

New Family Application for Enrollment Process for OLG

Our Lady of Grace Catholic School will be accepting applications electronically.

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, password and link to enter the application site, please make note of your username and password, you will use them during the coming school year.

You are now on the **HOME** page. Please carefully read the pre-application message in the center of the screen. Take notice of your **Application Road Map** on the right, it will update as items are completed.

- On the menu to the left, you will see **FAMILY** with a list of 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 your current information. Please review carefully for accuracy. Change if necessary; **click** update in the upper right corner to save the changes before continuing to the next tab.
 - **Additional Fields** – Fill in the family statistics. **Click Submit** in the upper right corner to save changes before continuing to the next tab.
 - **Contacts** – This will display the family contacts you created when first starting the application process. You must **Click add** to create an emergency contact other than the legal parent/guardian. **Click update** to save new contact. You may also add 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 related to admissions. It is not necessary to open these documents to complete the application.
 - **Agreements** – This section is very important. You will be required to read and agree to each statement. **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** – Select the **Add New Student** button and complete the necessary information. Click **Add** at the bottom when complete. Review the next screen for accuracy. You will now see your students on the menu to the left.

After you add your students their names will appear on the menu to the left under the family items. You will need to complete each menu item for each student.

- **Information** – Review for accuracy, click information verified box if correct.
- **Checklist**—For office use only
- **Applications** – The multiple choice items must be answered. **Click Update** to save.
- **Essay**—May be left blank.
- **Documents** – If you have added a new student, you can upload electronic copies of their required documents. You may also turn in copies of the documents to the school office.
- **Medical** – Update information specific to that student. **Click Update** to save.
- **Click on Home** in the upper left corner once all items are complete for both the family and the students.
- Check the **Application Roadmap** menu on the right side of the screen. If all of the items are green click the green “**Click here to Submit**” Button. If an item shows up as Red, click on the item to go back and update the information. After making updates **Click Home** to find the green “**Click Here to Submit**” button in the upper right corner of the page.
- **SUBMIT:** You must click submit again on this page to complete the application process.

You will get an email confirmation of receipt of your application. If you do not receive an e-mail within 24 hours please contact the school office at 317-770-5660.