
Continuous Enrollment for Returning Families

Purpose	Learn about continuous enrollment vs. traditional enrollment in FACTS SIS, and decide what's best for your school.
Related Articles	The Basics of Admissions New Student Admissions

Understanding continuous enrollment

Continuous enrollment is a reenrollment strategy that attempts to switch parents' responsibility from 'opting in' by submitting reenrollment forms to 'opting out' by communicating their intent to withdraw.

The expectation is that, by assuming students are returning unless informed otherwise, the school knows what their enrollment will be earlier in the year—they don't have to wait for parents to submit their forms. Some think this ultimately makes returning easier for parents, thereby improving retention.

Traditional Reenrollment vs. Continuous Enrollment

	Traditional Reenrollment	Continuous Enrollment
Enrollment contract signed	Every year	Once
Payment plan selected	Every year	At initial enrollment
Updated demographics	Yes	No
Annual permission forms	Yes	No
Accept enrollment fee	Yes	No
Less paperwork	No	Yes
Easier for families	No	Yes

While there's some benefit to removing the need for new enrollment contracts every year, continuous enrollment has significant drawbacks. Almost every school will have at least a few requirements of returning parents apart from a contract, including updating emergency contacts, medical information, and submitting other forms.

Moving to continuous enrollment without a process to obtain this information usually leads to a rush to solicit and manually record data before the start of school, or not having it at all.

Continuous enrollment with "back to school" packets

For schools that don't want to lose the benefits of traditional reenrollment but also want the 'opt-out' method of continuous enrollment, we recommend using a continuous enrollment contract along with FACTS Application & Enrollment.

Suggested Continuous Enrollment Strategy

1. Work out tuition payment and fee collection details with your account manager.
2. Communicate tuition and continuous enrollment policy to families, and obtain signed contracts.
 - If your enrollment contract is a form within your enrollment packet, you may want to do traditional enrollment for one more year to obtain updated continuous enrollment contracts.
3. Title next year's enrollment packet as *Back to School Update, Required Student Forms*, or similar, rather than *Enrollment* or *Reenrollment*.
 - This allows you to maintain the expectation that parents must provide notice of intent to withdraw their student. For example, the notice of intent may be due in February while the forms packet is due in July.
 - The purpose of the packet is to update family information—including medical and emergency contacts—and sign necessary forms before the start of school, not to 're-enroll.'

Talk to your account manager

Since students are assumed to return, and your enrollment packet will not include a tuition selection portion or a reenrollment fee, you'll need to talk to your account manager. Be prepared to discuss the following questions.

- Do you want to roll over families' current payment plans? Or will they select payment plans in **Family Portal**?
- When would you want your returning families moved to the new school year?
 - This depends on when you want to start entering transactions and is typically around the same time enrollment packets were due.
- When and how do you want to collect a reenrollment fee?
 - While typical continuous enrollment doesn't include a parent fee, your school may want to recoup enrollment packet submission fees.
- When and how do you want to collect a tuition deposit?
 - Will you bill via **Incidental Billing**, collect it through a down payment when the payment plan is finalized, or add it to the first due date of the payment plan?

Communicate the new policy and process

You'll need to ensure your initial enrollment contract specifies the continuous enrollment policy clearly, including:

- Payment plan renewal details.
- How parents provide notice of intent to withdraw their student.
- Payment responsibility/pro-rated tuition in case of withdrawal.

Update your packets

Once you've planned things out with your account manager and set expectations for students and parents, you're ready to revise your enrollment packets.

- [Copy existing packets](#) for next year to make changes.

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- [Change the fee configuration](#) if you will no longer be taking payments via the enrollment packet.
 - [Remove the tuition plan selection form](#) from the packets.
 - [Review the rest of the packets](#) for any parent instructions or information you want to change. Any mention of due dates, fees, and tuition information likely needs to be updated.

See [Returning Student Reenrollment](#) when you're ready to invite parents to access your new packets.

Continuous enrollment without "back to school" packets

If your school decides not to use packets to get updated information, you may still track returning students in **Admissions > Returning Students** using reenrollment records.

1. [Create reenrollment records](#) for all students.
2. [Change the Status](#) to *Finished* for all students.
3. [Manually change the status](#) to *Parent Withdrawn* or another status as needed.

Student and status information will display in the **Returning Students** screen and various [admissions reports](#).