

# Re-Enrollment Instructions

## To access ParentsWeb:

- Please login to ParentsWeb at <https://ml-mo.client.renweb.com/pw/>.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided. District code is ML-MO.
- After logging in, click on the **Family Information** button in the left menu.
- Find the **Re-enrollment/Enrollment** section of the page on the lower left, and follow the prompts for the Re-Enrollment packet.

Our Online Enrollment system will open with a link to the enrollment packet for your student(s). 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 that also must be submitted. Further instructions on these forms are provided online.

As a part of the enrollment process, we ask that you re-submit immunization records if there are any changes from the previous year.

**For questions about this process:** Please contact Molly Renken at [mrenken@mislions.org](mailto:mrenken@mislions.org) or (636) 329-1096.

**For other questions:** Please contact Joanie Smith at [jsmith@mislions.org](mailto:jsmith@mislions.org) or (636) 329-1096.

**Thank you!**