

New Student Application Instructions

Applying for your Children

Step 1	<ul style="list-style-type: none"> Go to www.AtonementOnline.com Click on the School option Click on Admissions on the menu bar Follow the steps on the page.
Step 2	<p>To apply for admission: Fill out the user information about the account manager and click Create User. Important: Save the user information (email address and password) for future logins.</p>
Step 3	Hit Continue and then Click on My Children .
Step 4	Enter the child/children for whom you will be applying.
Step 5	Once all children are added click on My Applications .
Step 6	Click on New application .
Step 7	<ul style="list-style-type: none"> Choose the Child, Grade level applying for, School Year you are applying for. Click Continue.
Step 8	Fill out the application.
Step 9	<p>On Student Form 6 of 6</p> <ul style="list-style-type: none"> ALL REQUIRED documents may be uploaded or dropped off in the front office. Then click the SAVE option.
Step 10	<ul style="list-style-type: none"> On the next screen click on SUBMIT application. To review click the EDIT button. Once the application is submitted your status will say "pending approval". A pending approval email will be sent your email address <p>Important: If you do not receive a pending approval email after 2 business days, contact the Admissions Office at (210) 695-2240 or email Yjoiner@atonementonline.com</p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> <p>Once the application is pending approval, you will be contacted by the Director of Admissions regarding your application status within a few weeks.</p>

Enrolling your Children

Application Status	<i>Pending Approval, Pending Documentation and Enrollment Fees, Enrolled</i>
If Pending Doc.	Please follow the steps to enroll.
(Step 1) Pending Doc. Email	Once received, read the email and follow directions.
(Step 2) Logging On	Go to General information and click on Parent Login. (Click the "Remember me next time" button on the login page.)
(Step 3) The Enrollment Fee	<ul style="list-style-type: none"> Once logged on - go to Financial Go to Payment info and enter card info Go to Fees and submit your enrollment fee You must keep a valid card on file with us
Enrolled Email	<p>After 2 business days your status will change to Enrolled. Your spot is then secure. Important: If you do not receive a confirming email after 2 business days, contact the Admissions Office at (210) 695-2240 or email Yjoiner@atonementonline.com</p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
Monthly Fees	Unless tuition is paid in full, the card will be charged on the first business day of each month. Tuition will be deducted Beginning June 1st and ending with a payment on April 1st .