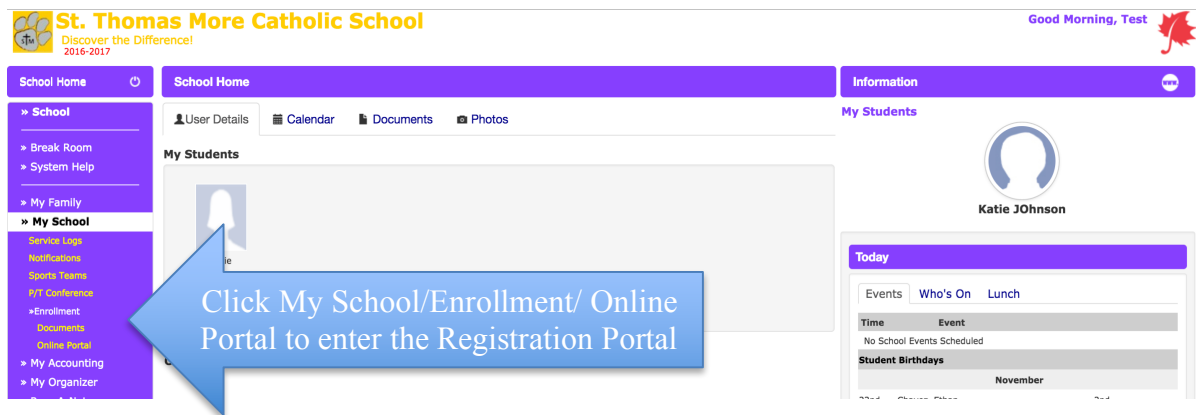



# Registration for Current Families

1. Log into Sycamore (if you do not know you login information contact the school)



**St. Thomas More Catholic School**  
Discover the Difference!  
2016-2017

Good Morning, Test 

School Home ⌵ School Home Information ⋮

» School  
» Break Room  
» System Help  
» My Family  
» **My School**  
» Service Logs  
» Notifications  
» Sports Teams  
» P/T Conference  
» Enrollment  
» Documents  
» Online Portal  
» My Accounting  
» My Organizer

User Details Calendar Documents Photos

My Students

Katie JOHNSON

Today

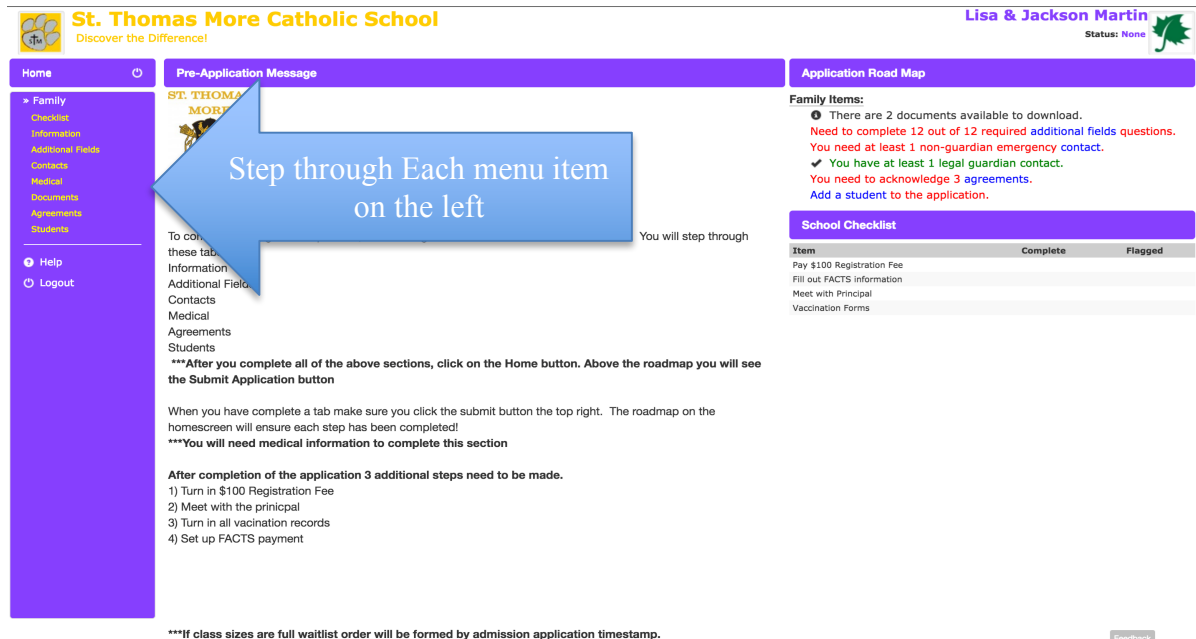
Events Who's On Lunch

Time	Event
	No School Events Scheduled


Student Birthdays

Month	Birthdays
November	

Click My School/Enrollment/ Online Portal to enter the Registration Portal



**St. Thomas More Catholic School**  
Discover the Difference!

Lisa & Jackson Martin  
Status: None 

Home ⌵ Pre-Application Message Application Road Map

» Family  
» Checklist  
» Information  
» Additional Fields  
» Contacts  
» Medical  
» Documents  
» Agreements  
» Students  
» Help  
» Logout

ST. THOMAS MORE

Family Items:

- There are 2 documents available to download.
- Need to complete 12 out of 12 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 3 agreements.
- Add a student to the application.

School Checklist

Item	Complete	Flagged
Pay \$100 Registration Fee		
Fill out FACTS Information		
Meet with Principal		
Vaccination Forms		

To complete these tabs, you will step through:

- Information
- Additional Fields
- Contacts
- Medical
- Agreements
- Students

\*\*\*After you complete all of the above sections, click on the Home button. Above the roadmap you will see the Submit Application button

When you have complete a tab make sure you click the submit button the top right. The roadmap on the homescreen will ensure each step has been completed!

\*\*\*You will need medical information to complete this section

After completion of the application 3 additional steps need to be made.

- 1) Turn in \$100 Registration Fee
- 2) Meet with the principal
- 3) Turn in all vaccination records
- 4) Set up FACTS payment

\*\*\*If class sizes are full waitlist order will be formed by admission application timestamp.

Feedback



OMAHA CATHOLIC SCHOOL  
CONSORTIUM

HOLY CROSS  
SAINT BERNADETTE  
SAINT THOMAS MORE  
SAINTS PETER & PAUL  
OUR LADY OF LOURDES

*A Collaboration of Parishes, Schools, Parents and Community Partners*

Home | Family / Information | Checklist | Information | Additional Fields | Contacts | Medical | Documents | Agreements | Students | Update

Family Information | School Information

Name: Martin, Lisa & Jackson

Family Code: **MAR1925**

Online Family Directory

- Exclude Phone
- Exclude Cell Phone
- Exclude Mailing Address
- Exclude Email Addresses

Mailing Address

Address: 6728 W 88th Circle  
2783 83rd st  
City: Omaha  
State: NE | Zip: 68121  
Country: USA  
Phone: 402930239

Billing Address: Same

Name: Martin, Lisa & Jackson  
Address:  
City:  
State: | Zip:  
Phone:

If I have a new student entering the school, for example a kindergartner or preschooler, Add a student!

St. Thomas More Catholic School | Discover the Difference!

LISA & JACKSON MARTIN | Status: None

Home | Family / Students | Checklist | Information | Additional Fields | Contacts | Medical | Documents | Agreements | Add New Student

Student Name	Current	New





OMAHA CATHOLIC SCHOOL  
CONSORTIUM

HOLY CROSS  
SAINT BERNADETTE  
SAINT THOMAS MORE  
SAINTS PETER & PAUL  
OUR LADY OF LOURDES

*A Collaboration of Parishes, Schools, Parents and Community Partners*

Student Name	Current	New	DOB	Status
Martin, Kayla	3rd	4th	06/22/2008	New/Returning
Martin, Michael	Not yet enrolled	Preschool	08/22/2014	New/Returning

Step through fields for each student

Click "Home" to see green submission button

Submit your application!

Click Here To Submit Application

**Family Items:**

- There are 2 documents available to download.
- Completed all required additional fields questions.
- You have at least 1 non-guardian emergency contact.
- You have at least 1 legal guardian contact.
- You have acknowledged all needed agreements.
- 2 students have been added to the application.

**Kayla Martin:**

- You have verified their information.
- Completed all required additional fields questions.
- Enrolled in 1 class.
- Medical information has been supplied.

**Michael Martin:**

- You have verified their information.
- 4 of 4 required application questions completed.
- Enrolled in 1 class.
- Medical information has been supplied.

Item	Complete	Flagged
Pay \$100 Registration Fee		
Fill out FACTS information		
Meet with Principal		
Vaccination Forms		

After the online registration is complete, please bring the \$100.00 registration fee to the school to reserve a spot for you student and complete the FACTS form. <https://online.factsmgt.com>