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# THE KING'S

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CHRISTIAN SCHOOL

Dear Parents,

The King's Christian School's administration and staff are already making plans to prepare for the upcoming school year. In preparation for the start of 2018-2019, please take time now to complete re-enrollment for next year.

To complete our online re-enrollment process, you will access our ParentsWeb through your existing login. If you do not have a login, please follow the instructions on the next page for creating a ParentsWeb login.

To access ParentsWeb:

Please go to [www.renweb.com](http://www.renweb.com)

- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our online enrollment system will open with a link to the enrollment packet for your child. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

Please note you must also contact Stephanie Crowley in the business office to pay your enrollment fee. She can be reached at 856-489-6720, x115, or email her at: [scrowley@tkcs.org](mailto:scrowley@tkcs.org).

**Special Re-enrollment Rate for February:**

February 1 - February 9: \$250 per student, \$600 family maximum  
February 10 - February 28: \$300 per student, \$750 family maximum  
After March 1: \$375 per student, \$800 family maximum

Please don't hesitate to contact me if you have any other questions.

Sincerely,  
**Mimi Magill**  
Director of Admissions

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**The King's Christian School**  
5 Carnegie Plaza | Cherry Hill, NJ 08003  
856.489.6720 x228  
[www.tkcs.org](http://www.tkcs.org)



### Instructions for Creating a ParentsWeb Login

Please go to [www.renweb.com](http://www.renweb.com).

- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **TK-NJ** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.

Log into ParentsWeb as instructed above.