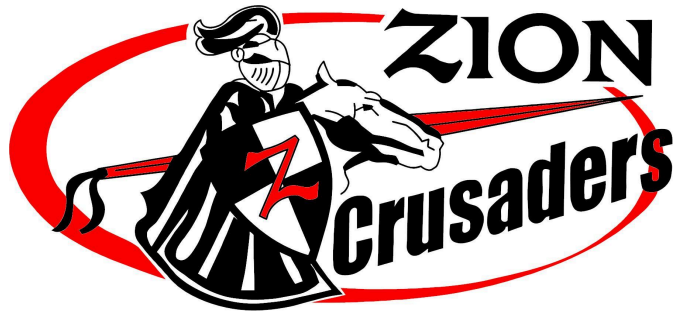


Zion Lutheran Church and School

822 Western Ave
Columbus, WI 53925
Office: 920-623-5180
Email: office@zioncrusaders.com

Principal Chad Grambsch
Email: principal@zioncrusaders.com
Cell: 414-313-4308



Enrollment Steps 2024-2025

Families New to Zion:

1. Fill out an Application for Enrollment form indicating your desire to enroll and turn it in to the school office.
2. Meet with the Principal and Pastor to discuss the Enrollment Policy and review the School Handbook.
3. All new incoming families to Zion must get approval from the Board of Education before enrolling their children. New families must wait for approval before they can continue. The Principal will notify the family as soon as possible.
4. Fill out a Tuition Payment Indication Form and return it to the office.
5. If you pay the tuition in full with cash or check, no other action is needed before Registration Day (August 6). The tuition payment will be given on that day.
6. If you use our FACTS payment system, Visit our school website at www.zioncolumbus.org/admissions. There is a clickable box entitled "Login to FACTS (Payment options and aid). Create a new account. The program will then lead you through setting up your agreement. FACTS agreements must be complete by **Friday, May 17**.
7. The next step is on Registration Day (August 6). Your contact information will be added to our system. Information will go out in June about school supply lists and other pertinent information. Information can also be found on our website: zioncolumbus.org. Look for a registration packet to be mailed to you by late July. Please contact the school office if you don't receive one by July 30. Fill out the information and come to Registration Day.

Current Zion Families:

1. Fill out a Tuition Payment Indication Form and return it to the office.
2. If you pay the tuition in full with cash or check, no other action is needed before Registration Day (August 6). The tuition payment will be given on that day.
3. Re-enrollment (Previously enrolled FACTS User): A verification form will be sent home to those families who have reenrolled in the FACTS monthly payment plan for the next school year. Check the information over to make sure that tuition costs are accurate. If everything looks good, you are all set for tuition next year! Nothing further is required. If there is a discrepancy, you must contact the office immediately. If we do not hear from you by **Friday, May 17**, your payments will be locked in, as indicated by the verification form.
4. Information will go out in June about school supply lists and other pertinent information. It will also be found on our website: zioncolumbus.org. Look for a registration packet to be mailed to you by late July. Please contact the school office if you don't receive one by July 30. Fill out the information and come to Registration Day.

Tuesday, Aug 6: Registration Day from 8-11 am and 5-7 pm.
Wednesday, Aug 7: Parent Information Night: 6 pm
Tuesday, Aug 20: First Day of School (Opening Chapel at 8:10 am)