



## *Re-Enrollment Process*

### **Step 1**

- Log into your Parents Web Account. (If you have not accessed it since school began, you may need this link: <https://bren-tx.client.renweb.com/pw/?SchoolCode=BREN-TX> )

### **Step 2**

- Click on “Apply / Enroll” on the left side of the screen.

### **Step 3**

- From the dropdown, choose “Reenrollment.” Then “Click here to open Online Enrollment.”

### **Step 4**

- You should see your child(ren)’s name with “Start Enrollment Packet” to the right; click on that link.

### **Step 5**

- Please read “Instructions and Resources” and complete each section listed on the left side of the screen, making updates and corrections as necessary. Click “Save” and “Next” to advance to the next section. If section is complete, a green check mark will appear next to the section name.
- Pay the re-enrollment fee. For packets completed before April 1, the fee will be \$150. After March 31, the fee will be \$300.

The following are separate forms that will need to be complete before the school year begins:

- Emergency Contact form
- Parent Association membership
- Afterschool registration form (if applicable)
- Volunteer Driver Application form