

# 2023-2024 RE-ENROLLMENT

It is that time of year when we begin the planning process for the upcoming school year. A critical piece of the planning puzzle is knowing how many of our current families are planning to return next year. **The Re-Enrollment window opens Thursday, December 15th.**

*The re-enrollment window for the 2023-2024 school year will open for all currently enrolled scholars and **new sibling(s)**.*

**NEW PROCESS:** This year, you will log in to Campus Parent via Infinite Campus to access the Online Registration application. This will allow us to ensure that information is correct and updated in Infinite Campus. To access the Online Registration application:

1. Log into the Campus Parent via our website or click this link, <https://gacloud2.infinitecampus.org/campus/portal/parents/ivyprep.jsp>.
2. Click on the Menu tab (three lines on the left side) next to the Infinite Campus logo if you do not see the list of items on the left side of the screen.
3. Select the **MORE** link located at the bottom of the menu.
4. Click **Re enrollment 2023-2024** to start the process.
5. Next to 2023-2024 Registration Existing Student Registration, click the **Start button** to continue.
6. Confirm the Scholar's name and click the **Begin Registration** button.
7. Read the instructions, type your name in the box and provide your signature.
8. Click the **Begin** button.
9. Complete each tab until you are ready to submit. It is very important to review the information that is listed in the system.
10. Once you have completed the Student Tab, click the **Save/Continue** button.
11. On the Completed tab, click the **Submit** button.

Repeat the steps for each scholar who will attend Ivy next school year.

**NOTE:** If your scholar is currently in 8th Grade and you have a **new** scholar attending Ivy for the first time in the 2023-2024 school year, please send an email to [enroll@ivyprepacademy.org](mailto:enroll@ivyprepacademy.org).

If you have not created an account in Infinite Campus, click the following link for instructions, [https://gacloud2.infinitecampus.org/campus/K12\\_Custom/cParent/index.jsp?appName=ivyprep](https://gacloud2.infinitecampus.org/campus/K12_Custom/cParent/index.jsp?appName=ivyprep).

Thank you for your cooperation in ensuring that your scholar is enrolled for the upcoming school year.