment is **April 15, 2019**.

If you have any issues with the above link, you can authenticate manually using your authentication code: {{recipient.authentication_code}}.

Bus, and Band registration (elementary and middle school) will also be available soon through our online systems. You will receive an email with that information within the next few weeks. Bus fees and routes for 2019-20 are available at this [link](#).

Additional information about enrolling your student through School Admin can be found at the [Parent Portal Help Center](#).

We greatly appreciate your patience and cooperation as MACS implements its new on-line registration platform. While we have worked very closely with SchoolAdmin and FACTS to achieve a smooth and efficient process, we are mindful of the complexity of our billing structures. As you may be aware, unanticipated issues could surface during this inaugural process. Please inform us of any questions you might have and we will work with you to remedy the situation. You may contact the MACS Business Office at (704) 370-3265. We look forward to seeing you in the upcoming year!

Sincerely,

Mecklenburg Area Catholic Schools

(704) 370-3265