



KEYS ADD FORM 2020-21

Use this form to add classes September- April.

Summer: Log on to your account on the KEYS website and add the class yourself. KEYS will email your invoice once it has been processed.

Once classes have started: You must fill out this form and obtain the teacher's permission *with their signature* to add the class.

- You will have to pay the GFP + the current month's tuition.

STUDENT NAME: _____

CLASS TITLE: _____

CLASS TIME: _____

EFFECTIVE DATE: _____

CLASS COST: GFP+ current month's tuition + 5% = _____
GFP=Good Faith Payment (same as the monthly tuition amount)

If payment does not accompany this form, KEYS will email your invoice to pay online.

PARENT SIGNATURE: _____

TEACHER'S SIGNATURE: _____
(required to add a class after classes begin in September)

OFFICE USE ONLY

DATE RECEIVED BY KEYS OFFICE: _____

QuickBooks

- _____ Change recurring trans (mthly invoice)
- _____ Invoice May tuition (GFP)
- _____ Invoice current month's tuition
- _____ Record payment rec'd

KEYS Website

- _____ Verify class has been added correctly
- If not: _____ Space available?
- _____ log on as parent / add class

KEYS Office

- _____ Update Excel: 8:30, Mon, Tues/Thurs only
- _____ Record teacher pay adjustment