



# CUPEYVILLE SCHOOL

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## Registration Guidelines

2018-2019

### Registration payment deadline (online or at school) – April 27, 2018

\*After April 27, 2018 a 15% late fee will be charged and students can be registered upon space availability.

**In order for the registration process to be finalized and for students to be admitted to class, parents must complete all forms and documents required for the student's record and pay in full the registration for the corresponding school year.**

### Registration payment methods and options:

- 1) Online Enrollment Application (VISA, Master Card, Discover or Debit Cards with VISA/Master Card logo)

**Options:**

- Total Registration (1 payment)
- Partial payments (initial 25% payment)

- 2) At school (cash, money order or certified check)

**Options:**

- Total Registration (1 payment)
- Partial payments (initial 25% payment)

**For any balance due on Registration after April 27, 2018 late charges will apply accordingly:**

- After April 27, 2018 a 15% late fee will be charged on registration balance due.

**Registration payments are non-refundable.**

**Payment of the 2018-2019 registration does not guarantee enrollment for the upcoming year.**

- Students must have a C average in each class in order to register.
- Students with discipline problems or academic probation will not to be allowed to register.
- Students whose parents have outstanding account balances (no exceptions) will not be allowed to register.

## Registration 2018-2019 Guidelines

1. **Access** the school's mobile app or school's web page (cupeyilleschool.org) to enroll
2. **Log in** with your Cupeyville School Online Application username (email) and password.
3. **Profile tab:**
  - Click on the Profile tab and choose Edit profile
  - Verify profile information
  - Choose Registration 2018-2019 payment method (Online or At school)  
**\*Please choose registration method carefully since you will be using the same method to complete all registration payments.**
  - Click on the "Update and go back to list" to continue the registration process
4. **Students tab**
  - Click on the Students tab and choose Students 2018-2019
  - Go to "Edit" to verify information and make any changes if necessary
  - Enter the current "Date"
  - Click on the "Update and go back to list" to continue the registration process
5. **Forms tab** – *All forms required according to grade level will appear with the information previously provided by parents in last school year's registration. ☺*

***\*Therefore, parents will only need to:***

- Click on the Forms tab and choose **2018-2019 forms**
- Go to each form for the 2018-2019 school year
  - Go to "Edit" to verify information and make any changes if necessary
  - Click on the "Update and go back to list" to continue
- ❖ ***Repeat this steps for all 2018-2019 registration forms required for each student to be enrolled.***

**Forms 2018-2019:**

- **Medical Information Form (PPK – 12<sup>th</sup>)**
- **Photo/Image Release Form (PPK – 12<sup>th</sup>)**
- **Health Certificate (PPK – 12<sup>th</sup>)**
  - Print document available at Cupeyville School web page (cupeyilleschool.org), complete by physician and upload through online registration application or return to Cupeyville School's nurse before first week of May 2018.
- **Student Handbook Form (PPK – 12<sup>th</sup>)**
  - Parents are responsible for reading and discussing the student handbook with student.

- Student Handbook is available at Cupeyville School web page (cupeyilleschool.org).
  - **Behavior Agreement Form (7<sup>th</sup> – 12<sup>th</sup>)**
    - Parents are responsible for reading and discussing the behavior agreement with student.
    - Behavior Chart for 7<sup>th</sup> to 12<sup>th</sup> students is available at Cupeyville School web page (cupeyilleschool.org).
  - **Drug Test Consent Form (9<sup>th</sup> – 12<sup>th</sup>)**
- 6. **Registration Information tab** – registration payment guidelines
- 7. **Fees per account tab** – corresponding Building and Maintenance Fund and Tuition and Registration Management fees one of each per family
  - **Payment of Building and Maintenance Fund and Tuition and Registration Management fees**
- 8. **Student Fees tab** – registration fees per student/grade level
  - **Payment of Student fees per grade level**
- 9. **Cart tab** – items in cart corresponding to registration
  - Verify the Registration Cart
  - If you want to change amounts in the Cart, you may delete and start again by clicking on the “X”.
  - ***Accounts must be up to date in order to process registration payment for the upcoming school year.***
- 10. **Checkout tab** – *only* for online payments
  - Proceed to place your order and process payment.
  - An order confirmation will be received at the email being used for the Cupeyville School Online Enrollment Application.
- 11. **Orders/Transactions tabs** – information about processed orders

***Reminder:*** In order for the registration process to be finalized and for students to be admitted to class, parents must complete all forms and documents required for the student’s record and pay in full the registration for the corresponding school year.