



ST. PIUS X
Catholic School

St. Pius X Enrollment Instructions for Returning Families

Please click on the link provided to open the enrollment portal

- <https://app.sycamoreschool.com/admissions/index.php?schoolid=3309>
- The portal can also be accessed by logging in to Sycamore and from the left-hand menu, clicking My School>Enrollment>Online Portal.

Log in using your current Sycamore credentials. If you do not have these or are having trouble getting logged in, please send an e-mail to ggates@teachers.stpiusx.com

Once inside the portal you will see three sections:

- On the left you will see a **Family** menu. This will walk you through each of the section that will need to be completed. Once you have reenrolled or added a new student a **Student** section will appear. These sections contain information that needs to be complete to submit a registration.
- The center section, **Pre-Enrollment Message**, gives a brief message that will change and add instructions once enrollment is submitted.
- On the right you will see the **Enrollment Road Map**. This will list all things that must be complete before your registration is finished. You will also see a School Checklist which list any tasks outside the Enrollment process that need to be done before registration is complete.

Enrollment Instructions:

- 1) Click Checklist
 - This will list any tasks that need to be done to complete registration.
- 2) Click information
 - Please fill out or verify your current family information. Also, please check the boxes on the right specifying what information to exclude from our online family directory.
- 3) Additional Fields
 - There are no additional fields for this process.
- 4) Contacts
 - Please click edit and fill out or verify the information for each parent or guardian listed.
- 5) Medical
 - This information is not required at this time but could be useful in the event of an emergency.
- 6) Documents
 - There are no documents listed for returning students.
- 7) 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.



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- 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 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
- 8) Students
- Please select new/returning in the status box for each returning student.
 - Please click **Add New student** (top right) to add any new students that will be joining St. Pius X School. (Example: new kindergartners) Please fill out the form that opens when clicking the add student button. This will create a profile for them in our Sycamore system.

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. Full registration is not complete until those are received.

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