

How to Enroll New Students to MHCA:

1. Click on this link to get started!
<https://secure.gradelink.com/1621/enrollment>
 2. Register your new student with your active email address and create a password.
 3. Check your email that you signed up with for an email regarding "Enrollment Registration" (Check junk folders if you don't see it)
 4. Open the email and click on the blue button "Click Here to Confirm Your Account"
 5. Check your email and confirm **before you click "continue"** or you will have to enter your password several times.
 6. Follow the prompts to enroll your new student and submit
 7. Once submitted, if your student is entering 1st-12th grades, our offices will be contacting you for a student interview with our Administrator before getting you set up in FACTS for payment. If your student is in PK3, K4, or Kindergarten, our offices will review your paperwork and upon approval will be contacting you with a phone call to welcome you and get you set up with our FACTS payment portal.
- ✎ Don't forget to get our offices the required documentation for your New Student: You can attach the pdf, scan, or take a picture with your phone and upload it into Gradelink while you are enrolling, or email it, or bring a copy by our offices and we can attach it to their record.
 - ✎ Email is: mhcaadmin@mhcaeagles.org

For All New Students:

- ✎ Birth Certificate
- ✎ Updated Immunization Record
- ✎ Legal Custody Papers (if applicable)

For New Students Entering 1st-12th Grades in Addition to the Above:

- ✎ Student Reference Forms (2 are Required)
- ✎ Pastoral Reference Form