

## INSTRUCTIONS FOR RE-ENROLLMENT USING SYCAMORE ONLINE PORTAL

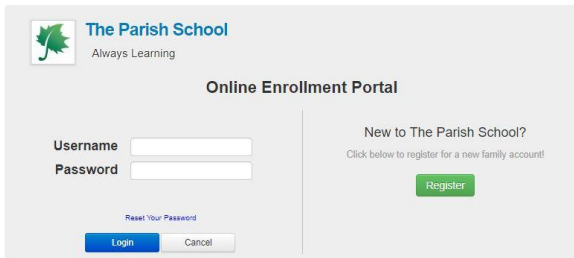
Welcome to the Online Enrollment Portal. Below we have listed step-by-step instructions to help you register online for the 2019-2020 school year.

Your family's Sycamore username and password will be needed to complete your online enrollment. Please email Jean Paulson at [jpaulson@stedschool.org](mailto:jpaulson@stedschool.org) if you need your username prior to registering. We do not have access to passwords. If you have forgotten your password, please use the "Reset Your Password" link when accessing the online portal.

The enrollment process will take approximately 20 minutes to complete depending on the number of learners you are re-enrolling. The Enrollment Portal saved the information entered last year and this year it will just need to be updated. If you need to stop the process at any time, click "Update" in the right side corner to save the content and log out. The next time you log in, continue from the section you stopped.

Early-Bird Registration/Re-Enrollment will take place from May 1<sup>st</sup> – May 15<sup>th</sup>. You should be able to complete your re-enrollment at home.

The Enrollment URL is <https://app.sycamoreschool.com/admissions/index.php?schoolid=2184>. Please enable pop ups for this website to complete registration.



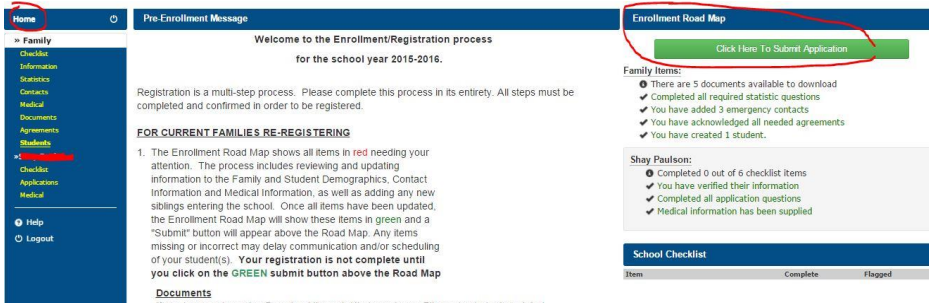
Please do not use the section "New to The Parish School?" Simply enter the Username and Password you have been using to access Sycamore.

### **Enrollment Process:**

1. Log into the Enrollment portal with your Family's username and password.

Below is what the Home enrollment page will look like.

On the left are the sections to verify, update or add information. On the right is the Enrollment Road Map. Initially, many of the items will be in red indicating needing your attention. As the items get updated they will change to green. You can select "Home" at any time to check your status of completion. Upon all information being updated and completed, a green submit button (as shown) will appear to finalize the Sycamore portion of the enrollment process.



**Home** Pre-Enrollment Message

Welcome to the Enrollment/Registration process for the school year 2019-2020.

Registration is a multi-step process. Please complete this process in its entirety. All steps must be completed and confirmed in order to be registered.

**FOR CURRENT FAMILIES RE-REGISTERING**

- The Enrollment Road Map shows all items in red needing your attention. The process includes reviewing and updating information to the Family and Student Demographics, Contact Information and Medical Information, as well as adding any new siblings entering the school. Once all items have been updated, the Enrollment Road Map will show these items in green and a "Submit" button will appear above the Road Map. Any items missing or incorrect may delay communication and/or scheduling of your student(s). **Your registration is not complete until you click on the GREEN submit button above the Road Map**

**Family Items:**

- There are 5 documents available to download
- Completed all required statistic questions
- You have added 3 emergency contacts
- You have acknowledged all needed agreements
- You have created 1 student.

**Shay Paulson:**

- Completed 0 out of 6 checklist items
- You have verified their information
- Completed all application questions
- Medical information has been supplied

**School Checklist**

Item	Complete	Flagged

**Documents**  
If you have an incoming preschool through kindergarten or 7th grade student, visit...

2. "Checklist" is for school use only. Please do not enter any information.
3. Select "Information".
  - a. Update your family's information if it has changed.
  - b. Select the blue "Update" button in the upper right hand of the screen. (This saves any changes or updates you have made. If you do not click "update" and move to the next screen, the changes will not be saved. A box stating "Update Successful" will appear at the top of the portal.)
4. Select "Additional Fields" and update information using pull down menus or text boxes.
  - a. Please SCROLL DOWN the page to update ALL information.
  - b. Select the blue "Submit" button in the upper right hand side of the screen.
5. Select "Contacts".
  - a. Update information for parents and any contacts.
  - b. Select the blue "Update" button at the bottom of the screen.
  - c. Enter at least 2 additional Emergency Contacts other than the child's parent(s). This list should include all contacts authorized to pick up your child(ren).

To Add Additional Contacts:

    - i. Select the blue "Add Contact" button in the upper right side of the screen to add additional people authorized to pick up your child(ren).
    - ii. Enter the contact information.
    - iii. Check the desired boxes for each person who is authorized as pick-up and/or as an emergency contact.
    - iv. Select the blue "Add" button at the bottom of the screen – Contact created.
    - v. Select the white "Back" button at the bottom of the screen.
    - vi. Repeat steps 1-5 for additional contacts.
6. "Medical" – This is to inform us of doctor and insurance preferences. This is Optional, not required
7. Select "Documents".
  - a. Listed are Documents for your reference. Please download for your reference.
8. Select "Agreements".
  - a. Most of the Agreements are school policies and must be Agreed to in order to enroll. Once you have selected your agreements, please click the blue "Submit" button in the upper right hand corner of the screen.
9. Select "Students".
  - a. Select the "Status" drop down menu to select "Not Returning" or "New/Returning."
  - b. Click on the "Edit" button **for each student**. Update the information.
  - c. Check the box to verify the information.

10. Look back on the menu bar on the left hand side of the screen. The checklist section is for school use only.

11. Click on “Applications.”

- a. Please answer and/or update the information.
- b. Click the blue “Update” button in the upper right corner of the screen.
- c. **Repeat for each child.**

12. Click on “Medical” for the first child.

- a. Please update the medical information for the student.
- b. Please note that the school will not administer Acetaminophen or Ibuprofen to your child without written consent.
- c. Click the blue “Update” button on the upper right corner of the screen, if you made any changes.
- d. **Repeat steps a-c for each child.**

13. Select “Home” on the menu bar on the left side of the screen.

14. When the enrollment road map on the right of the screen is ALL green, select the green “Click Here to Submit Application” button.

15. Select the green “Submit your Application!” button. If you do not see this button, a step was skipped in the Enrollment portal. Please check the “Enrollment Road Map” on the right side of the screen to find the missing information.

16. Select “OK” for the “Submission Successful!” screen.

Click “Logout”. Congratulations, you have completed your online enrollment for the 2019-2020 school year!