



Instructions for Online Re-Enrollment

Priority registration opens Monday, January 22, 2024 and goes through Friday, February 9, 2024 at 9:00 p.m. Please start your online re-enrollment as soon as possible to allow time for questions or technical issues. **Your child's spot will not be secured until the online enrollment packet has been completely submitted.**

1. Please go to www.factsmgt.com to re-enroll your current student(s). Please carefully read the step-by-step instructions below.
2. Go to www.factsmgt.com.
3. Select "Parent Log In" then "FACTS Family Portal" from the top right corner button and drop-down menu.
4. Enter BV-CA into the District Code field.
5. Type in your username and password. **If you have forgotten your username you will need to contact the office.** If you have forgotten your password, please click on the link provided.
6. After logging in, click on the "Apply/Enroll" button in the left menu. If you have a current student, **do not use the New Student Application.** Click on the "Enrollment/Re-enrollment" button.
 - ◇ Our Online Enrollment system will open with a link to the enrollment packet for your student.
 - ◇ Click on "Start Enrollment Packet" next to your student's name to begin the process.
 - ◇ The online process should take approximately 10 minutes to complete.
 - ◇ As you complete each section, a green check mark will appear next to the section listed on the left side of the screen. If a yellow caution circle appears, something is incomplete in that section.
 - ◇ When you have completed the re-enrollment process and paid the enrollment fee, an email will be sent to you confirming that the packet has been completed.
 - ◇ The Instructions and Resources page of the enrollment packet contains a checklist of necessary items. Further instructions on these forms are provided online.
 - ◇ **9th Graders:** There is an additional entry requirement for high school. As a discipleship high school, each high schooler must have a personal relationship with Christ and will be asked to provide additional documentation regarding church attendance as well as his/her testimony.



We are here to help!

Our admissions team is looking forward to reading your application and meeting you in person. If you have any questions, please do not hesitate to contact Deena Biondolillo for Preschool-6th grade at 209-527-3481 or Liz Boer for 7th-12th grade at 209-571-4800.