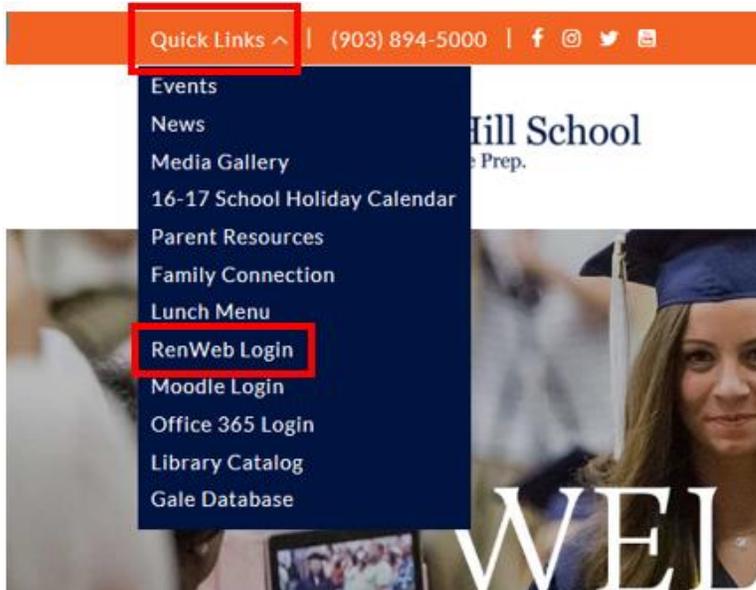


How to Complete Online Enrollment

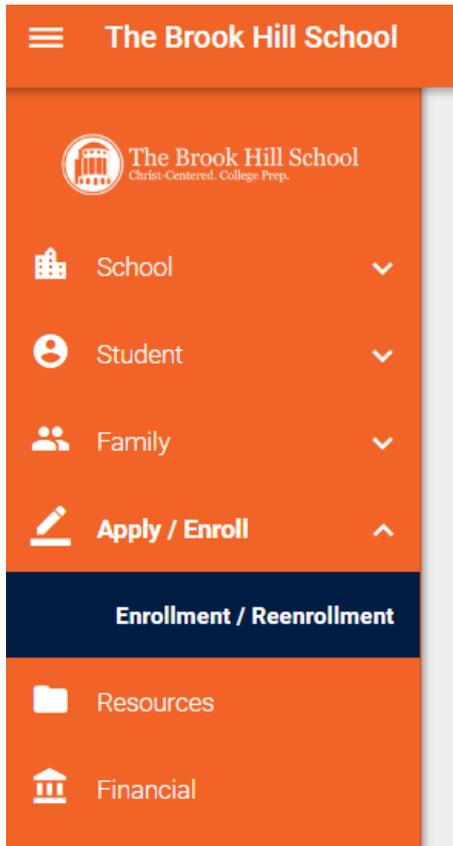
1. Login to ParentsWeb from brookhill.org



2. Enter Username and Password (or click *Create New ParentsWeb account* for new families)

A screenshot of the ParentsWeb login page. The page has an orange header with the text 'The Brook Hill School'. Below the header is a white login form. The form includes a 'Log In' button with a user icon, a language dropdown menu set to 'English', and input fields for 'District Code' (pre-filled with 'TBHS-TX'), 'Username', and 'Password'. There is a link for 'Forgot Username / Password?'. Below the input fields are radio buttons for 'Parent' (selected), 'Student', and 'Staff'. At the bottom of the form is a 'LOG IN' button and a link for 'Create New ParentsWeb Account'. The footer of the form mentions 'Powered by FACTS Student Information System | Privacy Policy'.

3. Click Enrollment/ Reenrollment



4. Click Start Reenrollment Packet

Online Enrollment

Welcome [Name]. You are currently logged in.

School Year: 2018-2019

Student	For Grade	Packet Status
[Name]	[Grade]	Start Enrollment Packet Will Not Enroll

5. Click Start Reenrollment Packet

Test (Returning) Lower School
Year: 2018-2019
Grade: K

STUDENT INFORMATION

PRIMARY HOUSEHOLD

GRANDPARENTS

EMERGENCY CONTACTS AND
AUTHORIZED PICKUP

MEDICAL INFORMATION

STUDENT ACCEPTABLE USE POLICY

CONTRACT OF ENROLLMENT

TUITION INSURANCE

TUITION PAYMENT PREFERENCE

ELECTRONIC SIGNATURE PAGE

ENROLLMENT PACKET REVIEW

6. Once each form is completed, click Enrollment Packet Review

Test (Returning) Lower School
Year: 2018-2019
Grade: K

- STUDENT INFORMATION
- PRIMARY HOUSEHOLD
- GRANDPARENTS
- EMERGENCY CONTACTS AND
AUTHORIZED PICKUP
- MEDICAL INFORMATION
- STUDENT ACCEPTABLE USE POLICY
- CONTRACT OF ENROLLMENT
- TUITION INSURANCE
- TUITION PAYMENT PREFERENCE
- ELECTRONIC SIGNATURE PAGE
- ENROLLMENT PACKET REVIEW**

7. At the bottom of the page, click “Complete Review and Submit Enrollment Packet”

8. On the following page, click “Submit Enrollment Packet and Make Payment”

