

# New Family enrollment Process for OLG

Our Lady of Grace Catholic School will be taking enrollment and re-enrollment applications electronically again this year.

**Please read these instructions completely BEFORE beginning.**

To get started click on, type in or copy and paste this Admissions Portal Link.

<https://app.sycamoreeducation.com/admissions/index.php?schoolid=2199>

- Click on the Green **REGISTER** button on the right of the enrollment portal window.
- Fill in all information with a valid email address and Select **REGISTER**.
- You will get an email containing your username and password to enter the registration site.
- You are now on the **HOME** page. Please carefully read the pre-registration message in the center of the screen. Take notice of your Enrollment Road Map on the right, it will update as items are completed.
- On the menu to the left, you will see FAMILY with a menu items under that. Please go through each of the items on the family menu.
  - **Checklist** – for office use only, you may ignore.
  - **Information** – this will reflect the current information in our system. Please review carefully for accuracy. Change if necessary; **click update** in the upper right corner to save changes before continuing to the next tab.
  - **Statistics** – Fill in or update the statistics. **Click Submit** in the upper right corner to save changes before continuing to the next tab.
  - **Contacts** – this will display current family contacts in our system. Please review carefully for accuracy. If changes are necessary--**click edit**. Change existing information, **click update** if changes are made or delete to remove the contact. You must **Click add** to create an emergency contact other than the legal parent/guardian. **Click update** to save new contact. You may also include approved pick up people to the list at this time.
  - **Medical** – You may skip the family medical section. You will need to attend to the student medical section when updating your student.
  - **Documents** – this will display any pertinent documents relating to registration or admissions. It is not necessary to open these documents to complete the enrollment.
  - **Agreements** – this section is very important. You will be required to read and agree to each statement before you may complete the enrollment. **Click submit** in the upper right corner when done to save. You may have to scroll up to the top of the page to see the submit button.
  - **Students** –As a returning family you will see a list of your current If you have one student that will not be re-enrolling and they are on that list, leave their status as Not Returning. If you are registering a brand new student for next year, select the Add New Student button and complete the necessary information. Click **Add** at the bottom when complete. Review the next screen for accuracy and then select **Back**
- As you select New/Returning as the status for your students, they will appear on the menu to the left under the family items. You will need to complete each menu item for each student.
  - **Checklist** - office use only.
  - **Applications** – The multiple choice items must be answered.
  - **Documents** – You can upload electronic copies of their required documents. If you have already done this you do not need to do it again.
  - **Classes** – You will select the grade level class for that student.
  - **Medical** – Information specific to that student as well.
  - When done with **EACH** menu item **click update** in the upper right corner to save.
- Once all items are complete for both the family and the students **click on Home** in the upper left corner. You will find a “Ready to Submit?” button on the right side of the screen if all of the items listed are green. If an item shows up as Red, go back and update the information. After making updates go back to the home page to find the “Ready to Submit?” button.
- **SUBMIT**

You will get an email confirmation of your registration.