



February 1st, 2019

Parents,

It is time to register your student(s) for the 2018-2019 school year. We will be doing our registration completely online again this year. You will **not** receive any printed papers from the school office unless you request them. **All families** must register online! Remember that registration opens to parishioners on February 11<sup>th</sup> and to the public on February 19<sup>th</sup>. If you do not have access to a computer with internet, you may stop by the school office to complete your registration. You will need your Sycamore username and password to register. I am attaching your user name to this letter. If you have lost or forgotten your password, please contact Jennifer at [office@stjohnschoolonline.org](mailto:office@stjohnschoolonline.org).

We also ask that all parents pay their tuition using FACTS. You can set FACTS tuition payments to be paid in full, twice a year, or monthly. You will receive the 3% discount if you choose to pay your tuition in full.

To start the registration process, you will need to go to <https://app.sycamoreschool.com/admissions/index.php?schoolid=3352>. Enter your username and password. On the right-hand side of the screen you will see an enrollment road map with items you will need to complete to register your student. You will also find a school checklist. Please make sure you complete all necessary steps so that your registration will be complete. Your student will not be completely registered until all fees have been paid.

On the left-hand side of the Sycamore home screen you will see family. Under family click checklist. You will then notice blue tabs running across the screen. Please add information or verify that we have correct information under each tab. Under the documents tab, every family must download and return to the school office the following documents: Student information document, Permission to pick up and the Georgetown college waiver. Only catholic students in 2<sup>nd</sup> grade need to download and print the first communion information document. The after school registration form will only need to be completed if you plan to enroll in the after school program. Make sure you click the last tab, students, and select new/returning or not returning. This will then add the student to your left-hand menu. You will then need to click information under your students' name and verify that information. Next you will need to click medical under your students' name and complete this final section. Finally, you will click the home button in the upper left-hand corner of your screen. You will notice on the right side of the screen under enrollment roadmap a green button that says, "click here to submit application". After clicking this button, you will go to a final review page and need to click the green "submit your application button". You should then receive a post enrollment message on the Sycamore home screen. You can always return to the Sycamore home screen by clicking home on the upper left-hand side of your screen.

If you need any help with the enrollment process, please don't hesitate to contact Jennifer in the school office at [office@stjohnschoolonline.org](mailto:office@stjohnschoolonline.org) or 502-863-2607.

Sincerely,

Daniel Mardell  
Principal of St. John School