ARETE PREPARATORY ACADEMY
A Great Hearts Academy

4525 East Baseline Road | Gilbert, AZ 85234 | Office: (480) 222-4233 | Fax: (480) 222-4234 | www.aretepreparatory.org

Dear Families,

We are happy to announce that signing the Family Handbook will be done electronically again this year through the Enrollment Portal, making it more convenient and reducing the amount of paper needing to be printed. This is required of all families.

To complete the process of signing, please follow the steps below:

- Please log into the Great Hearts Parent Portal system using your username and password. If you do not remember your log-in information, please click on the **Forgot Password** and follow the instructions. If you continue to experience issues, please reach out to ghenrollment@greatheartsaz.org.

- Once you are in the enrollment system, you will see a large box that says, **Arizona Academy Family Handbook**
- In the Handbook section, please click on the "Review and E-Sign Family Handbook" button
- You must review the handbook by clicking on the **Family Handbook Link**
- Once reviewed, please navigate back to the Enrollment Parent Portal, accept and sign with your electronic signature
- After you accept and hit **NEXT**, you will receive an email confirmation to the email registered in the enrollment system
- Please complete for each student

If you experience any technical difficulties with the form, please reach out to ghenrollment@greatheartsaz.org.

We ask that you kindly agree to the handbook and consent forms by Friday, August 20, 2021. If you have any questions, please reach out to us.

Sincerely,

Nancy Harris
Office Manager, Arete Preparatory Academy