

## **Now Enrolling!**

Hello KCS families and welcome to families new to KCS. We are beginning our **NEW** digital enrollment process. We ask that each family complete the electronic packet attached below for the 2015-2016 school year. In years to come, this will save valuable time for parents. The **Admissions Packet PDF** needs to be completed for every family. If you are enrolling more than one student, please complete the **Admissions Packet PDF for Extra Child** for each additional student. The third attachment, **Info Only**, includes our tuition amounts, school calendar, and supply list.

**For returning families**, please email your completed enrollment PDF to the office by June 1 to avoid the \$25 enrollment fee. Please pay the books and materials fee as soon as possible to secure class placement.

**For families new to KCS** please email your completed enrollment PDF to the office. The \$25 admissions fee is due with the submission of the Admissions Packet. The Book and Materials fee will be due after your family interview is complete to secure class placement. Thank you.

As you open this document in Adobe, you will want to turn off your Auto Fill. The instructions to do so are listed below.

### **Enable the Auto-Complete option**

- 1. Choose Edit > Preferences (Windows) or Acrobat/Adobe Reader > Preferences (Mac OS).**
- 2. On the left Select Forms.**
- 3. Under Auto-Complete, choose OFF.**
- 4. Select Remember Numerical Data if you want the Auto-Complete memory to store numbers that you type into forms.**

You may want to use your Num Lock option to utilize the numbers pad on the right hand side of your keyboard.

Open the **Admissions Packet PDF** and click on **SAVE AS**, save to your desktop as Last Name, First Name of Parents (for example: Smith, Joe of Ellen and Bob)

**Open** the saved desk top file and begin to complete the form

Once the document is completed, or if you are not able to finish it completely, remember to hit **SAVE** and then email the completed document, as an attachment, back to [kcseagles@gmail.com](mailto:kcseagles@gmail.com)

This digital enrollment process works best on a desktop; tablets will experience a conflict in readability and processing.