



Re-Enrollment 2012 Using InfoDirect

Parents! Beginning this year Wood County Christian School is using a new feature on InfoDirect - Online Re-enrollment. You will be able to save time by going online to our website at www.woodcountychristian.org and reviewing and editing the information we have in our computer system and then submitting it to us. It is simple and quick. Here are some basic instructions to follow:

1. Go to our school's website and then click on the InfoDirect icon. Enter InfoDirect using your existing username and passwords. You will notice a new button at the far right of the welcome screen (green file folder with pencil). Click on that icon.
2. Select one of your children from the drop down menu. You will notice that the screen will populate with the information currently residing in our database at school for that student. The screen is divided into seven sections: Student Information, Parent 1, 2, and 3 Information, Emergency Contacts, Medical Information, Permission in Activities, and Financial Information. Each section must be completed before submitting. The school can turn off or on any section, so if one is not available on your screen, it's because we have opted not to use that section.
3. Notice that there is a green box in the upper right corner of each section. Read these instructions before filling out the section. You will also notice that some fields are bold and some are normal. The bold fields are REQUIRED fields and must be filled in to submit the form. The normal fields are optional, but if the information is available, please fill in these fields. You will also notice that as you complete the required fields, the "percentage completed" is updated for each section. You must complete each section to 100% before submitting the registration form.
4. When you are finished completing all the sections, go to the Final Step at the bottom of the form. Select the person who is completing this registration form in the drop down menu and read the agreement. By submitting this form, you are acknowledging that you have read the agreement and are willing to comply with it.
5. Repeat this same procedure with all of your children. If there is some problem with your application, you will receive a notice back from the school in the Message Center detailing what that might be, otherwise you will receive an email informing you that we have received and processed your registration application.
6. Please go online and re-enroll your student as soon as possible. We will be opening enrollment to the general public soon.

Thank you for using our online re-enrollment feature. We know it will be much easier for you and it will save our school countless hours in labor. By the way, anytime during the school year that your data changes (ex., you change or add a new cell phone), you can go to this same area in InfoDirect, add or edit the data, and submit the changes to the school. It's a simple way for you to notify us of your changes, and it keeps our data current.

We're looking forward to a continued excellent school year and appreciate your relationship with our school. May God richly bless you and your family.