

TADS Instructions for CHA Families

Please add support@tads.com to your contacts list so that you receive communication from TADS. This is also the email address you can use if you have any questions about TADS.

Please click on the link in the email you were sent by TADS that says, 'Click here to enroll/re-enroll on the TADS website'. If this is your first time using the TADS site, you will need to sign up for a new account. Returning users can go to <https://secure.tads.com/Accounts/Login.aspx?>

Chestnut Hill Academy is using TADS Enrollment to manage the re-enrollment process this year.

Note: To prevent unauthorized access to your account, keep this email private. Do not share or forward to anyone!

 [Click here to re-enroll on the TADS website.](#)

1. Complete Enrollment Registration Information

If you follow the link in the email you were sent, you will be taken straight to the Enrollment section of TADS

[Home](#) [Admissions](#) **[Enrollment](#)** [Financial Aid](#) [Agreements](#) [Billing](#) [Required Documents](#)

This is the section where you will:

- Verify Grade and Confirm Attendance
- Confirm Name, Gender and Birth Date
- Confirm Household Information if it has been imported from Ravenna.
- Add/Confirm Emergency Contacts
- Add/Confirm Health Information
- Answer Health Supplemental Questions
- Indicate Shuttle Bus Rider, Extended Day and various releases for publicity, directory, technology etc.
- Fill in ethnicity data
- Click on 'Submit'.

2. Submit Required Documents

The next step is to submit the Immunization Form, Family Photo and any relevant 'Administration of Medicine' forms. To do that, please click on the 'Required Documents' tab

[Home](#) [Admissions](#) [Enrollment](#) [Financial Aid](#) [Agreements](#) [Billing](#) **[Required Documents](#)**

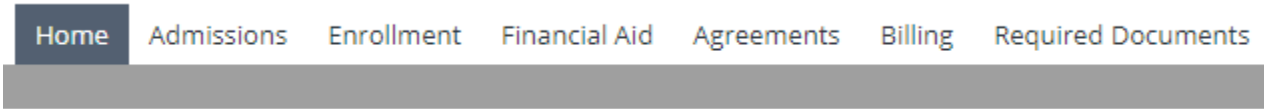
- Click on the 'Download Form' option if you need to download the form to fill in.
- Click on the 'Upload Form' option once you have completed the form and are ready to submit.
- To upload your family photo, please click on the 'Required Documents' tab and take the option to 'Upload a Document'.

3. About TADS

TADS is owned and operated by School Community Brands who also own and operate our Admission System, Ravenna.

'Home' Tab

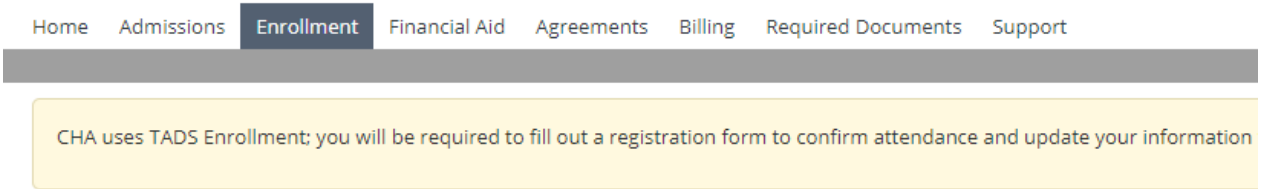
If you click on the 'Home' Tab you will see there are multiple modules within TADS. At CHA we are **only using two – Enrollment and Required Documents**. Please ignore the rest.



'Enrollment' Tab

If you click on the 'Enrollment' tab after completing the process, you will see an enrollment registration entry for each of the students you have attending CHA.

To view the Enrollment Registration form once complete, return to the Enrollment tab and click on the Adobe PDF icon to the right of the registration entry.



Fall 2019 - Spring 2020

Number	School	Student
6022322	Chestnut Hill Academy	Morlidge, James

Need Help?

If you have questions about the information CHA is collecting, please email cha@brighthorizons.com. If you are having issues with the TADS website, please email support@tads.com