

Dear St. Martin's Parents,

St. Martin's-in-the Field Episcopal School's administration and staff are busy making plans for the upcoming school year. In preparation for the start of 2016-2017, please take time now to complete your child(ren)'s registration information. This will allow us to have all of the student and family information updated and added to our electronic database in order to serve our families more efficiently in the future. **All new and current families must complete the online registration.**

The packet will be called *Enrollment/Reenrollment*. This is a way for families to enter information electronically so that next year all families will be able to enroll and reenroll online.

To complete the process, you will access ParentsWeb. If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#).

Instructions for Creating a ParentsWeb Login

- Please go to www.renweb.com.
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- After the RenWeb ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **STM-MD** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed below.

To access ParentsWeb for existing account holders:

- Please go to www.renweb.com
- Select **Logins** from the menu bar and **ParentsWeb Login** from the drop-down menu.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.
- After logging in, click on the **Family Information** button in the left menu.
- Click on the **Enrollment/Reenrollment** button.

Our Online Enrollment system will open with a link to the enrollment packet for your child(ren). The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later. If you have more than one student, you will have to fill out an enrollment form for each of them. However, this information only needs to be entered this one time, and then updated each year with any changes, i.e. address, phone. The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted. Further instructions on these forms are provided online.

If you have any questions about the process or are having any issues, please contact me at 410-647-7055.

Sincerely,
Shannon Smearman
Office Manager