



தென் கலிஃபோர்னியா தமிழ் கல்வி Social Tamil Kalvi

Online Registration Process

Note: Once the Registration and Payment process is complete, do not forget to sign the Mandatory Medical release form at <https://forms.gle/QaTBM5Npb8mqhDWL9>

1. Go to CTA website (<https://www.catamilacademy.org/cta/StudentReg.aspx>).
2. For,
 - a. **Returning Parents to Register Returning Student**, select “Yes” and click Continue.

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

* fields are mandatory

- b. **Returning Parents to Register NEW Student**, first select “No” in the first row, then the screen refreshes with a second question asking “Do you have a Log on to CTA”, select “Yes”, and click Continue.

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 checked="" type="radio"/> Yes <input type="radio"/> No

* fields are mandatory

- c. **NEW Parents to Register NEW Student**, first select “No” in the first row, then the screen refreshes with a second question asking “Do you have a Log on to CTA”, 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
Do you have a Log on to CTA	<input type="radio"/> Yes <input type="radio"/> No

* fields are mandatory

3. For,

- a. **Returning Parents to Register Returning Student or NEW Student**, enter your registered Parent Email ID and Password to login. Click Continue.

Returning Student Registration Form	
Parent Email ID	<input type="text"/> *
Password	<input type="text"/> *

[Forgot Password](#)

- b. **NEW Parents to Register NEW Student**, skip to next step.

4. For,

- a. **Returning Parents to Register Returning Student**, select the student you would like to register from the dropdown. If you need to register more than one student, please repeat this process after you register your first student.

Existing Student Details	
Student Detail	<input type="text" value="Select Student"/> ▼
Or	<input type="text" value="Select Student"/>
S	<input type="text" value="n"/>
Y	<input type="text" value="n"/>

New Student Registration

- b. **Returning Parents to Register NEW Student**, enter your new student details and click Continue. If you need to register more than one new student, please repeat this process after you register your first student.



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

Note: We will use this information to verify that there is no duplicate entry in our system.
We reserve the right to verify the date of birth by requesting to produce official and original documents.

* fields are mandatory

- c. **NEW Parents to Register NEW Student**, enter your new student details and FULL LEGAL NAME of Father and Mother, and click Continue. If you need to register more than one new student, please repeat this process after you register your first student, but follow steps for Returning Parents to Register New Student.

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

Note: We will use this information to verify that there is no duplicate entry in our system.
We reserve the right to verify the date of birth by requesting to produce official and original documents.

* fields are mandatory

5. For,

- a. **Returning Parents to Register Returning Student:**

- i. A new screen, Returning Parent Registration Form loads. All the information about the student and parent should have been auto filled. Verify all information shown are correct and current. You cannot modify any data here. If you need to modify any of the student data, you can do so later by logging in again at <https://www.catamilacademy.org/cta/login.aspx>, and clicking "My Child's Info" or "Profile".
- ii. Verify School Site (editable field): SocalTamil Kalvi.
- iii. Grade field will be auto populated (don't change)
- iv. Ignore TVU



- v. Select “USA – CA - California” for **Public School state**
 - vi. Select Student’s appropriate public school type for **Public School Type**
 - vii. Select your city if exists, if not select “Others” for **Public School city**
 - viii. If you select “Others” type student living city in **Other (City)**
 - ix. Select school name if exists, if not select “Others” for **Public School Name**
 - x. If you select “Others” type student school name **Others (School)**
 - v. Click Submit.
- b. **Returning Parents to Register NEW Student,**
- i. A new screen, Returning Parent Registration Form loads. All your parent information should have been auto filled, but you need to enter information for the new student that you are registering. There are some optional fields, but you must at least add the mandatory fields marked with an *.
 1. When selecting "Grade", you can click the "?" to know what skill levels are needed for each grade. Using this as a reference and the age of the child, select a 'Grade' that you think will be appropriate for your child. All new kids who are not assigned to either "Preschool" or "Basic-1" will be evaluated by CTA, before being placed in that "Grade" recommended.
 2. Things to remember when entering data:
 - a. School Site: select, SocalTamil Kalvi
 - b. Enter Full Legal Name of Father and Mother.
 - c. Ignore TVU
 - d. Select “USA – CA - California” for **Public School state**
 - e. Select Student’s appropriate public school type for **Public School Type**
 - f. Select your city if exists, if not select “Others” for **Public School city**
 - g. If you select “Others” type student living city in **Other (City)**
 - h. Select school name if exists, if not select “Others” for **Public School Name**
 - i. If you select “Others” type student school name **Others (School)**
 - j. Some fields will not allow you to enter data. You have to select a pre-assigned data by clicking on the small down arrow (or “?” icon) next to it.



- k. When you enter wrong data or do not enter data in a mandatory field, that field background will turn to 'RED', indicating wrong data. You will need to correct it.
 - ii. When all mandatory data is entered, click Submit.
- c. **NEW Parents to Register NEW Student,**
- i. A new screen, New Registration Form loads. All your parent information should have been auto filled, but you need to enter information for the new student that you are registering. There are some optional fields, but you must at least add the mandatory fields marked with an *.
 1. When selecting "Grade", you can click the "?" to know what skill levels are needed for each grade. Using this as a reference and the age of the child, select a 'Grade' that you think will be appropriate for your child. All new kids who are not assigned to either "Preschool" or "Basic-1" will be evaluated by CTA, before being placed in that "Grade" recommended.
 2. Things to remember when entering data:
 - a. School Site: select, SocalTamil Kalvi
 - b. Enter Full Legal Name of Father and Mother.
 - c. Home Phone Number: If not available, then enter Primary Parent's contact number.
 - d. Mobile Number 1: Enter Primary Parent's contact number.
 - e. Mobile Number 2: Enter Secondary Parent's contact number.
 - f. Emergency Details: Please enter all fields for at least EC1.
 - g. Ignore TVU
 - h. Select "USA – CA - California" for **Public School state**
 - i. Select Student's appropriate public school type for **Public School Type**
 - j. Select your city if exists, if not select "Others" for **Public School city**
 - k. If you select "Others" type student living city in **Other (City)**
 - l. Select school name if exists, if not select "Others" for **Public School Name**
 - m. If you select "Others" type student school name **Others (School)**



- n. Some fields will not allow you to enter data. You have to select a pre-assigned data by clicking on the small down arrow (or “?” icon) next to it.
 - o. When you enter wrong data or do not enter data in a mandatory field, that field background will turn to 'RED', indicating wrong data. You will need to correct it.
- ii. When all mandatory data is entered, click Submit.

6. Click OK on the pop-up message to acknowledge and proceed to registration.



7. If you would like to volunteer for any of the activities, please check the checkboxes for you and/or your spouse and click Submit.

Volunteer Help		
<p>CTA exclusively depends on the support and commitment of parent-volunteers to run the school efficiently and successfully. We would like you to spare some of your time to make our school the best. Please check all that apply and select My Self or My Spouse or both</p>		
Help Name	My Self	My Spouse
Annual day event coordination (Dance, drama, song, debate, etc..)	<input type="checkbox"/>	<input type="checkbox"/>
Annual day - Food, reception, seating, MC, Stage, Video, Photos, etc..	<input type="checkbox"/>	<input type="checkbox"/>
Annual day coordination	<input type="checkbox"/>	<input type="checkbox"/>
TVU - Teaching, Test, etc..	<input type="checkbox"/>	<input type="checkbox"/>
Help with graduation day activities	<input type="checkbox"/>	<input type="checkbox"/>
Help with Hot chocolate	<input type="checkbox"/>	<input type="checkbox"/>
Help with exams (oral, etc..)	<input type="checkbox"/>	<input type="checkbox"/>
Help with safety and parking	<input type="checkbox"/>	<input type="checkbox"/>
Festival and Cultural Events management, assistance, snack preparation, and coordination	<input type="checkbox"/>	<input type="checkbox"/>
Books and Library	<input type="checkbox"/>	<input type="checkbox"/>
Administration - Branch officials	<input type="checkbox"/>	<input type="checkbox"/>
Class Room parent - Preschool to Basic grades	<input type="checkbox"/>	<input type="checkbox"/>
Substitute Teaching - On a need basis based on availability	<input type="checkbox"/>	<input type="checkbox"/>
Teaching - Regular Class Teacher committed for ONE year	<input type="checkbox"/>	<input type="checkbox"/>

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8. Read and review the Rules and Regulation, scroll all the way down, enter your FULL LEGAL NAME, and click “I Agree” ” to proceed further.

California Tamil Academy School Rules And Regulation

classes and withdraws before the start of second term.

No refund for withdrawals after the start of second term.

A written withdraw request must be submitted to the respective school principal in order to get the refund. No refund will be processed without the written request. Any class that the student is absent after the registration would be considered as class attended for fee refund purposes.

* Only one set of books for one grade will be supplied. Lost books need to be replaced by paying the cost of the book. If a student moves from one grade to another grade within the same year, then the books for that grade should be purchased by paying the cost of the books. Every student must pay \$ 210.00 even if the student/parent doesn't want the book for that grade.

Parent's Signature:

I, the parent of have read, understood and agree to all the above rules and responsibilities. I have read, understood and agree to the Tuition payment structure and about the late fees.

We agree to follow the rules and regulations of California Tamil Academy and follow the copyright and trade mark procedure. We agree not to disclose any confidential information of CTA without prior written agreement from CTA board.

Parent/Guardian's Full Legal Name : *

Date : Friday, August 09, 2019

Note : Please Scroll Up/Down as necessary to read the entire Agreements. Please type your Fullname in the name field. Use the Same name in next form also. (without any change)

* fields are mandatory

9. Read and review the Waiver Policy, enter the SAME FULL LEGAL NAME, and click “I Agree” to proceed further.



California Tamil Academy School Rules And Regulation	
<p>California Tamil Academy and its Affiliates Waiver Policy: California Tamil Academy and its Affiliates are all Non Profit Organization run by community volunteers to teach Tamil Language. Hence CTA and its Affiliates require every parent to sign the following waiver</p> <p>I, being the parent or legal guardian of the student <input type="text"/> (name) attending the California Tamil Academy or it's Affiliates School known as CTA Branch or CTA Franchise " at <input type="text"/> Social Tamil Kalvi <input type="text"/> branch, ; on behalf of ourselves and the above named student, hereby waive all our rights, claims and actions which we now or hereafter may have against CTA Branch or CTA Franchise, their faculty, arising out of, but not limited to the above mentioned student's attendance at the school and his or her use of the school facilities and premises.</p> <p>I have read and fully understood the meaning and consequences of the foregoing waiver and thus voluntarily execute this waiver accordingly.</p> <p>Parent/Guardian's Full Legal Name : <input type="text"/> *</p> <p>Date : Friday, August 09, 2019</p>	

Note : Please Scroll Up/Down as necessary to read the entire Agreements.Please type your Fullname in the name field. Use the Same name that you have given in the Previous form.(without any change)

* fields are mandatory

10. Payment Details. We no longer accept checks in person or via mailing. Only payment option is Credit Card, which is selected as default payment method. Click Submit.

Payment Details	
Payment Mode	<input checked="" type="radio"/> Credit Card *
Make Check Payable to (Applicable for Pay-In person option) ' Not available'	
Mailing Address :	Only credit card payment is available

* fields are mandatory

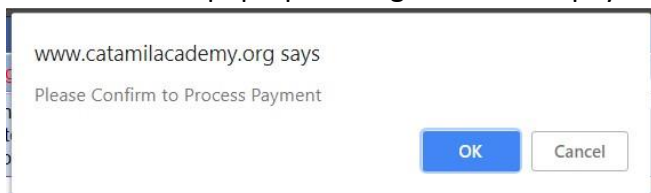
11. Fill in all the fields marked with * and click on "Pay"



Instructions	
1. During Payment Do Not close the window before it is Completed	
2. CTA now requires ONE single payment for the entire outstanding balance. This is to reduce the administrative efforts on our volunteers and to help plan for school year in advance.	

Payment Details For Suhasni Sampath	
Grade : Grade V	Grade Fee : 210.00
Amount:	\$ 210.00
Card Holder First Name:	<input type="text"/> *
Card Holder Last Name:	<input type="text"/> *
Address1:	<input type="text"/> *
Address2:	<input type="text"/>
City:	<input type="text"/> *
State:	<input type="text"/> *
Zip Code:	<input type="text"/> *
Country:	USA
Type:	Visa <input type="text"/> *
Credit Card Number:	<input type="text"/> *
Card Verification Number:	<input type="text"/> *
Expiration Date: (MM/YYYY)	01 <input type="text"/> *

12. Click OK on the pop-up message to confirm payment.



13. Payment process is done. Your registration for your student is complete. Click Print to take a print-out for your records. You will also receive a confirmation email to your email address. Then, if you do not have more than one student to register, click No. Then, GO TO STEP #15. If you have more than one student to register, then click Yes and go to next step.



California Tamil Academy

Congratulations!
 Student [REDACTED] has been successfully registered at CTA ' **Socal Tamil Kalvi Branch**' on **8/9/2019 9:38:32 PM**

Registration details are as follows:

Student ID	: [REDACTED]
Grade	: Grade V
Section	:
Grade Fee	: \$ 210.00
Paid Amount	: \$ 210
Balance Amount	: \$ 0.00

Thanks and Regards,
 CTA Team

Do You Wish To Register for one more Student?

- After you click Yes, Returning Parent Registration Form is loaded. Select your next student from the dropdown. All the information for that student will populate. Repeat steps 5 through 13.

Returning Parent Registration Form

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

Select Student For Registration	<input type="text" value="Select Student"/>	<input type="text" value="Select Student"/>
Student's First Name	<input type="text" value="Select Student"/>	<input type="text" value="[REDACTED]"/>
Father Name	<input type="text" value="Gender"/>	<input type="text" value=""/>
Date of Birth	<input type="text" value="Birth Place"/>	<input type="text" value=""/>
School Site	<input type="text" value="Select School"/> *	<input type="text" value="Mother Name"/>

- You have now completed the Student Registration process. Thank you.
- Sign the Mandatory Medical release form at <https://forms.gle/QaTBM5Npb8mqhDWL9>
- Please let your center Admin know that you have completed registration for your student(s).
- Please bring a copy (print or digital) of your registration confirmation to Tamil School Opening Day. They will then assign the class and section; and provide you with the books.