



Online Application Procedures

Thank you for your interest in Christian education and Cedar Park Christian Schools. We believe we are only given one opportunity to instill values into our children that will serve them for a lifetime. We would love to partner with you in this endeavor.

The admissions area of our website (www.cpcsschools.com) is designed to make the application process as simple as possible using our Online Application. We encourage you to apply online as it simplifies submission and provides parents a tool for online tracking of their application.

After submitting the application, you will be able to track online your admissions status at the school by logging into your account. There you will be able to print the completed applications, monitor when the school receives supplemental application forms, and if necessary print the supplemental forms.

You will need the following supplemental items to complete the application. Fees are required at the time of application and are submitted online by credit card.

1. Birth Certificate
2. Report card
3. High school transcript for high school students
4. Standardized test results
5. Church Leaders Form
6. Certificate of Immunization
7. Parents in Participation Form
8. International students only:
 - TOEFL or SLEP score if applicable
 - Copy of current I-20 if applicable
 - Copy of passport and visa
 - Notarized guardianship papers signed by both parents
 - Copy of bank statement in English

To complete our online enrollment process, you will need to create a [ParentsWeb Login](#). Please follow the instructions on the following page.



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 **CP-WA** 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 above.

Once you have created a ParentsWeb Login, you will be able to access renweb.com and start the application process.

To access ParentsWeb:

- 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 student. The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms and items that also must be submitted. Further instructions on these forms are provided online. Once you have submitted all the required forms, you will be contacted for a new family interview.

If you have any questions about the process, please do not hesitate to contact our Admissions Office at the appropriate campus listed below.

Sincerely,

Admissions Office

**Bothell Campus
District Office**
16300 – 112nd Ave. NE
Bothell, WA 98011
Phone: 425-488-9778
Fax: 425-483-5765

Bellevue Campus
625 – 140th Ave. NE
Bellevue, WA 98005
Phone: 425-746-3258
Fax: 425-274-0469

Lynnwood Campus
17931 – 64th Ave. West
Lynnwood, WA 98037
Phone: 425-742-9518
Fax: 425-745-9306

Mill Creek Campus
13000 – 21st Drive SE
Everett, WA 98208
Phone: 425-337-6992
Fax: 425-357-9399

Mailing address:
PMB 641
13300 Bothell Everett
Hwy.
Mill Creek, WA 98012

**Mountlake Terrace
Campus**
23607 – 54th Ave. West
Mountlake Terrace, WA
98043
Phone: 425-774-7773
Fax: 425-774-3218