



THE WEBB SCHOOL

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New Electronic Re-Enrollment Process for 2019-2020

We are pleased to provide a new paperless enrollment contract process. This process combines the contract with the enrollment forms (previously completed through Renweb). Families can now complete the entire enrollment process, including uploading medical forms and paying the deposit, all in one portal account. We hope this new process will be much easier for our families. ***The enrollment contract and deposit are due March 5, 2019 and all additional supplemental forms are due May 1, 2019.***

Moving to an electronic process required us to review our contract and other important enrollment forms. As you can imagine, industry standards have changed, so you will notice our enrollment contract is much more comprehensive. We appreciate your understanding and patience as we work towards ensuring we are meeting these industry standards.

In addition to the electronic contract, many additional changes have been made to our enrollment process. These changes are outlined in the list below. Please read over this list carefully before you start the enrollment process. If you have any questions or need assistance with this new process, please contact Selena Douglas in the Admissions Office at sdouglas@webbschool.com or 931-389-5788.

1. Electronic Signature Consent Form

In order to move to a paperless enrollment contract, families must complete an “Electronic Signature Consent Form” before they can proceed to any other forms in the enrollment process.

2. Dual Signatures on Enrollment Contract

The enrollment contract must be signed by both parents. Each parent will have unique login credentials and must login separately to sign the contract. Once parent one signs the contract, parent two will receive a notification to sign the contract. Please note: parent two must also complete the “Electronic Signature Consent Form” before completing the enrollment contract. *There will only be one signature required for students with only one parent/guardian.*

3. Enrollment Deposit Payment

In order to officially submit your child’s enrollment contract, the deposit must be paid. Please designate which parent will be responsible for completing the deposit payment. Families can pay directly in their portal account by credit card, electronic check or wire transfer. If you prefer to pay by check or cash, please mail or hand deliver to: The Webb School Admissions Office, Attn: Selena Douglas, 319 Webb Road East, Bell Buckle, TN 37020.

4. Designated Parent for Additional Enrollment Forms

Once both parents have signed the enrollment contract, families need to decide which parent will complete the remaining enrollment forms. These can only be completed by one parent and once they are submitted they cannot be changed. ***These supplemental forms must be completed by May 1, 2019.***

5. Updated Medical Release Form

Significant changes have been made to our medical release form. The form must be printed, signed in ink by both parents and uploaded in your SchoolAdmin portal account. Please note, the form now includes a medication administration section. If your child needs to take prescription medication while at school, that section must be completed and signed by the physician prescribing the medication.

6. Physical Form (for all boarding students & all day students who play a sport)

The physical form must be completed each year for all boarding students and all day students who plan to play a sport during the 2019-2020 school year. We understand there may be limitations to getting an annual physical due to insurance so please be sure to complete and submit your child's physical once your child's current physical is outdated. If your child's current physical is still valid when the 2019-2020 school year begins, we will provide a completed notation for this section. However, please note that you will be notified during the school year when the physical needs to be renewed.

7. Immunization Certificate (for current 6th grade students only)

This is only required for current 6th grade students because there is an additional vaccination required before they begin 7th grade. Please make sure this updated Immunization Certificate is submitted before the 2019-2020 school year begins.

Re-Enrollment Instructions through SchoolAdmin:

1. Create your portal account (families who have a sibling applying may already have an account) by visiting: https://thewebbschool.schooladminonline.com/users/sign_in
2. Once you create your account, select "Continue Enrollment Process" to begin the enrollment process.
3. Please complete the online contract and submit your deposit payment by March 5, 2019. All other supplemental forms are due May 1, 2019.

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