

New Family Enrollment

Welcome to St. Mary School. Enrollment is a two part process. Please follow the directions to begin.
On a **computer**, go to the url <https://stmaryhumboldt.onlinejmc.com/>



Click on the New Family Enrollment Icon



Part 1 of Enrollment Screen

Step 1: Enter parent/guardian information:
Please enter all the contact information for you as the parent/guardian. Please note that if you are a married couple both of the parents/guardians information should be entered below. Example: First: Susan and Pat Last: Smith.

Title: Relationship: First Name(s): Last:
Address: Address2:
City: State: Zip:
Email 1: Email 2:
Phone 1: Description:
Phone 2: Description:
Anticipated Start Date:

Step 2: Enter contact information for other people in a separate household connected to this student:
Click the "+ Add New Contact" button and enter in any emergency contact information (Aunt/Uncle, Grandparent, etc...) or other contacts you want to be associated with this student. Click the "Save" button to save that information.

+ Add New Contact

Relationship:	First Name:	Last Name:
No records to display.		

Step 3: Enter information for your new student:
Click the "+ Add New Student" button to enter information for each student. Click the "Save" button to save that information.

+ Add New Student

First Name:	Middle Name:	Last Name:	Grade Level:	Birth Date (m/d/yyyy):	Gender:
No records to display.					

Part 2 Enter Your Child's Information

Step 3: Enter information for your new student:
Click the "+ Add New Student" button to enter information for each student. Click the "Save" button to save that information.

+ Add New Student

First Name:	Middle Name:	Last Name:	Grade Level:	Birth Date (m/d/yyyy):
No records to display.				

Step 4: Enter any comments you want the office to know about your student(s).
(Comments are limited to 1000 characters)

Step 5: Enter your security code and click the "Save" button to send this information to the school office.

QGG2A

Generate New Code
Please enter code:

Save

When you have completed the enrollment enter the Auto Generated Code.

Welcome to St. Mary School!

Dear Parent/Guardian,
Thank you for choosing St. Mary School! Your application has been submitted for review.
Have a blessed day.

Congratulations! You have begun the enrollment process.
There will be an email for you to begin part two of enrollment/registration.
If you have any questions, please contact the office at 515-332-2134.