

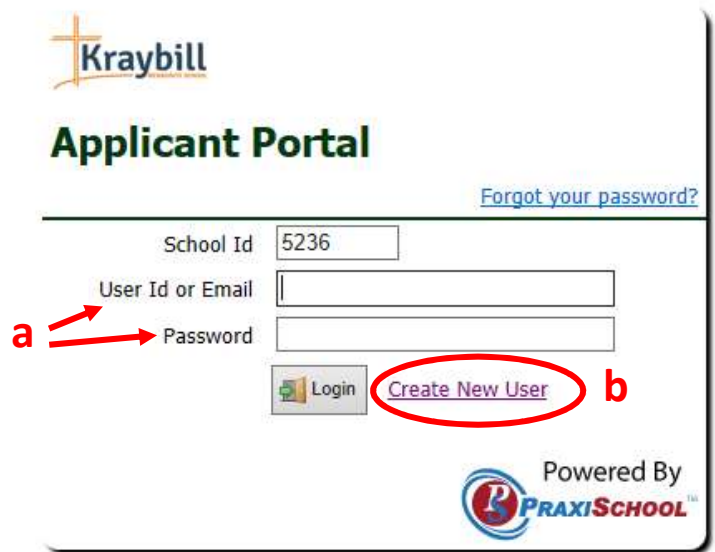
ENROLLING A NEW STUDENT – 3 Simple Steps

New students should be enrolled using the Kraybill Applicant Portal. A new student is any student that was not enrolled at Kraybill during the 2018-19 school year.

Step 1: Access the Applicant Portal

https://app.praxischool.com/site_login.php?s=5236

- Current families** at Kraybill enrolling a new student should log into the Applicant Portal using their **parent ID** and **password**. This is the same ID and password used to access the Parent Portal.
- New families** to Kraybill will need to first **create a new user account**. After clicking on Create New User, follow the system prompts and email verification process. Once you have completed creating a new user account, return to the Applicant Portal and login with your email and password.



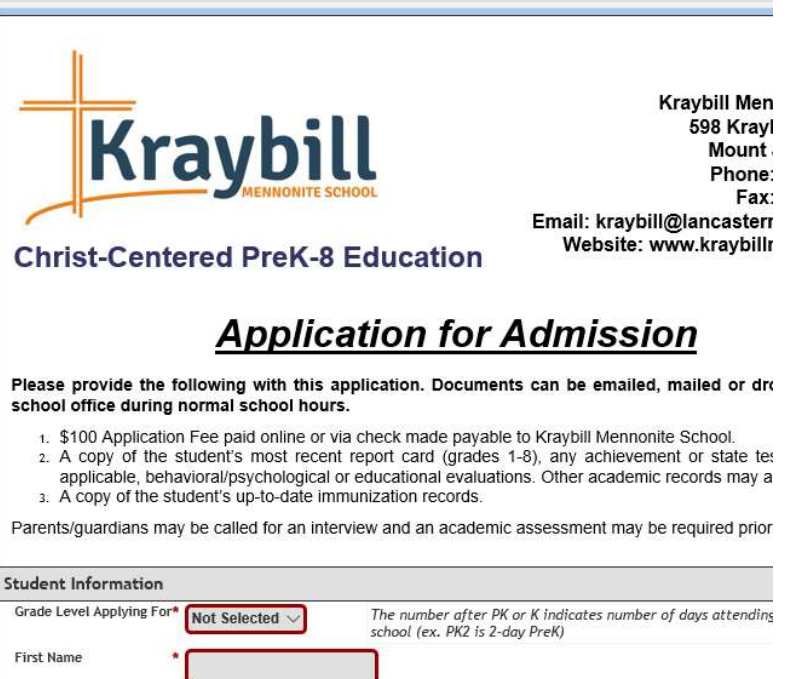
Step 2: Complete the Application

- Once logged into the Applicant Portal, select the “New Student Application Form” from the form menu and click on “Start New Form.”



- Fill out the **five** sections on the application form. A red * indicates a required field.

You can save your application and return to complete it at a later time by clicking on “Pause & Continue Later.”



Step 3: Submit the Application & Pay the Enrollment Fee

a. Click on "Shopping Cart (Submit)"

b. Pay the Enrollment Fee:

Online: Change the Amount field to \$100 and complete the required name and payment information.

OR

Via Check: Click "No Payment."

Checks should be made payable to Kraybill Mennonite School and can be mailed to Kraybill or dropped off at the office during normal business hours.

c. Click "Accept Charge & Submit Form"

The screenshot shows the 'Complete Each Section' sidebar on the left with 'Shopping Cart (Submit)' circled in red and labeled 'a'. The main form area contains fields for Name, Address, Country, Email, and Phone. Below these are payment options: 'Electronic Check (No Fee)', 'Credit Card (3% Processing Fee)', and 'No Payment'. The 'Amount' field is set to '100.00' and is circled in red, labeled 'b'. A yellow warning box states: 'You will not be able to submit the form or process payment until all required fields on all form pages are complete. Pages with incomplete data are marked with *'. At the bottom right, the 'Accept Charge & Submit Form' button is circled in red and labeled 'c'. A table at the bottom shows the 'Amount Due Today' as '100.00'.

Description	Charges	Payments
2019-2020 Registration Fee	100.00	
Registration Fee		100.00

You should receive a confirmation popup message and email after submitting your admission application.

