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New Student - Enrollment Instructions

Thank you for choosing HIS Kids Christian School! It is our distinct privilege to serve you!

Enrollment for elementary school is done via our online school management system called Gradelink (gradelink.com). This system better aids our office staff in ensuring that our records are up-to-date, accurate, and consistently formatted.

Parent Instructions:

1. Go to the website: <https://secure.gradelink.com/2156/enrollment>
(this link can be found on our school website as well: hiskidscs.org)
2. Takes you to the enrollment registration page:
 - a. Enter a valid email address, create a password, confirm password, then click the Registration button
 - b. You will receive an email instructing you to check your inbox for a confirmation email (*DO NOT click on the Continue button*)
 - c. In your email inbox you will see an email heading (Enrollment Registration Information for HIS Kids Christian School)
 - d. Once in the email, Click on the blue button that says **Click here to confirm your account**
(if you do not see this email in your main inbox, check your spam folder)
 - e. on the next screen, enter your password, then click the Continue button
 - f. Your parent account is now activated. Click on the Continue Button
3. You are now on the enrollment registration page. Enter your email address and password. Click on the Login button
4. This takes you to the enrollment page. Carefully read the instructions on the start page and continue to fill out the application for your child.
Carefully read the very last page (Submit tab). There are 2 places that ask for initials.
5. When all pages are completed to your satisfaction, click on the submit button.

If you have any questions during the online enrollment process, contact our secretary, Rachel Trudgen at rtrudgen@hiskidscs.org.

“Jesus grew in wisdom and stature, and in favor with God and men.” Luke 2:52