



# Registering at Sunbeams Lutheran School on Sycamore



You must first create an account with Sycamore and fill out the application.

The link is

[https://sycamore.school/family/admissions/register?school\\_id=4297](https://sycamore.school/family/admissions/register?school_id=4297). ***I need a new account.***

**Sunbeams Lutheran School**

**I already have an account.**

You already have an account if you have had students enrolled at this school.

[LOG IN](#)

**I need a new account.**

You need a new account if you have not had students enrolled and have never applied for admissions.

[REGISTER](#)

All forms you will need to fill out 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.

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. You will enter your student's 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, enrolling 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:

**Add New Student**

**Student Information**  
Enter the student's name and select the grade level into which the student is applying.

First Name: John 4 / 30

Last Name: Smith 5 / 30

Application Grade: 2nd

CANCEL SAVE

- **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.

If you need any assistance please reach out to the office at (253) 854-3240 and we will be happy to help.