

Dear Parents,

As we look with anticipation toward the 2022-23 school year, it is our pleasure to continue our partnership with you in the education of your child. In preparation for the next school year, please take the time now to review next year's [tuition rates](#) and complete your student's re-enrollment for 2022-23.

Please follow these simple steps:

Step One:

- Please go to www.factsmgt.com.
- Select **Parent Log in** from the menu bar and **FACTS Family Portal** from the drop-down menu.
- Enter **LCA-GA** into the District Code field.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided on the FACTS website.
- After logging into your parent account, click on the **Apply/Enroll** button in the left menu. The menu can be accessed by clicking on the three bars on the top left.
- Click on the **Enrollment/Re-enrollment** button.

Step Two:

Our Online Enrollment system will open with a link to the enrollment packet for your student. Choose the **Start Enrollment Packet** option. You will be prompted with further instructions to verify and update the information we have on file or add any information that is currently missing. The online process should take approximately 10-15 minutes per student to complete. Your information will be saved if you need to quit and return later. If you experience errors, you might need to turn off pop up blockers and refresh the browser window.

Step Three:

Within the packet, you will be prompted to access the FACTS Billing account for your family. You will be directed to a new browser tab where you will log in to your existing account to 1) Choose a tuition payment plan for your family 2) Confirm or change the financial institution associated with this account 3) Agree to the terms and conditions of the contract. 4) Pay an enrollment fee for FACTS Billing. After this step is complete, you will be directed to return to the re-enrollment packet.

Remember that FACTS assesses an enrollment fee each school year to process the tuition payment plans. There is a \$45 charge for a monthly payment plan and a \$15 charge for an annual or biannual plan. These fees are collected directly by FACTS. An email confirmation of your tuition payment plan will be sent to you after your re-enrollment packet has been verified and the payment plan finalized. This could take 3-4 business days. ***[Tuition rates and fees](#) are also listed in the packet for your review.***

Step Four:

Complete and review your student's re-enrollment packet. Submit the packet and follow the instructions to finalize an online payment of \$300 through the FACTS processing system. *If you re-enroll between January 31 and February 14, your re-enrollment fee is discounted to \$250 per student.*

Additional instructions will be sent in early April regarding the update of your student's Magnus Health account. This information must be updated and completed by July 1.

If you have additional children, you will complete the same process for each student except for choosing a tuition payment plan. You will notice there is already a plan pending for your family.

We appreciate your effort in verifying accurate demographic and contact information for your family. Here is an [additional resource](#) to help answer any questions you might have. As always, please feel free to email admissions@lcalions.com if you need assistance.

Sincerely,

Sarah Teffertiller
Director of Admissions

Loganville Christian Academy
2575 Highway 81~ Loganville, GA 30052
770-554-9888 ext. 3106
678-735-3440 fax
www.lcalions.com