



# Re-Enrollment Application Instructions

(Instructions for Currently Enrolled Families to Enroll for 2020-2021 School Year)

## Portal Login

Visit [https://app.sycamoreschool.com/snap/session/new?school\\_id=1426](https://app.sycamoreschool.com/snap/session/new?school_id=1426)

**School Code 1426** This portal is also mobile friendly! Feel free to use your smart phone or tablet.

## Current/Returning Families

### Portal Login

You can access the Enrollment Portal by clicking on the above link. This is a separate webpage from the main Sycamore homepage. However, you will use your existing Sycamore username and password.

Lakeview Christian School

Admissions Login

Username

Password

Login

[Feedback](#) [Help](#)

## Forgot Password

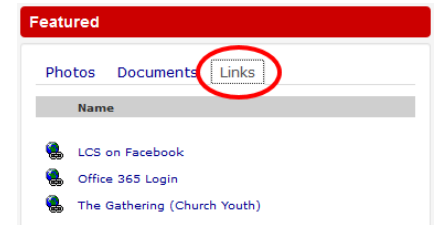
Since the admissions portal is a separate page, if you need to reset your password you will need to go to the main [Sycamore Login page](#). You can use the “Reset Your Password” link to reset your password. **School Code: 1426**

If you have trouble with your username and password please contact Doug Lewis in the School Admissions Office at 765-677-4266 ext7049 anytime 8-5. You can also reach out to Mrs. Owens directly at 765-677-4266 ext7011 to schedule a time to come into the office for help. **Office hours are currently by appointment due to COVID-19 safety measures.**

The image shows the Sycamore Login page. It has a green header with the Sycamore logo and the text 'Sycamore Login'. Below the header are three input fields: 'Username', 'Password', and 'Language' (with a dropdown menu showing 'English'). To the right of the 'Language' field is a red arrow pointing to a link that says 'Reset Your Password'. At the bottom of the page is an orange button that says 'Login'.

## Navigating From Sycamore

There is a link to the Admissions Portal on the Sycamore homepage under the “Featured Links” along the **Right-Hand side of the homepage**



## Portal Overview

### Navigation

Each returning student is listed under the Family on the right-hand side of the enrollment portal. All information will be entered within each specific student’s application. Some of the fields in the application will pre-fill based on your previous applications.

- To start click the “Enroll” button next to the student.
- Your progress is automatically saved at each step of the application. So, you can return to the application at a later time and pick up where you left off. In that case, simply click the “Resume” button next to the student’s name.
- The process of completing the application will be repeated for each student with your family. However, all of the family specific information will be retained and pre-fill for each additional application within each family.

The image shows the Lakeview Christian School Admissions Home page. At the top is a red banner with the text 'Lakeview Christian School' and a 'Logout' button. Below the banner is the 'Admissions' section. On the left is a 'Welcome' message. On the right is a 'Family' section showing 'Lakeview, Mom and Dad'. Below the family section is a 'Students' table with columns for 'Applicant' and 'Application Grade'. The table lists three students: Lakeview, Johnny (Kindergarten), Lakeview, Susie (5th), and Lakeview, Billy (8th). Next to each student's name are buttons for 'Resume' and 'Enroll'. A red arrow points to the 'Resume' button for Johnny, and another red arrow points to the 'Enroll' button for Susie.

Applicant	Application Grade	Buttons
Lakeview, Johnny	Kindergarten	Resume, Delete
Student	Current Grade	
Lakeview, Susie	5th	Enroll
Lakeview, Billy	8th	Enroll

Starting the Application

Upon starting the application, you will be asked to verify the grade level the student is applying for. The application will automatically move to the appropriate grade. Simply verify the information is correct and click save. (In our example, Susie is just completing 5<sup>th</sup> grade so the application automatically moves to 6<sup>th</sup> grade.)

Lakeview Christian School

Logout

Admissions

Admissions Home

Welcome

Welcome to the new Online Admissions System. We are excited to partner with you and streamline the re-enrollment process directly within the Sycamore Education Center.

Enroll Student

First Name

Susie

Last Name

Lakeview

Date of Birth

05/27/2006

Application Grade

6th

Cancel

Save

New Student

Applicant	Application Grade	
Lakeview, Johnny	Kindergarten	<div>Resume</div> <div>Delete</div>
Student	Current Grade	
Lakeview, Susie	5th	<div>Enroll</div>
Lakeview, Billy	8th	<div>Enroll</div>

## Within the Application

Once you have started the application you will be able to navigate through each section. Some information will be retained from the previous year's application. However, please review all the information within each section for accuracy. Update any needed information before moving on to the next section.

- The section of the application you are currently completing is indicated by the red line under each heading found just below the student's name.
- You can move on to the next section by clicking the "Next" button at the bottom right-hand of the page.
- The application is saved each time you click the "Next" button. You will see a notification at the bottom of the page in blue.

**Lakeview Christian School** Logout

Admissions

**Susie Lakeview**

[Welcome](#)
[General](#)
[Medical](#)
[Downloads](#)
[Agreements](#)
[Documents](#)
[Additional Info](#)
[Family - General Info](#)
[Family - Additional Info](#)
[Family - Medical Info](#)

[Family - Contacts](#)
[Review Application](#)

Hello and welcome to the application for re-enrollment at LCS for the 2020-2021 school year! Some of the fields in the application will pre-fill based on your responses from the previous application. However, please review each question and make any needed changes. This year there are several attachments available to you to download, review and keep for your records. Additionally, there are 3 items we are asking each family to upload into the application. If you don't have the ability to upload these documents, please be sure to bring them to the school office.

- First, please have your latest tax return document available to upload in order to assist with the Voucher and Scholarship programs.
- Secondly, please have copies of your child(ren)'s birth certificate available to upload if you have not previously given the school a copy. This is a document LCS must maintain on file.
- Lastly, please have the latest copy of your child(ren)'s vaccination record available.

Feedback Help

Applicant successfully created

## Downloads

This year we have made some documents available to download and keep for your files. These are copies of the different policies you will be agreeing to in the next section of the application.

- Each download is hyperlinked. Simply click on the name of the document to download it to your device.
- Click "Next" to move on to the next document. When you have navigated to last document, the "Next" button will take to you to the Agreements section.

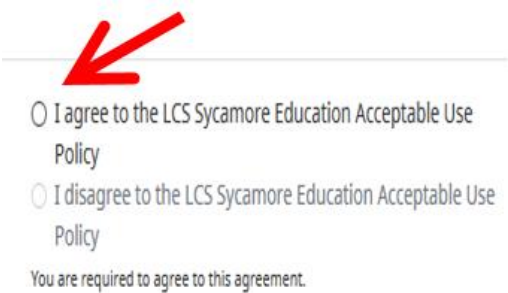
[Welcome](#)
[General](#)
[Medical](#)
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[Additional Info](#)
[Family - General Info](#)
[Family - Additional Info](#)
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[Family - Contacts](#)
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Download	Description
<a href="#">Acceptable Use Policy</a>	LCS Sycamore Education Acceptable Use Policy
<a href="#">Parent/Guardian Commitment</a>	LCS Parent/Guardian Commitment
<a href="#">Tuition and Fees</a>	LCS Tuition and Fees for the 2020-2021 School Year

### Agreements

There are 4 policies that each family must agree to as part of the application process, and the application cannot be submitted without the parent/guardian selecting the “I agree” button within each agreement. Please note, these agreements must be completed within each student’s application, even within the same family.



☐ I agree to the LCS Sycamore Education Acceptable Use Policy

☐ I disagree to the LCS Sycamore Education Acceptable Use Policy

You are required to agree to this agreement.

Note: There is a level of redundancy for families with multiple children. The administration attempted to adjust the application to reflect the family’s agreement across multiple children. However, due to the limits of the system this was not possible. The wording will be the same within each of the 4 agreements for every student’s application leaving careful reading for unnecessary beyond the first application within each family.

- Each agreement is hyperlinked. Simply click on the name of the agreement and read thoroughly.
- Click “Next” to move on to the next agreement. When you have navigated to last agreement, the “Next” button will take you to the Documents section.

Lakeview Christian School
Logout

Admissions

Susie Lakeview

Welcome
General
Medical
Downloads
Agreements
Documents
Additional Info
Family - General Info
Family - Additional Info
Family - Medical Info

Family - Contacts
Review Application

Agreement	Status
<a href="#">Parent/Guardian Commitment</a>	
<a href="#">2020-2021 Tuition and Fees</a>	
<a href="#">Consent for Emergency Medical Treatment</a>	
<a href="#">LCS Sycamore Education Acceptable Use Policy</a>	

Close
Next

## Documents

There are 3 items which need to be uploaded into the each student's application. **This is mobile friendly** if you don't have a scanner. If you have trouble uploading or don't have these documents accessible, just **make arrangements to bring them to the school**.

- First, please have your latest tax return document available to upload in order to assist with the Voucher and Scholarship programs.
- Secondly, please have copies of your student's birth certificate available to upload if you have not previously given the school a copy. This is a document LCS must maintain on file.
- Lastly, please have the latest copy of your student's vaccination record available.

### Uploading Documents

- Each document has a hyperlink. To upload the listed document simply click on the name. **This is mobile friendly!** You can take a clear and well-lit picture with your phone to upload if you don't have a scanner.

Lakeview Christian School Logout

Admissions

Susie Lakeview

Welcome General Medical Downloads Agreements Documents Additional Info Family - General Info Family - Additional Info Family - Medical Info

Family - Contacts Review Application

Document	File
<a href="#">Required Tax Documents</a>	
<a href="#">Student Birth Certificate</a>	
<a href="#">Record of Vaccinations</a>	

Close Next

- Click "Browse" in order to find the correct file or photo on your system or device and select it.
- Once you have the appropriate file selected, click "Next" to move on to the next document.
  - If you do not have a particular document, you can click the "Next" button to move on without uploading a document.
- When you have navigated to last document, the "Next" button will take to you to the Additional Info section.

Lakeview Christian School Logout

Admissions

Susie Lakeview

Welcome General Medical Downloads Agreements Documents Additional Info Family - General Info Family - Additional Info Family - Medical Info

Family - Contacts Review Application

Required Tax Documents

In order to expedite the application for the Choice Scholarship/Voucher please upload a copy of your most recent tax return form 1040.

No file selected.

Cancel Save Next

## Family Fields

Each application will have 4 “Family” sections. All of the “Family” sections will appear within each application, but each family’s information will be retained in the portal. Each additional student’s application will auto-populate the information from the “Family” section of the previous student’s applications. This means that a family with multiple students will only need to update these sections on the first application.

## Reviewing and Submitting the Application

After completing the Family-Contacts section, you will be required to review your student’s application for completeness and accuracy. Any missing items that are required must be addressed prior to being able to submit the application.

- Any missing item is listed in red and will have a hyperlink. This link will take you directly to the missing item within the appropriate section of the application.
- Once completing the item, you can navigate back to the review section by clicking the “Review Application” heading across the top of the portal page.
- The “Submit” button will only enable once all the missing items are completed.

The screenshot shows a web form titled "General Information" with various input fields. Several fields are highlighted in red with the text "Click to complete" in white, indicating they are missing required information. A red box with the text "Click link to return to area requiring attention." has a red arrow pointing to one of these red fields. Another red box with the text "Will enable once all required fields are completed." has a red arrow pointing to the "Submit" button at the bottom right of the form. The form includes sections for General Information, Agreements, Documents, and Additional Info.

## How do you know the application was submitted

Once you click submit you will get two verifications that the application was successfully submitted. The first is a pop-up box with a message thanking you for submitting the application for re-enrollment. The second is an email sent to you from Sycamore confirming your student’s application was received by LCS. Families with multiple students will receive an email for each student after each submission.

## Saving a Copy

The Admissions Portal will allow you to view, save, and print a finalized copy of each student's application once it has been submitted. Your family is encouraged to save a copy of each application for your personal records.

- Navigate back to Admission Portal home page
- Click the "View" button next to the student's name
- You will then have the option to open or save a .pdf copy of the completed application.

Lakeview Christian School
Logout

Admissions
New Student

**Welcome**

Welcome to the new Online Admissions Portal!

We are excited to partner with you in your child's education! We have simplified and streamlined the re-enrollment process. You can now provide all information necessary directly within the Sycamore Education Admissions System.

**Family**  
Lakeview, Mom and Dad

**Students**

Applicant	Application Grade	
Lakeview, Susie	6th	<div style="display: flex; align-items: center;"> <a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border: none;">View</a> </div>
Lakeview, Johnny	Kindergarten	<div style="display: flex; align-items: center;"> <a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border: none;">Resume</a> <a href="#" style="background-color: #dc3545; color: white; padding: 2px 10px; border: none;">Delete</a> </div>

Student	Current Grade	
Lakeview, Billy	8th	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border: none;">Enroll</a>

## Next Steps

Once your application has been submitted you will receive communication from the school office concerning the admission decision. There are a few other steps needed to complete enrollment for the 2020-2021 school year. You will want to work with the Admission Coordinator to complete the necessary steps. Below is a brief summary of those final steps to be ready for next school year.

- Pay the Enrollment Fee for the 2020-2021 school year
  - Your student's seat in class not secured prior to payment arrangements
  - \$65 per student
  - Due by July 1<sup>st</sup>
- Submit all Financial Aid documentation
  - You will work with the Admissions Coordinator and the School Office to complete this step
- Meet with the Admissions Coordinator to review and sign the Financial Award Letter
  - This document will outline the total expected cost of attendance for your family after all expected Aid and Scholarships are considered.
  - The Financial Award Letter will also list the agreed payment plan for your family.
- Enjoy your summer while looking forward to the great things God will do through the partnership between your family and the LCS family!