

Directions to Complete Online Registration using Teacherease Student Management System

Returning users: Login to your [TeacherEase](#) account using the email address the school has on file. If you need a welcome email sent from Teacherease to reset your password and gain access, please contact the school office.

If you are a **returning family and not registering a new student**, login to your TeacherEase account and select *Continue Registering Existing Students*.

If you are a **returning family and registering a new student**, login to your TeacherEase account and select *Continue Registering Existing Students*, and register each of your returning child(ren). You will then need to select *Register a New Student to the District* to request registration access.

New families go to the [TeacherEase website](#) to begin the process of requesting registration access. The principal must approve each new student registration request.

You will be sent an email confirming that you have been approved to register.

You will create a username and password.

Online registration can be found under the Miscellaneous tab.

You will need to have your health insurance information on hand.

Read & follow each step including:

Download and return the **Request for Administration of Medication Form(s)** for each child taking medication while at school, and the **applicable Tuition Form** to the school office. This can be done through bookbag mail, regular mail, email schooloffice@stmalgeneseo.org or you may personally return them to the school office.

FACTS enrollment, and then return to TeacherEase online registration

Complete Form in the bottom right hand corner of the screen.

Complete all steps and click **SAVE**.

Once you have completed the online registration process, there should be a notification at the top of the screen that states, "Congratulations, all required steps have been completed."

If you would like to register online at the school, please contact the school office and we would be happy to assist you. Please contact us with any questions 309-944-3230 or email us at schooloffice@stmalgeneseo.org or tsmith@stmalgeneseo.org

FACTS Tuition Management

- A link to FACTS online tuition management will be provided during the registration process. This link is also posted on our website.
- The Diocese requires that all school families enroll into the FACTS system.
- If your family is seeking tuition assistance, you are required to apply for Grants and Aid within FACTS. Families are also required to then meet with the pastor and principal prior to the completion of registration if tuition assistance is needed.
- No tuition payments will be accepted at the time of registration and FACTS enrollment.
- You will be asked to provide general information and to **set up a payment plan**.
- You may pay the registration fee(s) through FACTS beginning May 1st, or you may send a check to the school for registration fee(s) at any time. You may also make tuition payments through FACTS beginning May 1st.
- The registration fee is \$100 per child. Enrollment is not complete until the registration fee(s) is paid, the completed Tuition Agreement Form is processed, and a payment plan is set up in FACTS.
- Returning families will not need to re-enroll into FACTS. However, if any of your information has changed and/or you wish to change your payment method, you may log into FACTS to make those changes. Or you may contact the Business Manager, Jennifer Higgins at (309) 944-5393 ext. 115 or jhiggins@stmalgeneseo.org.
- The FACTS tuition agreement will reflect the full tuition amount per Diocesan request. However, we honor the paper Tuition Agreement form you complete and turn in to the school office as the primary agreement. If your family is seeking tuition assistance, you are required to apply for Grants and Aid within FACTS. (See attached for more information.) Families are required to meet with the pastor and principal prior to completion of registration if tuition assistance is needed.
- Families will be able to pay their tuition in one of three ways:
 - Payment in Full - due in September
 - Two payments - due in September and January
 - Ten monthly payments - due each month August through May
- Tuition payments can be made by check payable to St. Malachy School. Please select an invoice agreement as the payment method in FACTS in order to pay by check. Checks may be mailed or brought to the School Office or Parish Office and be clearly marked as a tuition payment.
- Tuition payments can also be made online through FACTS by Automatic Withdrawal, debit card, or credit card (Mastercard, Visa, Discover, or American Express). Please note that there is a 2.95% processing fee for debit and credit card payments. Families can select the date for the online payments to be processed.
- Families can view all of their payment activity online, change payment methods, make additional payments, and view previous/upcoming payments. Families will also be able to view and print tax credit statements from FACTS.

Did you Know?

Your child can attend a Catholic School
Financial Assistance Available



John Lancaster Spalding Scholarship Fund Grants Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for the 2024-2025 school year for students enrolled in or intending to enroll in grades Kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are active members of a Catholic parish in the diocese. All grants will be based on financial need objectively assessed.

Information about the grants and application materials may be obtained from the Diocesan website www.cdop.org under the heading Catholic Education and then under Financial Assistance. Consult the detailed protocols and procedures and checklist for all requirements necessary to be eligible for an award. Parents must apply at: <https://online.factsmgt.com/aid>. Families of students currently receiving grants are reminded that all grants are for one year only, and anyone seeking to renew a grant for the 2024-2025 school year must reapply. Deadline date for the completed application is April 26, 2024. Notification of grant awards will be made in June of 2024.

Another funding opportunity is also available due to the Invest in Kids Act legislation in Illinois. Students may be eligible for up to 100% of tuition and fees under a new program for tax credit scholarships (TCS). Details on how to apply and who qualifies are available on the Empower Illinois website at www.empowerillinois.org. Students who receive a TCS are ineligible to receive a Spalding award.