



## New Student Application

This sheet provides your family step by step directions and answers to many of the logistical questions about our online enrollment application. If you have any questions along the way, please reach out to us at (206) 244-6085.

### VISIT OUR WEBSITE

- Go to [www.glseagles.org/enrollment](http://www.glseagles.org/enrollment) and click on the yellow link at the top of the page. This will take you to GRADELINK, our student information system.

### CREATE AN ACCOUNT

- Enter your email address, create a password, then click the “**Register**” button.
- **Check your email** for an account activation message and confirm your account. (Note: If you do not see the email, check your spam folder.) On the next screen, enter your password, then click “**Continue**”.

### FILLING OUT THE APPLICATION

- To begin the application process, login with your e-mail address and new password and go to the **Complete Enrollment** Tab.
- Then follow the prompts to fill out the application, upload relevant files, and submit when finished. You can save the application or go back and edit at any time before submission. After the application is submitted, you will receive an email that Glendale Lutheran School has received your application and will be calling you to schedule an academic assessment for your child.

### THE NEXT STEPS

- After the academic assessment, you will receive an email to let you know the approval status of your child. We will also let you know if there is availability in your child’s class or if your child will be placed on a waiting list.

### FINALIZING THE ENROLLMENT

- Please let us know within 1 week if your child will attend Glendale. We will hold your child’s spot during this waiting period, after which this spot will be released.
  - After you have decided to move forward in the enrollment process, an enrollment contract will be sent for your signature, as well as an invoice for enrollment fees.
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