

Returning Student's Enrollment Instructions

Re-enrolling your Children

Step 1	<ul style="list-style-type: none"> www.atonementonline.com Go to General Information and Click on Parent Log-in Enter Log-in Information from Last Year's Account. <ul style="list-style-type: none"> Forgot Password – Email YJoiner@atonementonline.com
Step 2	Verify your Parent Information is correct.
Step 3	<ul style="list-style-type: none"> Go to Application Click on New Application to Re-Enroll
Step 4	Please enter/update Employment Information & Emergency Contact.
Step 5	Choose Child whom you are re-enrolling (*If child is missing, go to My Children & add)
Step 6	<ul style="list-style-type: none"> Choose School Year for which you are applying (2017-2018). Choose Grade for which you are applying (next year's grade).
Step 7	Re-enter information in Student Forms information 2-4
Step 8	On Student Form 5 of 6 - Skip and click Save & Continue
Step 9	<p>On Student Form 6 of 6</p> <ul style="list-style-type: none"> If we already have children's files on record, you may click the Save button. * You may either upload or bring any updated files to the office.*
Step 10	<ul style="list-style-type: none"> On the next screen click on the SUBMIT button next to your child's name. Once the application has been submitted, your status will say "Pending approval" <p style="margin-top: 10px;">An automatic email will be sent to your email address.</p> <p>Important: If you do not receive a contract email after 2 business days, contact the admissions office at (210) 695-2240 or email Yjoiner@atonementonline.com</p>

Enrolling your Children+

Enrollment Status	<i>Pending approval, Pending Documentation & Enrollment Fee, Enrolled</i>
Pending Documentation and Enrollment Fee	Enrollment will be held until ALL required documents are received.
(Step 1) Contract Email	Once pending documentation and enrollment fee email is received, read the email and follow directions.
(Step 2) Logging On	Go to General information and click on Parent log-on. (Click the Remember me next time button on the log-in 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	After 2 business days your status will then 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
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 .