



Lakeview Christian School

Enrollment Portal Instructions

Portal Login

Visit <https://app.sycamoreeducation.com/index.php>

School Code 1426

Current/Returning Families

Portal Login

You can access the Enrollment Portal by logging in to Sycamore with your family/parent account and navigating to **My School > Enrollment > Online Portal**.

Forgot Password

You can use the **Reset Your Password** link to reset your password. Please contact the school office if you need further assistance.

If you still have trouble with your username and password contact the school office at 765-677-4266

The screenshot shows the 'Sycamore Login' interface. It has a green header with a lock icon and the text 'Sycamore Login'. Below the header are three input fields: 'Username', 'Password', and 'Language' (which is a dropdown menu currently showing 'English'). Below these fields is a red arrow pointing to a link that says 'Reset Your Password'. At the bottom of the form is an orange button labeled 'Login'.

Portal Overview

Navigation

You can navigate the portal using the navigation menu on the left side of the page. Just click a section to navigate to that section's page.

Enrollment Road Map

The Enrollment Road Map shows your progress through the enrollment process. The Enrollment Road Map is displayed on the **Home** page. You can return to the Home page using the **Home** button in the upper-left corner.

The screenshot shows the Lakeview Christian School Online Admissions Portal. Annotations include:

- Use Home to return to the main page:** Points to the Home button in the top left corner.
- Navigation Menu:** Points to the left sidebar menu.
- Enrollment Road Map shows progress:** Points to the Enrollment Road Map section on the right.
- The Family and each Student section must be completed:** Points to the Family and Student sections in the left sidebar.

The page content includes a welcome message, a list of navigation links (Home, Family, Checklist, Information, Additional Fields, Contacts, Medical, Agreements, Essay Questions, Students), and an Enrollment Road Map showing progress for Family and three students.

Part 1- Confirm & Complete Family Information

Family > Checklist

This section is used by school staff. You may be required to turn in information for the checklist items. However, no action is required on your behalf within the portal itself.

1- Confirm Your Family Information

Navigate to your family's information

1. Click **Information**
2. Confirm your Information is Correct
3. Enter New Information as Needed
4. Confirm if you desire certain information to not be in the school directory.

Online Family Directory

- ☐ Exclude Phone
- ☒ Exclude Cell Phone
- ☐ Exclude Mailing Address
- ☒ Exclude Email Addresses

The screenshot shows the Family Information section. It includes a sidebar with links to Home, Family, Checklist, Information, Additional Fields, Contacts, Medical, Agreements, Essay Questions, and Students. The main content area shows the Family Information form with fields for Name, Formal, Mailing Address, and Address. A blue box highlights the Address field.

5. Press **Update** when Finished

The screenshot shows the 'Family / Information' form. A red header bar contains the title and a navigation menu with tabs: Checklist, Information, Additional Fields, Contacts, Medical, Documents, Agreements, Essays, Students, and an 'Update' button. A blue arrow points from the instruction '5. Press **Update** when Finished' to the 'Update' button. Another blue arrow points from a text box 'Press **Update** when finished' to the 'Update' button. A third blue arrow points from a text box 'Copy from **Mailing Addr.** to **Billing Addr.**' to the 'Billing Address' section, which has a 'Same' button next to it. The form contains two sections: 'Family Information' and 'School Information'. The 'Family Information' section includes fields for Name, Formal, Mailing Address, Address, City, State, Zip, Country, and Phone. The 'School Information' section includes Family Code, Online Family Directory, and checkboxes for Exclude Phone, Exclude Cell Phone, Exclude Mailing Address, and Exclude Email Addresses. A 'Feedback' button is located at the bottom right.

2- Complete Additional Fields for Family

Navigate to **Additional Fields** Tab for family's information

1. Click **Additional Fields**
2. Use the drop down menus to select an option for each question. You may need to reference the description for each question to understand what is being asked.
3. Remember to press **Submit** when you are finished.

The screenshot shows the 'Family / Additional Fields' form. A red header bar contains the title and a navigation menu with tabs: Checklist, Information, Additional Fields, Contacts, Medical, Documents, Agreements, Essays, Students, and a 'Submit' button. A blue arrow points from the instruction 'Remember to press **Submit** when you are finished.' to the 'Submit' button. The form contains several sections: 'Technology' with dropdowns for Internet, Tablet access, and Computer access; 'Background' with a text field for Other families known at LCS; 'Guardian 1' with dropdowns for Relationship to student (G1), Describe faith (G1), and Church attendance (G1). A blue arrow points from a text box 'Descriptions' to the 'Describe faith (G1)' dropdown. A sidebar on the left contains a list of navigation links: Home, Family, Checklist, Information, Additional Fields, Contacts, Medical, Agreements, Essay Questions, Students, Student 3 Name, Student 2 Name, and Student 1 Name.

3- Confirm all Contacts & Select Their Pick Up Status

Navigate to **Contacts** Tab for family's information

1. Click **Contacts** tab

- a. Pay Close Attention to The **Emergency Contact** and **Authorized Pick Up** Icons

If these icons are highly important to inform the school who to contact and who is allowed to pick up the students.

2. Click **EDIT** to Confirm or Correct Contact Information of the listed Contacts.

Edit

3. Click **ADD CONTACT** to add additional contacts to your families file.

Add Contact

4. Confirm or Complete the contact information.
5. Check the appropriate boxes for the

- a. **Emergency Contact** and
- b. **Authorized Pick Up** boxes.

☒ Emergency Contact
☒ Authorized Pickup

6. When Complete Click **Update**

Update

Back

Delete

4- Complete Family Medical Information

Navigate to **Medical** Tab for family's information

1. Enter family physician, dentist, and insurance information.
2. Remember to press **Submit** in the upper right corner when finished.

5- Complete Family Agreements

Navigate to **Agreements** Tab for family's information

1. Read each agreement and then choose whether or not you accept the agreement.
 - a. Please read each agreement carefully to ensure you understand what you are agreeing to.
2. Remember to press **Submit** when you have finished to save your choices.

6- Complete Family Essay Questions

Navigate to **Essays** Tab for family's information

1. Read each question and provide details to know your families situation.
 - a. Provide answers to essay questions by typing your answers into the boxes below each question.
 - b. Adjust the size of each entry field by clicking and dragging the lower right corner of each box.
2. Be sure to press **Submit** when finished to save your work.

7- Confirm or Add Students to Your Family Profile

Navigate to **Students** Tab for family's information

1. Click on **Students** tab
 - a. You can add a new student by pressing **Add New Student** in the upper right corner.

Family / **Students**

Checklist Information Additional Fields Contacts Medical says **Students**

Add a new student Add New Student

Student Name	Current	New	DOB	Status	
Name, Student 1	10th	N/A	00/00/0000	New/Returning	Edit
Name, Student 2	8th	N/A	00/00/0000	New/Returning	Edit

2. Verify information for each student.

Required

- Name
- Gender
- Birthday
- Ethnicity
- Race
- Current Grade (2017-2018 School Year)
- New Grade (2018-2019 School Year)

Not Required

- Email

- Click **Information Verified**
- Click **Update**

Student Information

First: Susie
Middle: K
Last: Franklin
Goes By:
Gender: Female
Birthday: 10/22/2004 (mm/dd/yyyy)
Ethnicity: Choose Ethnicity
Race:
☐ [1] American Indian or Alaska Native
☐ [2] Black or African American
☐ [3] Asian
☐ [4] Hispanic
☐ [5] White
Current Grade: 7th
New Grade: 8th
Email:
Information Verified: ☐
[Update](#) [Back](#)

[Upload Photo](#)

Complete Steps 1-4 for each Student on your Family Profile

This Completes the Family Profile Section of the Enrollment Portal. Part 2 is Confirming/Completing Student Section.

Part 2- Confirm or Complete Student Profile

1- Complete Student Application

Navigate to your first **Students Application** section.

- Click on **Application** under your first student's name.
- Answer the Following Sections

Section	Description
General	Media Release and T-Shirt Size
Support	Let us know if you are interested in academic support services for this student.
Spiritual	Please share your student's spiritual story.
Educational	Let us know about your child's past academic experiences.
Behavioral	Please share if your student has experienced any behavioral challenges.
Physical	Note if there are medical issues.

»Student 3 Name

Information
Checklist
Application
Medical

»Student 2 Name

Information
Checklist
Application
Medical

The screenshot shows the 'Medical' tab of the enrollment profile. Annotations include:

- A blue box labeled 'Press update to save' with an arrow pointing to the 'Update' button in the top right corner.
- A blue box labeled 'Fill out all fields' with arrows pointing to several dropdown menus: 'Media Release Consent', 'T-shirt size', 'Help with Reading', 'Help with Math', 'Before/after school tutoring', and 'Character development'.

The form sections visible are:

- General:**
 - Most recent school attended? [text box]
 - Name of school student most recently attended [text box]
 - Media Release Consent [dropdown menu]
 - T-shirt size [dropdown menu]
- Support Services:**
 - Help with Reading [dropdown menu]
 - Help with Math [dropdown menu]
 - Before/after school tutoring [dropdown menu]
 - Character development [dropdown menu]
- Spiritual:**
 - Level of interest in character development support for student [dropdown menu]

3. Remember to Click **Update** when done.

2- Complete Medical Details and Release

Navigate to **Medical** tab in your student's enrollment profile.

1. Click on **Medical** tab

The screenshot shows the top navigation bar with three tabs: 'Checklist', 'Application', and 'Medical'. The 'Medical' tab is highlighted with a yellow border.

2. Check any medical conditions that apply.

Asthma <input type="checkbox"/>	Bladder/Kidney <input type="checkbox"/>
Diabetes <input type="checkbox"/>	Hemophiliac <input type="checkbox"/>
Seizures <input type="checkbox"/>	Sicklecell <input type="checkbox"/>
Deafness <input type="checkbox"/>	Sight Impairment <input type="checkbox"/>
	ADD / ADHD <input type="checkbox"/>

3. Add Comments for any medical conditions checked in the box.

If any of the above are checked, please provide an explanation and possible treatments

Comments

4. List **all** Allergies and **all** Medications the student is taking.

Allergies

Medication

5. Provide Permission for school to Administer **Acetaminophen** or **Ibuprofen**

Permission to administer: (written permission may be required by your school)

Acetaminophen ☐ Ibuprofen ☐

6. If there are no issues you can select

☐ **No Health Issues**

7. When Complete Click **Add** in the upper right corner

The screenshot shows the bottom navigation bar with three tabs: 'Checklist', 'Application', and 'Medical'. The 'Medical' tab is highlighted with a yellow border. A blue 'Add' button is located in the top right corner.

Complete all *student profile* steps above for each student before moving onto the final step

Final Steps

When you have finished all Family and Student sections you are ready to submit the enrollment application.

Navigate back to the **home screen**.

1. Click on **HOME** button in the upper left of your screen.
2. If an answer is missing in any section it will show up in red in the **Enrollment Road Map**
3. When your **Enrollment Road Map** is green the Submit Application button will appear.



Click Here To Submit Application

4. Click The **Click Here to Submit Application**

Final Review & Submission

You will see a final **Submission** page when you press

Final Application Review To Lakeview Christian School


Please double check your information.
Once submitted, you will no longer be able to edit anything from this portal.

Submit Your Application!


Click Here To Submit Application. If you are confident all information has been entered accurately you can proceed by pressing **Submit Your Application!** If you want to double check any section, you can navigate back to that section using the navigation bar on the left.


Post-Enrollment

You can access the portal in read-only mode after submission. You can view the information you entered but will be unable to change it. If you notice any mistakes you can contact the school office and ask that they unlock your application.

**Lakeview Christian School**
Providing Quality Christian Education Since 1977

Your application has been submitted. The Portal is now in read-only mode.

Portal Training
Status: None 

Home 

» Family
Checklist
Information
Additional Fields
Contacts
Medical
Agreements
Essay Questions
Students
» Student 1 Name
Information
Checklist
Application
Medical
Help
Logout

Post-Enrollment Message

School Checklist

Item	Complete	Flagged
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Thank you for using the online Admission Portal! Your application is now "locked" and can not be changed. One of our staff members will be flagging your application if any changes are needed. If any changes are needed, you will need to contact the school office to update your application.

Please provide a copy of each student's birth certificate to the school office at your earliest convenience.

If you have any questions or concerns please contact the school office at 765-677-4266.

You can verify the information you entered at any time but will be unable to change it

You must contact the school office if it is necessary to update any information after you have submitted your application