



ARCHWAY CLASSICAL ACADEMY | GLENDALE  
A GREAT HEARTS ACADEMY

Dear Families,

We are excited to announce that the annual process of signing our family handbook has become an electronic process, making it more convenient and reducing the amount of paper that needs to be printed.

For this year, please note that the signature of the handbook will also provide consent for both Google Classroom and Zoom.

To complete the process of signing, please follow the steps below:

1. Please log into the [Great Hearts Enrollment Portal](#) using your username and password. If you do not remember your log-in information, please click on the “Forgot Password” and follow the instructions. If you continue to experience issues, please reach out to [ghenrollment@greatheartsaz.org](mailto:ghenrollment@greatheartsaz.org).
2. Once you are in the enrollment system, you will see a large box that says, “Arizona Academy Family Handbook”.
3. Click on the "Family Handbook Links and E-Sign" button.
4. Click on the "Show Applications" button for each student.
5. Finally, click on the “Review and E-Sign Family Handbook” button.
6. You must review the handbook by clicking on the Family Handbook Link.
7. Once reviewed, please navigate back to the Enrollment Portal, accept and sign with your electronic signature.
8. After you accept and hit NEXT, you will receive an email confirmation to the email registered in the enrollment system.
9. Please complete this process for each student.

*\*\*\*If you experience any technical difficulties with the form, please reach out to [ghenrollment@greatheartsaz.org](mailto:ghenrollment@greatheartsaz.org).*

We ask that you kindly agree to the handbook and consent forms by Tuesday, August 18, 2020.

If you have any questions, please reach out to Erinn Mobley at [emobley@archwayglendale.org](mailto:emobley@archwayglendale.org).

Sincerely,

Jack Kersting