



Online Enrollment Instructions for Sycamore

A Quick Guide to Enrolling & Re-Enrolling via Sycamore

It is our goal that online registration through Sycamore Education, our student information system, will be simpler and more straightforward for you, and streamline the registration process for our office staff.

Current families will have the majority of your family's information already entered. You will need to confirm and update medical and emergency contact information for each student in your family. Busing and Prekindergarten Extended Day forms can be printed and turned in for families needing those services.

1) Access the Enrollment Portal at

<https://app.sycamoreschool.com/admissions/index.php?schoolid=3075>.

The link may also be found on the school's website>Admissions.

a. Current Families: enter your existing username/password for Sycamore on the left side.

b. New Families: register for an account using the box on the right. Fill out the fields on the prompt as completely as you can and follow the link sent to your email to begin a new session in Sycamore.

2) Welcome to the Enrollment Portal! You should see a sidebar on the left side, a message in the center, and on the right side, you will see a "Road Map" indicating which steps you still need to complete before you can submit your application. This is also where your final "submit application" button will pop up once all questions have been answered. In the left sidebar, click on the word "family" to begin adding or verifying information in your family's account. **Lost?** Click **HOME** anytime you want to check your progress.



Saint Rose of Lima Catholic School

Faith Formation + Academic Excellence + Life Long Learners

Test Testing
Enrollment for 2019 2020
Status: None



Home	Pre-Enrollment Message	Enrollment Road Map
» Family Checklist Information Additional Fields Contacts Medical Agreements Students » James Testing	Thank you for enrolling your child at Saint Rose of Lima Catholic School. We look forward to continuing our mission of providing a high quality education immersed in Gospel values. All current and new students enrolling for the 2019-2020 school year will pay tuition based on the number of children each family enrolls at Saint Rose, regardless of parish affiliation. Tuition rates for the upcoming school year will remain the same as current rates.	Family Items: Need to complete 2 out of 2 required additional fields questions. You need at least 1 non-guardian emergency contact. ✓ You have at least 1 legal guardian contact. You need to acknowledge 1 agreement. ✓ 2 students have been added to the application.

3) Family Fields. You will notice that tabs form under the center bar, which show different pages that have questions for you to answer or review. **As you work through the different tabs, be sure to click the Submit/Update button on the upper right on EACH tab to save your answers.** If you do not update, you will need to revisit these tabs again before you are allowed to submit your application.



- 4) Tabs List** Navigate through each tab and fully complete each section, please.
- a. Information:** Parents Name, Addresses, Phone, Email, Include in School Directory
 - b. Additional Fields:** Religion, Parish Name
 - c. Contacts:** Click the Edit button to review and revise primary and emergency contact information
 - d. Medical:** Doctor, dentist, insurance information
 - e. Documents:** Please print and complete if your child needs busing or Prekindergarten Extended Day Care
 - f. Agreements:** Image Release Agreement and Tuition Agreement
 - g. Students:** see next step

5) Adding Students

The most important step! Add students to your family account. Input your child’s information and click **Add** for each child you plan to enroll. Click the student’s name individually to answer questions about each child you are enrolling. After clicking their name, you will once again see a set of tabs. Be sure to work through each section and click update on every tab. Do this for each student you register.

6) Student Required Information You will notice that the left sidebar now has additional fields for each student. Please scroll through these screens and verify information and update data as needed (ensuring you click “Update/Add” in top Right after completing each screen). Click **Home** when student info is complete.

7) Home/Submit. When you think you have completed all the fields for each student, click on the “Home” box near the top left side of the screen. Any remaining fields to be completed will be listed in the upper right “Road Map” box. Once ALL fields are complete, you will see a green “Submit Application” button. Thank you!