

Sycamore Instructions for Admissions Enrollment and Re-enrollment at Sunbeams Lutheran School (SLS)

Re-enrollment

We will be using Sycamore for entrance enrollment and re-enrolling students currently enrolled at SLS. To re-enroll you will log on to Sycamore <https://sycamore.school/login?schoolId=4297>

My School

- Enrollment
- Online Portal

When enrollment opens, current SLS students have priority with the early bird option on tuition fees. You will fill out all the forms for the upcoming school year in the enrollment application link in Sycamore. Click on the student you wish to re-enroll and the application will pop up. All registration fees will need to be paid to complete the enrollment process and receive the early bird rate.

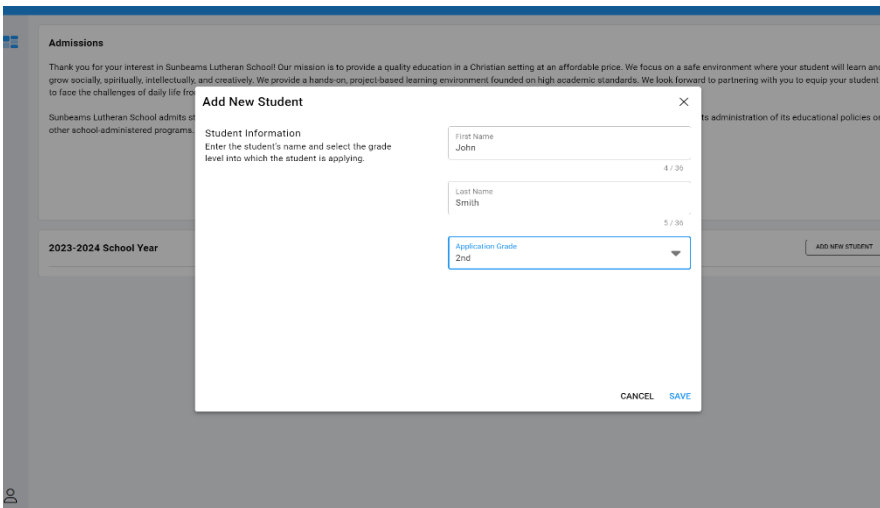
For new student enrollment

You must create an account with Sycamore and fill out the initial application. The link is https://sycamore.school/family/admissions/register?school_id=4297. *I need a new account.*

The screenshot shows the Sycamore login/register interface for Sunbeams Lutheran School. At the top center, it says "Sunbeams Lutheran School". Below this, there are two main options: "I already have an account." and "I need a new account." The "I already have an account." option includes the text "You already have an account if you have had students enrolled at this school." and a "LOG IN" button. The "I need a new account." option includes the text "You need a new account if you have not had students enrolled and have never applied for admissions." and a "REGISTER" button.

All required forms will be in the admissions application. You will need to submit your student's birth certificate and vaccination records prior to them attending school. All registration fees will need to be paid for your application to be complete and to reserve your student's space. To receive Early Bird Discount-Registration must be completed and fees paid by March 1st.

Once you receive the link emailed to you from Sycamore, you will be asked to provide your name (parent name) address, phone number and email address. *This link is only active for 48 hours.* Once you have logged in the Admissions page will appear with the school year. Enter your students name on the right-hand side of the screen where the box says **ADD NEW STUDENT**. If you are not able to proceed to the next step, enrollment for the next school year is not open yet. If you would like to enroll for the current school year, please contact the school office at (253) 854-3240. If you can continue, you will be sent to the menu that looks like this:

The image shows a screenshot of a web application interface. At the top, there is a header for 'Admissions' with a small logo. Below the header, there is a paragraph of text about the school's mission. A modal window titled 'Add New Student' is open in the center. It contains a form with three input fields: 'First Name' with the value 'John', 'Last Name' with the value 'Smith', and 'Application Grade' with a dropdown menu showing '2nd'. There are character counts next to the first and last name fields: '4 / 30' and '5 / 35' respectively. At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons. In the background, a '2023-2024 School Year' section is visible, and an 'ADD NEW STUDENT' button is located on the right side of the page.

- **Welcome**
- **General Student Information**
- **Medical-** Where you will enter medications, allergies, or any other information you want the school to be aware of.
- **Agreements-** Where you will find photo release, medical consent.
- **Essays-** Here you find your tuition agreement. Your typed name will be used as your signature.
- **Attachments-** Here you will find the WATCH form to download, and print should you wish to volunteer or drive students on field trips.
- **Family General Settings-** If you need to make changes to your address, you may also choose your directory settings by checking or unchecking what you would like to appear in the school directory.
- **Family Contacts-**You may change or add contacts for your student. You may allow permissions such as emergency contact or school pickup allowed here.
- **Family Additional Information-** You may put family church and pastor information here.
- **Family Medical Information-** Student's Doctor name and phone number required.
- **Review and Submit-** Any items requiring a response will pop up if they have not been completed. You will not be able to continue until you complete these.