HIS Kids
CHRISTIAN SCHOOL

A Ministry of Summit Presbyterian Church

Instructions for Re-Enrollment

Enrollment will be done on Gradelink once again this year. All families need to log into their Gradelink account to access the enrollment application. If you need help logging onto Gradelink, please contact our Administrative Assistant, Brittany Morse.

Parent Instructions:

1. Log-in to your Gradelink account, school code 2156
2. Click on the **Re-Enroll** tab on the left side of the screen
3. This brings you to the Application/Enrollment page – read all instructions then click on **Continue**
4. Carefully read the last page (Submit tab). There are 2 places that ask for **initials**. When all pages are completed to your satisfaction, click on the **submit** button.

   ****if you have multiple children enrolled at HIS Kids, you will need to complete an application process for each child. Click on the **Re-Enroll** tab again. Click on the Now Viewing Icon at the top right screen. Select the name of the next child. Repeat steps 3 and 4.

Enrolling other children not currently in the Gradelink system who will be attending HKCS for the 2025-2026 school year.

1. Contact the school office to give us your child's name. We will create a basic entry that is linked to your family account.
2. Once we have that set up, log-in to your Gradelink account, school code 2156
3. Click on the **Re-Enroll** tab on the left side of the screen
4. Click on the Now Viewing Icon at the top right screen
5. Select the name of the child you wish to enroll
6. You are now on the Application/Enrollment page
7. Proceed as you did for your first child

Once the online enrollment application is complete, the office staff will be notified. **Students are not considered registered until the registration fee has been received.** The office will contact you via email when all required items are turned in and your child is officially registered for the 2025-2026 school year. Paper applications are available upon request only.