



ARROW REGISTRATION GUIDE

APPLICATION



- New Families are required to have an Arrow family sponsor
- Fill out the New Family Application & complete the interview process
- Upon Accepted Application, the family will be notified by email with a registration code

COURSE SELECTION

- Use printable PDF for the easiest view of the schedule
- Ensure your child is registered for the correct grade level class
- Please Note: Students will not be admitted into a class outside of their grade level unless they have obtained permission by submitting a Class Petition Form (on website) 3-5 days prior to registration.
- Please note outside assignments/requirements when reading class course description
- Add desired classes to cart. If you are registering more than one child, you will **register and checkout one child at a time.**

REVIEW COURSE SCHEDULE

- Select the bag icon in the upper right corner of the screen
- **REVIEW CLASSES CAREFULLY.** Please ensure you have selected no more than one class per period and that all classes in your cart are in the appropriate grade range for your student.
- Students will be dropped from any class which is not slated for his/her grade.
- Ensure you are only registering **one student at a time.** All classes in your cart should be for the same student.
- Proceed to checkout

ESIGN DOCUMENTS

- When prompted, complete and sign the Arrow Registration Forms electronically
- Agree and sign to proceed to checkout

COMPLETE REGISTRATION

- Log in/Create account
- Enter billing information
- Enter student information
- Sign up for a volunteer role - **this is mandatory for all Arrow families**
- Select payment method
 - Annual Pay - Pay deposit: **due upon checkout**, then pay the remaining balance
 - Monthly Pay - Pay deposit: **due upon checkout**, then pay 2nd of 10 monthly installments.
- eCheck- enter account and routing number (no service fee for this transaction)
- Credit Card- A \$20 service fee will be added

