



HOLTON-ARMS SCHOOL

2024-2025 Enrollment: Step-by-Step Instructions

Whether single or multi-household, **both parent(s)/guardian(s) must log in** to sign and submit the contract **by March 15, 2024.**

1. Log in to the Holton Enrollment Portal <https://enrollment.veracross.com/App/holton/NewEnrollment> (if you need login assistance, email admit@holton-arms.edu)
2. This is where you will find materials related to enrollment including:
 - a. Family Information Update form
click "UPDATE FAMILY PROFILE"
 - b. School Agreements & Policies
click "UPDATE AGREEMENTS AND POLICIES"
 - c. Enrollment Contract(s) [one per student enrolling]
click "OPEN CONTRACT"
 - d. Deposit - New Student
click "pay the deposit online using this link"
 - e. Financial Assistance Information [Families seeking financial assistance will be notified of their grant status in the Enrollment Portal]
3. Once you open your student's contract, please review each section carefully. At the bottom of the page, click "Continue to Confirmation"
4. This contract is not yet complete. Please read the document, and scroll to the bottom.
5. Click the "SIGN" button to apply your electronic signature, and then click "Submit signature".

SIGN

Submit signature

6. Once all parties have signed the contract, you may download a copy for your records.
7. Look for an email indicating that your contract has been processed and ratified.

If you have any questions, please contact [Leslie Nelson](#) - thank you!