ENROLLMENT APPLICATION INSTRUCTIONS

1. Go to **https://secure.gradelink.com/383/enrollment**
2. Use your preferred email address and create a password, then click "Register".
3. Go to your email and find the confirmation email. Confirm your account.
   If you do not see the email in your main inbox, please check your spam folder.
4. Enter the password you just created, then click "Continue".
5. Your account is now activated. Click "Continue".
6. Log in to your account.
7. Complete the enrollment application in its entirety and upload all necessary documents before submitting the application. You may pause and come back to it at a later time by using the link above and logging in with your credentials.

ENROLLMENT CHECKLIST

□ Completed online enrollment application including the following:
   □ Church Leader Recommendation Form - **LINK**
   □ Copy of Birth Certificate (emailed to jon.sauder@manheimchristian.org)
□ Enrollment Fee Paid (non-refundable) - Paid via check sent to
   Manheim Christian Day School, 686 Lebanon Road, Manheim PA 17545
   - $100 Early Enrollment Fee: Due by 1/31
   - $130 Regular Enrollment Fee: Due by 3/31
   - $170 Late Enrollment Fee: After 3/31
   - $100 Pre-K Flat Enrollment Fee
□ Student testing for grades K-8
□ Parent Interview completed with Administrator

The following documents must be submitted prior to the first day of school:
□ Physical Form
□ Dental Form
□ Clearances (if you would like to volunteer or chaperone a field trip)

If you have any questions regarding your Enrollment process,
please contact Jon Sauder at (717)665-4300 or email jon.sauder@manheimchristian.org.