



February 24, 2020

Saint James School's administration and staff are already looking ahead and making plans for next school year. In preparation for the start of 2020-2021, please take time now to complete your child/children's reenrollment for next year.

To complete our online reenrollment process, you will access our ParentsWeb through your existing login or create a ParentsWeb login.

Instructions for Creating a ParentsWeb Login

- Please go to www.renweb.com.
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **SJ-ME** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as indicated on the reverse side of this paper.

To access ParentsWeb:

- Please go to www.renweb.com
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the enrollment packet for your child/children. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online. All materials are also available on the admissions tab of our website at sjsbiddeford.org

If you have any questions about the enrollment process, please contact me at 207-282-4084.

Sincerely,

Helen Fournier
Administrative Assistant

NOTE: If you do not have a computer or have difficulty enrolling online, we do have enrollment forms in paper form available in the office or on our website.