



Re-enrollment Instructions and Frequently Asked Questions

How to complete the FACTS online re-enrollment packet:

- Please go to www.renweb.com
- Select Logins from the menu bar and FACTS Family Portal Login from the drop-down menu.
- Type in the District Code (OB-SC), 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.
- Please review and update all information within the packet.
- Click SUBMIT.
- You will receive an email confirmation once you have successfully submitted your registration.

What is our FACTS district code? OB-SC

Can't remember your FACTS Family Portal user name and/or password? Go to the FACTS Family Portal login on renweb.com and click on the "forgot username or password" link. FACTS will email instructions to you.

What is the deadline to re-enroll?

The priority re-enrollment deadline for all current students is February 21, 2025. After the deadline, remaining spots will be opened to new applicants

How long does it take to re-enroll online?

It should only take 5-10 minutes. Please be sure to verify ALL info and update anything, including medical information that is missing or needs to be changed.

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How do I pay the re-enrollment fee?

The re-enrollment fee is paid online at the end of the packet using a credit/debit card, or a check. Your student's re-enrollment is not complete, and a spot is not held for them until the fee is paid and you click "submit re-enrollment packet."

How do I know if the re-enrollment went through?

You will get an email confirmation when the process is complete.

Why can't I see my child's enrollment packet under Enrollment/Reenrollment?

FACTS automatically assigns only one parent the re-enrollment responsibility. If you don't see the packet under the appropriate FACTS Family Portal page, please email amanda.ledbetter@oakbrookprep.org for help.

Is a spot automatically saved for my child for next year?

Only if you re-enroll before the deadline. Current Oakbrook parents are able to re-enroll their student(s) before the spots are made available to the public. To ensure a spot is held for the next school year, you must re-enroll by the deadline.

Can NEW student/sibling applications be done at the same place as re-enrollment on FACTS FACTS Family Portal?

No. You must complete a NEW student application for any student not currently attending Oakbrook. Please complete the Application in FACTS Family Portal and submit. New siblings will be given priority enrollment.

Can I use my tablet or phone to complete re-enrollment?

At this time, FACTS re-enrollment will not work on an iPad, smart phone, or Android device. You must use a PC to complete the re-enrollment packet. Using a PC: If you are using a PC and cannot click on the buttons and/or they look "faded out", this likely is a compatibility view issue with your web browser. Instructions on how to correct this are on the FACTS Family Portal login page. If you do not have access to a PC, we can arrange a time for you to come to the school to use one of ours.

Why have a deadline to re-enroll?

It is imperative for planning purposes. Careful planning is necessary to coordinate classes, schedules, and staffing needs. This all has to begin in early Spring in order to be ready for the start of school in August. Knowing how many students to expect is crucial to that

planning. NOTE: If you have a specific reason that would prevent you from re-enrolling prior to the deadline, please email amanda.ledbetter@oakbrookprep.org.

We are undecided about returning next year. Should I complete the re-enrollment packet anyway?

No. Since the re-enrollment fees are non-refundable, you will probably want to wait until you know for sure. If you are waiting to hear about a job transfer/relocation and are concerned about losing a spot, please email amanda.ledbetter@oakbrookprep.org to discuss the issue. If you have other concerns about returning, please talk to your grade level director so they are able to address any issues or questions.

Our family is not returning for the next school year. What do I need to do?

You would log on to your re-enrollment packet, and click the "Will Not Enroll" option, or email amanda.ledbetter@oakbrookprep.org to let us know you will not be returning next year. We would love the opportunity to work with you before you consider withdrawing.

How do I apply for Variable Tuition/Financial Aid?

Variable Tuition/Financial Aid is based on demonstrated financial need and is available for students in Kindergarten-12th grade. To be considered, applications must be submitted to FACTS/RenWeb. Applications will be forwarded to the Financial Aid Committee for consideration. You must re-apply for Financial Aid each year. [Apply Here.](#)

For other questions, please email amanda.ledbetter@oakbrookprep.org.