



**NEW STUDENT
APPLICATION INSTRUCTIONS
2020-2021 SCHOOL YEAR**

Admissions Procedure:

- 1. APPLY** - Complete an Online Application and upload required documents online. Go to www.immanuelwarriors.org and click the Admissions tab under [Academic/Admissions> Admissions>Apply Now](#) (\$25 Application Fee).

The required documents needed to enroll are as follows.

- birth certificate
- shot record
- most recent report card and/or test scores
- letter of recommendation from your teacher or counselor (Also available as part of the online application)
- [Previous School Evaluation Forms](#) (Also available as part of the online application)
- 7th-12th grade [Student Essay](#)
- [Health Physical](#) (Must be turned in before school starts)

2. EDUACTIONAL CONSULTATION - A family interview with the Principal will be conducted.

3. CLASSROOM VISIT- A new student is required to visit the school for an entire school day.

4. If needed, an entrance exam will be scheduled. (\$40 per exam) The need for an entrance exam is determined by a review of the most recent academic records (report cards and/or standardized tests).

5. ACCEPTANCE / CREATE ACCOUNT - Once accepted, create ParentsWeb account. Go to www.immanuelwarriors.org > Parents > Renweb. Click [Create New ParentsWeb Account](#). Follow the instructions on back.

6. REGISTRATION FEE - Log in to your new ParentsWeb account. Select the ENROLLMENT/REENROLLMENT link found under the FAMILY INFORMATION section.

Complete the Online Enrollment process which includes submitting the registration fee and setting up a FACTS Tuition Payment Plan. (Please note: FACTS charges a one-time contract fee per family per year. \$50 for ten or twelve month payment plans or \$20 for



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one or two payment plans. This fee will be charged within one week of setting up a payment plan.)

Instructions for Creating a ParentsWeb Login

- Please go to www.immanuelwarriors.org > Parents/Resources > FACTS> RenWeb OR <https://ics-tx.client.renweb.com/pw/>.
- From the RenWeb ParentsWeb Login screen, select **Create New ParentsWeb Account**.
- Enter **ICS-TX** into the District Code field.
- Enter your **email address** in the Email field (You must use the same email address that you provided to the school.)
- Click the **Create Account** button.
- **Check your email** for a message from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/**Create Password** screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb.