

# 2025-2026 Student Electronic Enrollment Process

You will send parents the following link, this link will never change

<https://lf-forms-1.cfisd.net/Forms/PrivateMusicLesson>

## Private Lesson Registration Process

### 1. **Parent Submission & Payment Reminder:**

The parent completes the registration form and submits it. After submission, they receive an automated reminder with a link to School Cash. They must complete the payment within **72 hours**—otherwise, the form becomes void and the student is **not registered**.

### 2. **Form Received by Admin:**

I receive the submitted form and check for payment confirmation.

### 3. **Payment Verification & Teacher Assignment:**

Once I confirm the payment has been made, I will forward the form to you. You will assign a teacher by completing the field at the bottom of the form and clicking **Submit**.

### 4. **Confirmation Email Sent:**

Once the teacher is assigned and submitted, an automatic email is sent to the **parent, you (the director), and me**. This email will include all relevant information, including the private teacher's contact details.

### 5. **Student Eligibility:**

The student **may not begin lessons** until this final confirmation email is received by all three parties—**parent, director, and admin**.

## Private Music Lessons Assignment

### Student Information

Student Name: Rodney Tasty

Student Campus: Arnold Middle School

Lesson Type: Instrument Cello

Parent Email: [rodney.tasty1@gmail.com](mailto:rodney.tasty1@gmail.com)

### Teacher Information

Teacher Name: Billy Crampton

Teacher Email: [celloisfun@att.net](mailto:celloisfun@att.net)

Teacher Phone: 987-456-2319