

## Re-Enrollment Instructions:

1. Log-on to Sycamore - (Contact the school office if you do not remember your log-in info).
2. On the left side menu, go to My School>Enrollment>Online Portal. The on-line portal will open a new window.
3. Go to >Family and make sure everything there (address, e-mail, contact information, etc.) is accurate and up-to-date.
  - **Checklist**– note that we need registration fee, baptismal certificates, and vaccination records.
  - **Information** - review and edit - click the blue UPDATE button in the upper right corner when finished.
  - **Additional Fields** – enter information - click the blue SUBMIT button in the upper right hand corner when finished.
  - **Contacts** - review, edit, or add contacts - click the blue ADD CONTACT or UPDATE button on the bottom of the page
  - **Medical** – input medical information – click blue UPDATE button in the upper right hand corner.
  - **Agreements** – Read Student handbook and agree – Read FACTS agreement and agree, Read Technology Release Policy and Agree, Review Photo Release Police and agree or disagree.
  - **Students** - review and change the status to new/returning ONLY for those students who will be returning for the 2017-2018 school year. Add any new Preschool or Kindergarten students
4. For each student enrolling for the 2017-2018 school year, under each student’s name complete the following:
  - Checklist** – ignore
  - Information**- Review and check verified box in the bottom corner.
  - Application** enter information – click blue UPDATE button
  - Classes**- select grade or PreK class for 2017-2018 School Year- click UPDATE
  - Medical**-update medical information and click UPDATE. Please note if you would like the school to administer Tylenol or ibuprofen a signed form must be given to the office.
  - Repeat**-for any additional children repeat the above steps
5. Using the left menu, click HOME. If everything is complete, you will see a Click Here to Submit Application button in green in the upper right hand corner. Click this to complete your enrollment. A Final Review pop-up will appear. Click on the green Submit Your Application button.
- 6.. **FACTS**
  - Login**
  - Update Personal Information** (address, phone number, email, or bank information)
  - PAYMENT PLAN CHANGE**- Payment plans will rollover from 2016/2017 School Year. If you would like to change your plan, for example changing from 10 month payment plan to a 12 month payment plan), please call the business office at 402-590-2810