

Instructions for FPD Online Re-Enrollment

Please complete by February 2, 2015

****The Responsible Bill Payer should complete the Re-Enrollment Commitment****

1. Go to www.fpdmacon.org
2. Click **Admissions**
3. Under the Admissions Tab, click **Re-Enrollment**
4. The Welcome Page will appear
5. For parents of students in Grades 4th – 12th:
Please log-in using your NETCLASSROOM username and password

For parents of students in Grades 3K - 3rd:

Your initial NETCLASSROOM username is firstnamelastname and your password is 12345

(Click "CHANGE PASSWORD" on the left hand menu to update your password after your initial login)

6. On the left hand menu – click **"Online Reenrollment"**
7. Click **"Start"**
8. Your currently enrolled students will be listed and you will complete a form on each child before processing your payment (New students will need to complete the separate online admissions application)
9. Click **"Reenroll"**

As you begin, read & complete each section and then click **"Save & Go to Next Screen"**

Billing Details – For the oldest/only child - Choose the \$400 option. You may pay in full or pay in 4 equal installments of \$100 if completed by the initial due date. After the due date, payment options will be adjusted depending on the number of remaining billing statements.

Click **"Review"** and after reviewing, click **"Submit"**

If you have ADDITIONAL children to reenroll, please click the blue tab at the top of the page or the "Online Reenrollment" tab on the left hand menu.

If you do not have additional children to re-enroll, please complete the payment portion which allows you to pay by **Visa** or **Mastercard**

Once complete, you will receive an acknowledgement email as well as a receipt of payment.

If you choose the payment plan, the remaining installments will be billed to your billing statements.

Should you have any problems with the Online Re-enrollment,
Contact Ben Kienker in the FPD Enrollment Office
478-477-6505 ext. 188 or ben.kienker@fpdmacon.org

If you prefer re-enrolling by paper, feel free to download a form at
<http://www.fpdmacon.org/admissions-downloads/>