



January 2026

Dear Lial Families,

As shared in last week's letter, we are using two online systems for this year's registration and fees payment. To register your students for next school year, you will use Gradelink and to pay next year's registration fees, you will use FACTS Tuition Management. Below are instructions for using both systems through this process. This is intended to streamline this process and we hope you find it easy to use.

Before I share instructions, I want to share a couple of important reminders about registration for the 2026-2027 school year:

- If you currently have a student enrolled and you want to enroll a sibling, you do this through Gradelink. You will enroll your current student, then add the new sibling/student after.
- If you are enrolling your student or a sibling in Preschool (3), PreK/K (what we call Readiness 4 & Readiness 5), or Primary, it is important that you register between January 20 – February 3. We have healthy waiting lists and will open those spots to new families after February 3. Of course, if you have students in Intermediate and Middle School, you are also highly encouraged to complete your registration between January 20-February 3. We also have healthy waiting lists in Intermediate and Middle School.
- If you prefer AM, PM, or Full-Day Readiness, we offer those spots in the order applications are received. You are encouraged to apply early to receive your preference.
- Finally, registration fees will be billed through FACTS. This will happen after you submit your registration, and your registration is not finalized until fees are paid in FACTS. It may take up to one week to be billed your registration fees.

REGISTRATION INSTRUCTIONS:

- **To re-enroll or add siblings you:**
 - Go to <https://www.gradelink.com/>
 - Click the Login button at the top right corner of the page.
 - Enter in the **FAMILY login** information for your parent portal (this will include the school ID, which is 1762, your username, and a password, all generated by Gradelink and will be emailed to you today. Feel free to reach out to Mrs. Rizzo at secretary@lialschool.org for your family login or if you are having trouble).
 - **NOTE: there is also a "student login" – DO NOT use that. Use your "family login"**
 - Click the Re-Enroll/Enroll Me tab.
 - Follow the instructions at the beginning of the form to complete and submit the enrollment form to the school.



FACTS PAYMENT INFORMATION

Families will be billed for their registration fees through FACTS. A reminder that Lial's registration fee is \$500 per student. The registration fees will be billed through the "incidental expenses" portion in FACTS. Here is important information about this process:

To pay registration fees via FACTS, you need to:

1. Have an Incidental Expenses account set up. You can opt to have this account autopay if you wish. Otherwise, you will be notified from FACTS when an expense has been posted and you can pay it manually through FACTS.
2. **NOTE:** if you have an incidental expenses account set up already, and autopay set up already, the registration fees will be billed and paid from the bank account/credit you set up. FACTS will notify you of the charge prior to it being pulled from your bank account or credit card.
3. **IMPORTANT FOR THOSE ADDING A SIBLING:** You need to update your FACTS account with the new student before registration fees are billed. A perfect time to do this is right after you register your students in Gradelink.
4. If you are interested in next year's tuition bill or how much your school choice award is, you can calculate that using this year's tuition subtracted by the choice scholarship amount that is in your FACTS account. Tuition contracts will be available later.

Here is the link to Lial's FACTS Tuition portal: <https://online.factsmgt.com/signin/3WT18>

If you have questions about setting up either of these, please reach out to our Finance Director, Mrs. Leidel at financeoffice@lialschool.org or you can reach out directly to FACTS here: <https://online.factsmgt.com/platform/customer-service/inst/3WT18>

A note of thanks:

Thank you for your patience as we transition to online registration systems. I'm always happy to walk you through this process and answer any questions you may have. These online systems drastically reduce the time it takes office staff to record important information and hopefully increases transparency on billing and registration information. Don't hesitate to email me at cmocek@lialschool.org or call the front office if you have any questions.

Gratefully,

Mr. Christian Mocek
Head of School