



2023-24 | Re-Registration Instructions

Hello Families,

It is that time of the year again to Re-Register returning students for the 2023-24 PREP Year.

Please log onto your Parish Soft account to register **RETURNING** students for the 2023-24 PREP Year.
(DUE BY MAY 31st)

Please follow the below instructions to update your family's information online.

1. Type into a browser on your computer:

[ParishSoft - allentown.parishsoftfamilysuite.com](https://allentown.parishsoftfamilysuite.com)

2. Log into your account. (If you do not remember your password, click the "Lost Password")

3. Click on "My Family" then hit "Family Detail". There, you should edit any information that is incorrect or missing. Please check gender and birthdates for every child (each will have their own member tab)(IF YOU ARE ADDING A NEW STUDENT PLEASE MAKE SURE TO COMPLETE A [NEW STUDENT ENROLLMENT FORM](#))

4. Go to "Family Education", Step 1: Review Current Family Details, Step 2: Select Enrollment Term - click the drop down to choose the term, Step 3: Add Students - click "Add Student", a new window will open and complete all that apply, 1st Choice should be PREP (make sure you choose the correct grade level for each child), click "Save Student", if you have more children to add repeat Step 3.

5. Click on "Submit Registration"

6. Click on "Pay Now" (via Greater Giving - an additional \$5 is added to below prices for processing fees)

Fee Schedule for 2023-24:

1 Child – \$85

2 Children – \$120

3+ Children – \$145

Level 2 Child Communion Fee – \$30

Level 2 Children (2+) Communion Fee – \$50

Level 7 Child Confirmation Fee – \$40

Level 7 Children (2+) Confirmation Fee – \$70