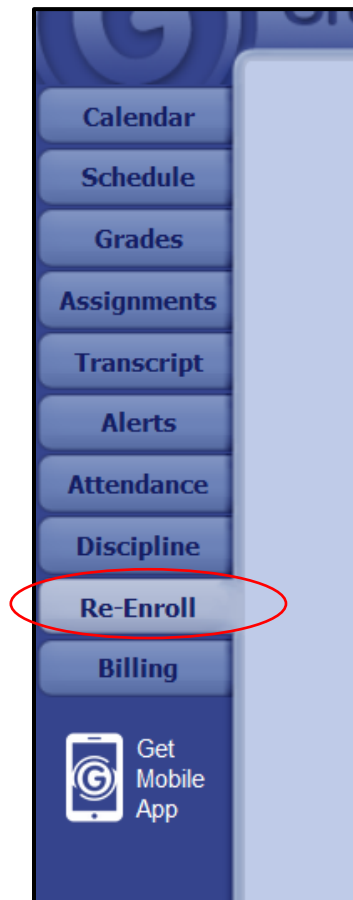


Dear ISJ Families,

We are happy to announce our online roll out for student enrollment for the 2024-2025 school year within our Gradelink Parent Portal is live.

Please see below for the steps to complete to enroll your child for next year. If you are a current ISJ family but enrolling a new sibling and/or are new to the ISJ Family, you will need to create a temporary login to Gradelink for the new student. Those instructions can be found below starting at step 9.

1. Please use your Parent credentials and school ID# 3179 to login to Gradelink (<https://secure.gradelink.com/>). Please contact the office if you do not know your login info.
2. On the left, you will now see a “Re-Enroll” tab.



**Start**

Student

Parent 1

Parent 2

Family

Contacts

Medical

Worship

Information

Attachments

Submit

## Application/Registration...

**Thank you for enrolling your student at Immanuel-St. James Lutheran School (ISJ Academy) for the 2024-2025 school year.**

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Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page.

Your changes are saved automatically as you continue through the pages.

You may go back to review and correct entries using the Back button or the page buttons to the left.

The system will alert you if a required field is missed. To save time, some of the fields will be pre-populated from our current records. Other fields will require a fresh entry, such as all phone numbers, to ensure that our records are up-to-date, accurate, and consistently formatted. You must complete each section before continuing to the next page.

**Note: If you have one phone number that serves as your primary, cell, and work number, please just enter it once in the Primary Tel. field on the Parents page.**

Continue

3. Click Continue
4. For returning students, verify all the information that is pre-populated in the system on each page and make any needed edits. For new students, please complete each section.
5. Attachments Section:
  - ECC Families:** The attached Written Information Packet contains a blank copy of the forms numbered below (1,2,3) which need to be completed and either uploaded here or can be handed into the office to complete your enrollment submission. The blank forms can also be downloaded directly in Gradelink by clicking on #1 below. For returning students, you may request to review last year's Child Information Record on file for accuracy and then initial & date it.
  - Kindergarten & Grade 7 Student Enrollment:** Please attach (or provide to the office) a copy of your child's current vaccinations records.
  - New Siblings:** Please attach (or provide to the office) a copy of your child's current vaccinations records and a copy of their Birth Certificate. If the new sibling is entering ECC then please be sure that items below (1,2,3) are also completed/submitted.

## File Attachments

The following forms available in the attachment section to download must be completed and either attached here or submitted to the office to finalize your enrollment in the ECC program:

1. [Written Information Packet Documentation](#)
2. Child Information Record
3. Health Appraisal
4. Birth Certificate

6. Enter your initials, click submit.
7. If you choose to pay your registration fee's online, click the appropriate button below. *Please note your enrollment application will not be complete/approved until the office receives the applicable registration fee for your child.*

## Application/Registration...

**Thank you for submitting your information! Please pay the applicable registration fees below:**

\$100: First Student

\$25: Each Additional Student

8. If you have additional children to enroll you can do so by selecting their name in the drop down and click, Go. Any form information (except attachments) that you edited with the first child should carry forward into your subsequent children's forms. If you have a new sibling to enroll that did not attend ISJ last year, then select "Add New" and Go.

**Next...**

Re-enroll siblings:

Add New... ▾

GO

9. If you have a new student/sibling to enroll please start by clicking here to create a Gradelink account for registration: <https://secure.gradelink.com/3179/enrollment>

10. Please use a valid email address, enter a new password twice and click register. *\*Please note: Current ISJ families parent login credentials will not work here as this is a separate entry for a new student. Once the new sibling registration is finalized, they will be linked to your parent family account. For new families, upon finalization of enrollment the office will provide you with Gradelink parent credentials.*
11. You will receive a confirmation email at the email address entered.
12. Click the blue confirmation button within the email.
13. Enter the password that you used in step #10, click continue. There will be a message indicating your account has been activated and to proceed with enrolling your student click continue.
14. This will bring you to step #3 above.

Relevant Information for 2024-2025 Enrollment & Tuition:

A Gradelink training YouTube 4 min video can be accessed here: <https://www.youtube.com/watch?v=3g-f5fkBhwa> . Current student enrollment video explanation starts at 1:55min. New Students(siblings) account creation starts at 1:05min.

Registration/Tuition Fees: Please note there is a \$100 school year registration fee for your first child. Each additional child being registered is reduced to \$25/child. This can be submitted online via Gradelink by clicking the applicable button after submitting your enrollment within the system or by providing a check to the office with the memo: 24-25 Registration “Student(s) Name”.

A reminder, for our graduating ECC members, we have a new discount for the 2024-2025 school year! A 1 year 25% Kindergarten tuition discount has been put in place for ISJ families that do not qualify for the sponsoring congregation member discount. We hope this encourages you to continue within the ISJ

family as your child graduates into Day School and provides your family time to visit and consider joining one of our supporting congregations.

Day School tuition rates for 2024-2025 have been set at \$4755 per child. ECC Rates are dependent on which program your child is enrolled in.

Available early payment discounts: 24-25 tuition paid in full by Aug. 1<sup>st</sup> 2024 will receive 3% discount. A 1.5 % discount two payment 50% by Aug 1<sup>st</sup> '24 & 50% by Jan1st '25 is also available.

If your family needs tuition assistance for the 24-25 school year, please reach out to the office for the tuition assistance form requiring completion.

The ISJ Handbook has been updated and can be found online [here](#)

If you have any questions or comments on the new online enrollment and/or the tuition rates please reach out to the office by stopping by, emailing at [isjoffice@mychristianschool.com](mailto:isjoffice@mychristianschool.com) or calling us at (616) 363-0505.

Thank you for being a part of the ISJ Family!