



# FACTS ENROLLMENT UPDATE



### Family Portal Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

☐ Parent ☐ Student ☐ Staff

[Create New Family Portal Account](#)

**MVC**

**CLICK HERE**

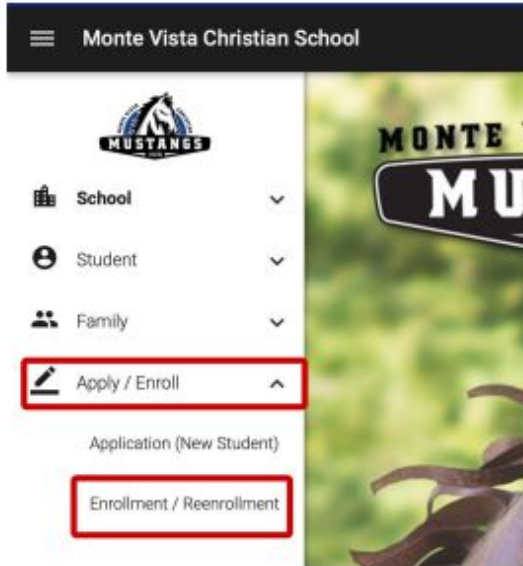
**GO TO FACTS FAMILY PORTAL**

**ENTER DISTRICT CODE: MTVS-CA**

**ENTER YOUR USERNAME (EMAIL ADDRESS) AND  
PASSWORD**

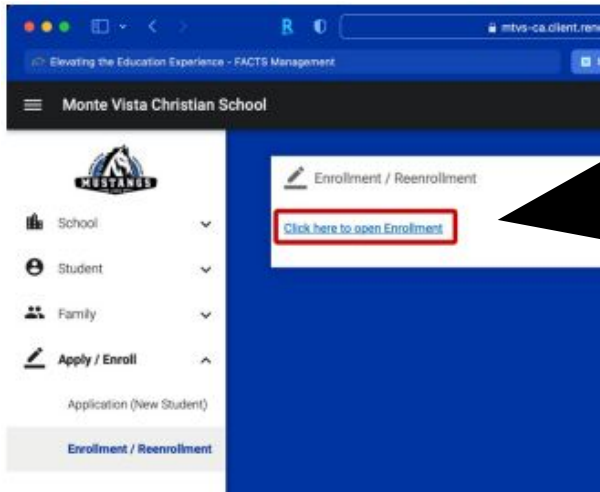
**MAKE SURE TO SELECT “PARENT”**

**CLICK “LOGIN”**



**CLICK ON “APPLY/ENROLL”**

**CLICK ON “ENROLLMENT/REENROLLMENT”**



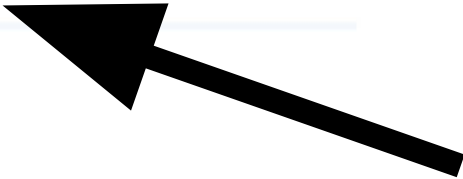
**SELECT “CLICK HERE TO OPEN ENROLLMENT”**



Enrollment

School Year: 2023-2024

Student	For Grade	Packet Status
Your Student's Name	12 Day	<a href="#">Start Enrollment Packet</a>



**YOUR CHILD(REN)’S NAME WILL BE LISTED**

**CLICK ON “START ENROLLMENT PACKET”**





**Test (Returning) Monte Vista Christian School**  
Year: 2023-2024  
Grade: 9 Day

Instructions

Step 1: Student Information

Step 2: Household Information

Step 3: Alumni or Currently Enrolled Students

Step 4: Emergency Contacts & Authorized Pickups

Step 5: Medical Information

Step 6: Medical Treatment Waiver

Step 7: Financial Agreement

Step 8: Electronic Signature Page

Final Step: Review & Submit

**Instructions**

We have said it before, but it cannot be said often enough.....we consider it a privilege to count you and your family as part of our school community! Therefore, the Continuous Enrollment Contract we have on record is intended to maintain your child's enrollment at MVC through high school graduation. It is important, though, to revisit the financial agreement terms made with the school and keep important student records up-to-date. Please complete the simple steps below to update our records for the 2023-2024 school year.

**Instructions**

Please complete the Online Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

- A yellow caution sign ⚠ will appear in the menu next to forms that are missing required information.
- A green check mark ✓ will appear in the menu next to forms that are completed.

Please refer to our website for information regarding [Tuition and Fees for 2023-2024](#). Remember, your \$500 non-refundable reenrollment fee will automatically be added to your FACTS account on February 1 for payment on February 15 unless you provide written notification to [Admissions](#) prior to January 31, 2023.

**Next Steps**

After your Day Student 2023-2024 Update is submitted, you will receive a confirmation email. At any time, you can access your Family Portal login to print a PDF copy of the completed packet.

Our admissions team is available if you have any questions about your continuous enrollment at MVC. Contact us by email or give us a call anytime at 831-768-6137.

Sincerely,

Kim Dawes

[Next >](#)

**READ THROUGH THE MESSAGE & INSTRUCTIONS\***

**CLICK ON “NEXT” TO BEGIN REVIEWING AND/OR UPDATING YOUR CHILD’S ENROLLMENT RECORDS**

**\*THIS SAMPLE IS FOR THE PRIMARY HOUSEHOLD - THE NEXT SCREEN WILL SHOW MESSAGING AND INSTRUCTIONS FOR YOUR CHILD’S SECONDARY HOUSEHOLD.**



Test (Returning) Signature  
Packet Monte Vista  
Christian School  
Year: 2023-2024  
Grade: 8 Day

[Instructions & Overview](#)

Step 1: Household  
Information

Step 2: Financial  
Agreement

Step 3: Medical  
Treatment Waiver

Step 4: Electronic  
Signature Page

Final Step: Review & Submit

## Instructions & Overview



We have said it before, but it cannot be said often enough.....we consider it a privilege to count you and your family as part of our school community! Therefore, the Continuous Enrollment Contract we have on record is intended to maintain your child's enrollment at MVC through high school graduation. It is important, though, to revisit the financial agreement terms made with the school and keep important student records up-to-date. Please complete the simple steps below to update our records for the 2023-2024 school year.

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Sincerely,

Kim Dawes  
Director of Admissions

[Next >](#)

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**CLICK ON "NEXT" TO BEGIN REVIEWING  
AND/OR UPDATING YOUR CHILD'S ENROLLMENT  
RECORDS**

**\*THIS SAMPLE IS FOR THE SECONDARY HOUSEHOLD - THIS UPDATE  
PACKET HAS ENROLLMENT/FINANCIAL RECORDS ONLY. EMERGENCY  
& MEDICAL INFORMATION IS SUBMITTED AS PART OF THE PRIMARY  
HOUSEHOLD'S UPDATE PACKET.**



# QUESTIONS?



**Sara Stalker**

Student Accounts & Billing  
Tuition, discounts, or financial aid.  
[sarastalker@mvcs.org](mailto:sarastalker@mvcs.org)  
831-768-6112



**Marjorie Schmidt**

Admissions Assistant  
FACTS account log in or access.  
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831-768-6112



**Kim Dawes**

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