

There are two steps to re-enrollment: Verification of student information and establishment of a Smart Tuition payment plan for the 2017-18 School Year.

The online re-enrollment form can be found at:

<https://loyolacatholicschool.schoolforms.org/>

On this page, you will login using your Education Edge username and password.

- If you do not know this information, please call Loyola Catholic School at 507-388-0600.
1. After logging in, you will click on Enrollment Form in the upper left hand corner of the page.
 2. You will then see a gray box in the center of the page with the option to Start in the right corner.
 3. Click Start, and you will see the names of each student that is eligible for re-enrollment, with the option to Reenroll to the right of their name.
 - *Please note - You will need to re-enroll all of your children individually.*
 4. Click Reenroll, and you will be brought to a set of pages that are pre populated with the most current information we have on file. You will need to carefully verify the information on each of these pages, or make necessary edits.
 5. Upon verification of all information on each page, you will click the Next button in the lower right corner of the page.
 - **Please note - On the “Materials and Services” page, if you check any of those boxes, you are *REFUSING* those materials and services.**
 6. On the Tuition Management page, you will click the following link:
<https://www.enrollwithsmart.com>. This will bring you to the Smart Tuition re-enrollment page for the 2017-18 school year.
 7. You will login using your Smart Tuition username and password.
 - If you do not know this information, you can get this information by clicking on the “Forgot your username/password?” link. You can then provide 2 of the following: Smart Tuition Family ID #; Phone Number listed on the account; Email address listed on the account.
 - If you are unable to reset your password using this link, please call Loyola Catholic School for assistance, 507-388-0600.

8. After logging in, you will be brought to a set of pages that are pre populated with the current information we have on file. You will need to carefully verify the information on each of these pages, or make necessary edits.
 - *Upon completing the Smart Tuition re-enrollment, please be sure to return to the Online Re-enrollment Form, and complete the submission by electronically signing and dating (dd/mm/yyyy).*
9. Click the Review button in the lower right corner. Double check your information, and click Submit at the bottom of the review page.
- 10. Be sure to return to the Enrollment Form page and make sure you have re-enrolled all of your children individually. You can skip the Smart Tuition re-enrollment steps after that has been completed one time.**