

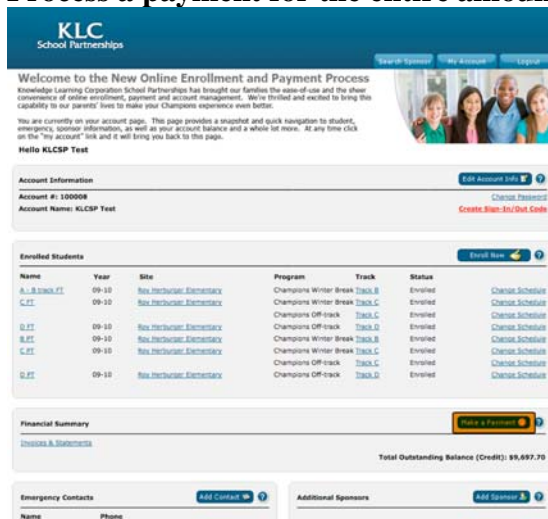
To re-enroll your student, you will have to pay your account in full, re-enroll your student in the system and pay another registration fee. You will also have to wait the 2 business day (48 hour) processing time before returning.

To complete the re-enrollment process, the steps are:

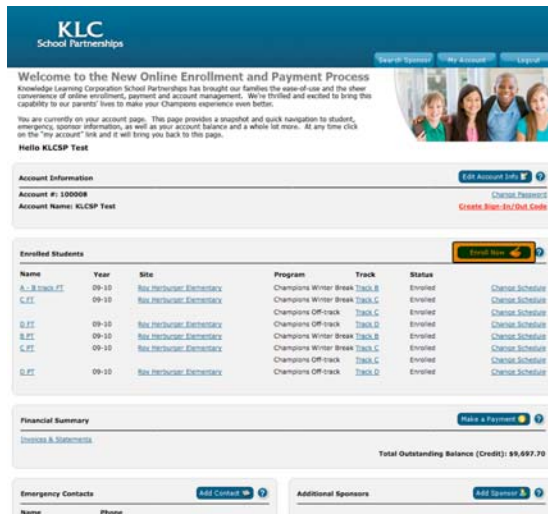
1. Log into [Online Account Management](#).



2. Process a payment for the entire amount due on your account.



3. Click the “Enroll Now” button.



4. Select option #2 – Re-enrollment.

The screenshot shows the KLC School Partnerships website with the enrollment process. The user is at the 'New Enrollment' step. The page title is 'KLC School Partnerships'. Below the header, there are navigation links: 'Search Options', 'My Account', and 'Logout'. The main content area has a heading 'Please select the appropriate option for your child's enrollment.' and a sub-heading 'New Enrollment: Choose this option for the following scenarios'. There are three numbered scenarios listed, each with a small image of children. The first scenario is 'You are enrolling your student for the upcoming school year AND this is the FIRST time you are using your online account.' The second is 'You are enrolling your student at a different site than they currently attend (ex. Summer camp held at different site or you have changed schools attending).' The third is 'You are enrolling your previously withdrawn student at a different site.' A 'New Enrollment' button is visible at the bottom right of this section. Below this, there is a 'Re-Enrollment' section with three numbered scenarios. The first is 'You are enrolling your student for the upcoming school year AND your student is currently enrolled in the online system at the SAME site.' The second is 'You are enrolling your student at a summer camp at the same site they currently are enrolled in through the online system.' The third is 'You are enrolling your previously withdrawn student at the same site.' A 'Re-Enrollment' button is visible at the bottom right of this section. At the bottom, there is an 'Add Program' section with one numbered scenario: 'You are adding/changing additional program/s to your student's current online enrollment (ex. Adding school year breaks) for the same year at the same site they are currently enrolled.' An 'Add Program' button is visible at the bottom right of this section.

5. Search for the site that you need to re-enroll your student in and select it.

The screenshot shows the KLC School Partnerships website with the enrollment process. The user is at the 'Site Selection' step. The page title is 'KLC School Partnerships'. Below the header, there are navigation links: 'Search Options', 'My Account', and 'Logout'. The main content area has a heading 'You are now ready to begin your enrollment process. The online enrollment process is simple and takes approximately 15 minutes. If, for some reason, you can't complete the process in one sitting, you can log off and return to finish enrolling your student at a later time. You have 72 hours to come back and finish enrolling up your student(s). Let's begin your enrollment. Enter the school zip code or the state where you'd like to enroll.' Below this, there is a 'Site Selection' section with a search form. The search form has a 'Search by:' label and two input fields: 'School Zip Code' and 'State'. There are also dropdown menus for 'State' (set to 'Colorado') and 'District' (set to 'Academy SD #20'). There are 'Cancel' and 'Search' buttons. Below the search form, there is a table of sites. The table has columns for 'Site Name', 'Address', and 'Programs'. The table is filtered for 'Year: 09-10'. The table lists three sites: 'Basswood Elementary', 'Basswood-Roberts Elementary', and 'Academy International Elementary'. Each site has a list of programs associated with it.

Site Name	Address	Programs
Basswood Elementary	194 Hixado Drive W Colorado Springs, CO 80919	Champions Champions Break Champions Spring Break Drop-In Champions Winter Break
Basswood-Roberts Elementary	8365 Orchard Path Rd Colorado Springs, CO 80919	Champions Champions Break Champions Spring Break Drop-In Champions Winter Break
Academy International Elementary	8130 Cherry Dr. Colorado Springs, CO 80920	Champions Champions Break Champions Spring Break Drop-In

6. Your student should display in the “Student Information” box on the next screen. Select your student by clicking the box to the left of their name.

- If your student’s name is not displayed, STOP the re-enrollment process. **PLEASE DO NOT CREATE ANOTHER STUDENT!** Some reasons for a student not displaying are: there is still a balance owing on the account; or the site chosen is not the same site the student was disenrolled from. If you need help with your re-enrollment, contact Customer Support at 800-246-2154.

7. Continue with the remaining 14 steps of the enrollment process.

Also note that if we have a waiting list your student will be placed on the bottom of the list and you may not be able to regain his/her spot back. If you need assistance while in the system, you can contact our customer support at 800-246-2154.

Thank you,

Champions Customer Support