



ST. PIUS X  
Catholic School

## St. Pius X Enrollment Instructions for New Families

Please click on the link provided to open the enrollment portal

- <https://app.sycamoreschool.com/admissions/index.php?schoolid=3309>

**Click the green Register button to start the enrolment process.** If you have any questions along the way, please send an e-mail to [ggates@teachers.stpiusx.com](mailto:ggates@teachers.stpiusx.com)

### Enrollment Instructions:

- 1) Register your family
  - The first section is for Parent's information, please be sure to include a correct e-mail address, this is very important to continue the rest of the process.
  - Please fill out all information and click the green register button.
  - This will start the process and send you an e-mail to activate your account.
- 2) Activate your account
  - In the Activation e-mail, please click the link to open the activation screen. Also make note of your new family username in the e-mail.
  - Enter your new password and click the login button to activate.
  - This will bring you to the Enrollment portal.
- 3) Click Checklist
  - This will list any tasks that need to be done to complete registration.
- 4) Click information
  - Please fill out or verify your current family information. Also, please check the boxes on the right specifying what information to exclude in our online family directory.
- 5) Additional Fields
  - There are no additional fields for this process.
- 6) Contacts
  - Please click edit and fill out or verify the information for each parent or guardian listed.
- 7) Medical
  - This information is not required at this time but could be useful in the event of an emergency.
- 8) Documents
  - Instructions for setting up and navigating our Sycamore website and setting up Weather and Delay alerts are available to download from here. Please save off a copy of each.
- 9) Agreements
  - We are taking steps to eliminate some of the large amount of paperwork that is sent home the first week each year.
  - Six of these documents we have transferred to family agreements.
  - Please read each agreement **carefully** and respond accordingly.
  - Some of these agreements will require additional paperwork be filled out and brought to the school office. The link to each of these documents will be listed in the



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agreement. **It is extremely important to turn in this paperwork for school documentation.**

- Click **Submit** on the top right of the Agreements window, this will lock in your answers

## 10) Students

- Please click **Add New student** (top right) to add any new students that will be joining St. Pius X School. (Please fill out the form that opens when clicking the add student button. This will create a profile for them in our Sycamore system.
- Please repeat for any additional students.

### **Additional Steps For each student enrolled (Listed under the student's name on left hand side):**

#### 1) Click Information

- Please verify the student's information and click the Information Verified box at the bottom. Once complete click the **Update** button.

#### 2) Checklist and Application

- We are currently not using these sections.

#### 3) Medical

- Please enter any major medical conditions that the student may have. If there are no major conditions or information you would like to provide, check the **No Health Issues** box. Click the **Update** button once complete.

This will complete the online process. Once you are finished please click the **Home** button on the left. This will take you back to the main menu and allow you to see the **Enrollment Roadmap Section**. Any missing steps will be listed in this section and links in the description will take you to the fields that you need to complete. Once all steps in the road map are complete, a green button to submit your registration will appear in that same section. Click to submit and a confirmation e-mail will be sent.

Please remember to bring in any completed forms that you printed from the various Agreements as well as the \$100 per student registration fee. A New Student Enrollment Packet must be requested and filled out. These can be picked up at the school office. Full registration is not complete until all items are received.

**Thank you for choosing St. Pius X School to be your educational partner. We are truly blessed to have each and every one of you in our family!**