

2024-25

Enrollment Guide

For Both New and Returning Students

CAREFULLY READ THROUGH THE INSTRUCTIONS - If any clarification is needed please reach out to us 9737979826 or email to info@njtamilpalli.net

Enrollment has 2 parts.

Part 1: Registering your student at ITA website.

Part 2 : Payment through Zelle and completing the google form.

Part 1:

New Student Registration:

1. Go to www.catamilacademy.org (ITA Website)
2. Top Right corner - Click on Member Login
3. Click on the Student Registration and select NO and click Continue

Student Registration	
Did any of your children attend CTA in the previous year(s)	<input type="radio"/> Yes <input type="radio"/> No

* fields are mandatory

4.

Continue	Cancel
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Student Registration	
Did any of your children attend CTA in the previous year(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have a Log on to CTA	<input type="radio"/> Yes <input checked="" type="radio"/> No

* fields are mandatory

Continue	Cancel
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5.

Student Registration Form	
Student's First Name	<input type="text"/> *
Student's Last Name	<input type="text"/> *
Date of Birth	<input type="text"/> *
Parent 1 Name	<input type="text"/> *
Parent 2 Name	<input type="text"/>

- 6.
7. In the above please give the full name of the Parent 1 and Parent 2 as the system will ask you enter the full name as a digital signature and it has to match.
8. Fill in all the required * fields.

<input checked="" type="checkbox"/> New Parent			
If you do not see a school in the schools list, it is possible that school is not open for registration at this time			
Family Details			
Student's First Name	<input type="text" value="Test"/> *	Student's Last Name	<input type="text"/> *
School Site	<input type="text" value="NJ Thiruvalluvar tamil Palli,Parsippan"/> *	Gender	<input type="text" value="Select Gender"/> *
Date of Birth	<input type="text" value="1/6/2022"/> * ?	Birth Place	<input type="text"/> *
Parent 1 Name	<input type="text" value="testing"/> *	Parent 2 Name	<input type="text"/>
Parent Email ID	<input type="text"/>	Confirm Parent Email ID	<input type="text"/>
Password	<input type="text"/> *	Confirm Password	<input type="text"/> *
Street	<input type="text"/> *	City	<input type="text"/> *
Country & State	<input type="text" value="USA - CA - California"/> *	Zip/Postal Code	<input type="text"/> *
Phone #1	<input type="text"/> *	Phone #2	<input type="text"/>
Phone #3	<input type="text"/>	User Name	<input type="text"/> *
Registration date	<input type="text" value="6/30/2024"/>	Grade	<input type="text" value="Select Grade"/> * ?
Doctor Details			
Doctor Name	<input type="text"/> *	Doctor Phone Number	<input type="text"/> *
Dentist Name	<input type="text"/>	Dentist Phone Number	<input type="text"/>
Emergency Details			
EC1 Name	<input type="text"/> *	EC2 Name	<input type="text"/>
EC1 Relation	<input type="text"/>	EC2 Relation	<input type="text"/>
EC1 Street	<input type="text"/>	EC2 Street	<input type="text"/>
EC1 City	<input type="text"/>	EC2 City	<input type="text"/>
EC1 Country & State	<input type="text" value="USA - CA - California"/> *	EC2 Country & State	<input type="text" value="USA - CA - California"/> *

- 9.
10. In the above page
11. FOR SCHOOL SITE - PLEASE CHOOSE “NJ THIRUVALLUVAR TAMIL PALLI, PARSIPPANY” from the dropdown
12. Parent Email ID : The email you give will be used for future communication, so give the email which you will check periodically.
13. Grade : System will display the grade based on the Date of Birth field

TVU Grade Details			
TVU Grade	Select Grade ▼		
Public School Details			
Public School State	USA - NJ - New Jersey ▼ *	Public School Type	Select School Type ▼ *
Public School City	Parsippany ▼ *	Others (City)	
Public School Name	Others ▼ *	Others (School)	

* fields are mandatory , Note : EC->Emergency Contact

14. **Public School City:** Enter “Other” if your city is not mentioned and manually type the city name in “Other(City)”in the adjacent text field.
15. **Public School Name :** Enter “ Other” and manually type your school name in “other (School)”in the adjacent text field.
16. After this page, you will have to fill and sign the media release form and have to choose some volunteer work for you to finish the registration process.
17. **Payment :** Select the option of Pay in Person in the system.
18. You will be asked to sign your Parent 1 name 2 times to complete the process.
19. Once completed a confirmation email from ITA will be sent to your registered email.

Returning Student Registration:

1. Go to www.catamilacademy.org
2. Top Right corner - Click on Member Login
3. Click on the Student Registration and select Yes and click Continue

Student Registration	
Did any of your children attend CTA in the previous year(s)	<input type="radio"/> Yes <input type="radio"/> No

* fields are mandatory

4.
5. Complete the rest of the registration process.

Part 2: Payment and filling the google form

HOW TO PAY:

1. Please send 1 payment if you register more than 1 kid. Mention the Kids Full name in the Memo Field.
2. Zelle Payment to “ tamilschool.parsippany@gmail.com” registered as NJ Thiruvalluvar Tamil Palli.

Thiruvalluvar Tamil Palli [Hide](#)

tamilschool.parsippany@gmail.com

Non-Profit Checking x2811



zelle®

2. **School Fees : \$175 per year per Kid-** includes the School Books
3. **Refundable Volunteer Deposit Fees : \$50/Family** - This is refundable after 5 days of Volunteering at school. If more than 1 kid is registered you pay this fees only 1 time.
4. **Total : \$225**
5. **Fees need to be paid before the 1st Day of School September 7th.** Books will be given to those kids during the 1st day of School. **If fees are pending during the 1st day books will not be given to the kids.**
6. **Evaluation Kids:**
During Registration if your kid is placed in evaluation please contact us at 9737979826 and we can discuss the further steps about the evaluation process. When your kid is placed in the appropriate grade then you can pay the fees.

Fees Payment Example :

1. If you are registering **1 kid- Your total will be \$175 + \$50 = \$225**
2. If you are registering **more than 2 kids then your total will be \$175+\$175+ \$50 = \$400.**

GOOGLE FORM : COMPLETE THE BELOW GOOGLE FORM CHECKLIST

[REGISTRATION CHECKLIST](#)