



# Calvary Christian Academy

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[www.ccaknights.com](http://www.ccaknights.com)

## Returning Student Reenrollment Process

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Dear CCA Parents,

In preparation for the upcoming school year, please take time now to complete re-enrollment for next year for your child(ren).

To complete our online re-enrollment process, you will access our ParentsWeb through your existing login.

To access ParentsWeb:

- Please go to [www.ccaknights.com](http://www.ccaknights.com).
- On the upper-right hand side of our home page, click LOGIN and select PARENT
- Type in your username and password. If you have forgotten your username or password, please click on the "Forgot Username/Password" link provided.
- After logging in, click on the Family Information button in the left menu.
- Click on the Enrollment/Reenrollment button.

If you do not have a login, please follow the [Instructions for Creating a ParentsWeb Login](#) listed on the following page.

Our Online Enrollment system will open with a link to the enrollment packet for your child(ren). The online process should take approximately 15 minutes to complete. Your information will be saved if you need to quit and come back later.

The Instructions and Enrollment Checklist page of the enrollment packet contains supplemental enrollment forms that also must be submitted (preschool only). Further instructions on these forms are provided online.

Also, please be aware that if you have a student that will be entering kindergarten in the fall, your child must be assessed prior to enrollment. A letter with instructions was sent out by our registrar previously with additional details on this process.

If you have any questions about the enrollment process, please contact the CCA office at (619) 591-2260.

Sincerely,

CCA Administration

## Instructions for Creating a ParentsWeb Login

- Please go to <https://cl-ca.client.renweb.com/pw>
- Select **Create New ParentsWeb Account**.
- Enter in the Email field your email address as provided in your application to the school.
- Click the Create Account button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the Save Username and/or Password button.
- Close the window.
- Log into ParentsWeb as instructed above.