



Returning Student Process and Checklist

		Who	Deadline or Approx. Date
	Sign up for FACTS: <ul style="list-style-type: none"> • Use the link below to sign up: https://online.factsmgt.com/signin/46R95 • Computers will be available to you in the Media Center, if you prefer to complete the application at school 	All Domestic families who do not yet have a FACTS account	Deadline: February 1
	Pay \$500 deposit to Business Office <ul style="list-style-type: none"> • FACTS accounts will be automatically charged 	All Domestic families and International Day families	Deadline: February 15
	If applying for Flex Tuition, submit application, tax form, W-2's to Admission office	Domestic families, if applicable	Deadline: February 22
	If applying for scholarship, submit official financial documentation to Admission office	International families if applicable	Deadline: March 15
	Pay full tuition amount to Business Office	International Boarding families	Deadline: March 15
	Student meets with Tiffany Lo Finch to complete a schedule.	All students	Deadline: May 4
	Log in to Renweb to update your information, or acknowledge that the information in your account is accurate	All families	Deadline: June 6
	Regular payment made or pay in full via FACTS	All Domestic families and International Day families	Deadline: June 6
	Submit the Health Forms & Current Immunizations (requires a health physical and physician's signature)	All Middle School students & Upper School athletes	Deadline: August 1