

10 Simple Steps: 2025/2026 St. Raphael Grades 4K- Confirmation Faith Formation Online Registration Instructions

Please read through the 10 Simple Steps below before completing your online registration:

1. Review the youth faith formation options at St. Raphael to select the best option for your family:
 - [2025/2026 St. Raphael 4K-Confirmation Faith Formation Options](#)
2. Review the registration note key as you will need to enter this information when you register your child online.

4k/K	1	Families of Faith	Last Sunday of the month 3-5 (August-April) Exceptions: Nov./Dec./March due to holidays	FOF	*SN (indicates special needs)
	2	Sunday School	Every other Sunday during the 10 AM Mass	SS	*SN (indicates special needs)
1-5	1	Families of Faith	Last Sunday of the month 3-5 (August-April) Exceptions: Nov./Dec./March 3rd Sunday due to holidays	FOF	*SN (indicates special needs)
	3	Elementary Tuesday Class Sessions	Weekly on Tuesday, 4:30-6:00	ELT	*SN (indicates special needs)

3. After reviewing the options click [here](#) to access the online registration page. Then continue onto step 4.

4. Enter your family information into the registration form.

Religious Education Registration

Parent 1

First Name *

Jessie

Last Name *

Adrians

Phone Number *

9206511629

Email Address *

jessie.adrians@raphael.org

Emergency Contact



First Name *

Mary

Last Name *

Drephal

5. Using the registration note key, in the note box indicate which faith formation option you are selecting for your child. **If your child has any special learning needs, indicate the need by typing SN into the note section with a brief description of your child's learning need.**

First Name *	Last Name *
<input type="text" value="Jenny"/>	<input type="text" value="Johnson"/>
Birthdate *	Grade *
<input type="text" value="5/24/2016"/> 	<input type="text" value="4th Grade"/>
Note	
<input type="text" value="FOF (SN, ADHD)"/> 	

6. Add any additional children, entering the faith formation option you are selecting for **EACH child in the note box.**
7. After you have entered the last child in your household, press the submit button at the bottom of the page. Once you've pressed submit, move onto step 8.
8. After you press submit, the following message will appear on your screen. You will also get an email confirmation with the exact same text:

Religious Education Registration

Thank you for registering Andrew, jessiev78@yahoo.com;jessie.adrians@raphael.org.

Thank you for registering your child for faith formation at St. Raphael. We are excited to journey with you in faith. To complete the registration process please do the following:

- Read [Diocese of Green Bay Social Media Policy](#)
- After reading the policy print off and sign the [Parent/Guardian form of intent.](#)
- Mail or scan the form of intent to the attention of Anne Glowcheski (anne.glowcheski@raphael.org).
- Submit [tuition fees](#). Fees are payable by check at the parish office, or can be done online by [clicking here](#).

If you have immediate questions regarding your child's registration please reach out to Jessie Adrians (jessie.adrians@raphael.org) or Anne Glowcheski (anne.glowcheski@raphael.org)

9. Upon receiving the Confirmation message, click on the links provided to sign and hand in the [Parent/Guardian form of intent](#). The form of intent should be submitted no later than the first day of class.
10. Review the [tuition fees](#) and submit your payment as instructed.