



# 2024-2025 Bethel Lutheran School Registration Procedures for *Grades 1 through 8*

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### A. Registration Schedule & General Information

School registration will take place online per the following schedule:

- Current Bethel Students & Siblings – Thursday, February 15, 2024
- Bethel Lutheran Church members – Monday, February 26, 2024
- General public – Monday, March 4, 2024

<sup>a</sup> **If you have a student who will NOT be returning** to Bethel School next year, you must inform the office staff before March 15 to avoid getting invoiced for the 2024-2025 registration and technology fees.

If you have any questions or problems during registration, please get in touch with the school office at (309) 266-6592. The office will be staffed starting at 6:00 AM on each registration day.

**B. Steps for Current Bethel Students Entering Grades 1 – 8**

(See Note “1” if you need to apply for a new student who is the sibling<sup>1</sup> of a current Bethel student)

**Step 1**

**All current Bethel students** going into 1<sup>st</sup> through 8<sup>th</sup> grade will *automatically be registered/promoted in TADS to their next grade on Thursday, February 15*. Most, but not all, information within each student’s current TADS account will be copied to their new school year (see Step 2 for a summary of items you will need to review and update).

**If your student will NOT be returning** to Bethel School next year, you must inform the office staff before March 15 to avoid getting invoiced for the 2024-2025 registration and technology fees.

**<sup>1</sup> To apply for a new student who is the sibling of a current Bethel student:** Log into your TADS account, click on the “Admissions” tab, and complete the new student application. Carefully follow the instructions to ensure each application section is complete.

**Step 2**

To complete the enrollment, log in to your TADS account to review and update each section of student information, including:

- For each student, review & update contact phone numbers and addresses, emergency contacts, authorized pickup list, media/photo release preferences, etc).
- Review & fulfill document requirements.
- Review & update your payment method - **All accounts are billed for registration (\$280) and technology (\$50) fees on Friday, March 15, 2024. Your payment must be received by the invoice due date to avoid a late fee.**

Your options for payment methods are:

- Automatic credit/debit card payment (TADS charges an electronic processing fee)
- Automatic bank payments from checking/savings (TADS charges an electronic processing fee)
- Cash or check payment (must be received in the school office before due date on the invoice)

***Reminder: Your registration is not finalized, nor is your spot guaranteed until registration fees are paid.***

## C. Steps for All New Students Entering 1<sup>st</sup> – 8<sup>th</sup> Grade

(See Page 2 if you need to apply for a new student who is the sibling of a current Bethel student)

### Step 1

**Apply online:** A link to our TADS application system will be available on our school website ([Bethel Lutheran School Registration](#)). The link will take you directly to the TADS online application page. Carefully follow the instructions to ensure each application section is complete.

### **Schedule:**

- Bethel Lutheran Church Members at 6:00 AM on Monday, February 26
- All other new students at 6:00 AM on Monday, March 4

**Tuition & Registration Fees:** Information about tuition and fees is available on our school website ([Bethel Lutheran School Registration](#)). Registration (\$280) and technology (\$50) fees are set up during the online application process and will be billed to you when the student's application is accepted for enrollment. **Enrollment will not be guaranteed until fees are paid.**

### Step 2

Within two (2) business days after applying online, you will receive communications from Bethel staff to walk you through the next steps of our student admissions process.