

The King's Academy

Registration Process for New Families

START WITH THIS WEBSITE:

https://sycamore.school/family/admissions/register?school_id=1833

Sycamore Leaf School

I already have an account

You already have an account if you have students enrolled at this school.

LOGIN

I need a new account.

You need a new account if you do not have students enrolled and have never applied for admissions.

REGISTER

- ♦ New Families will select "I need a new account" (Option on the right)



NEW FAMILY OPTION



Register for an account

Complete the following information to begin the account registration process.

First Name

Last Name

Email

SUBMIT

RETURN TO LOGIN



Thank you!

An email from Sycamore School has been sent to the address you entered. Please allow for up to 5 minutes for the email to be delivered.

RETURN TO LOGIN

Create an account for your family

Family Contact 1

Title

First Name

Last Name

Address

City

St. ZIP

Cell Phone

Email

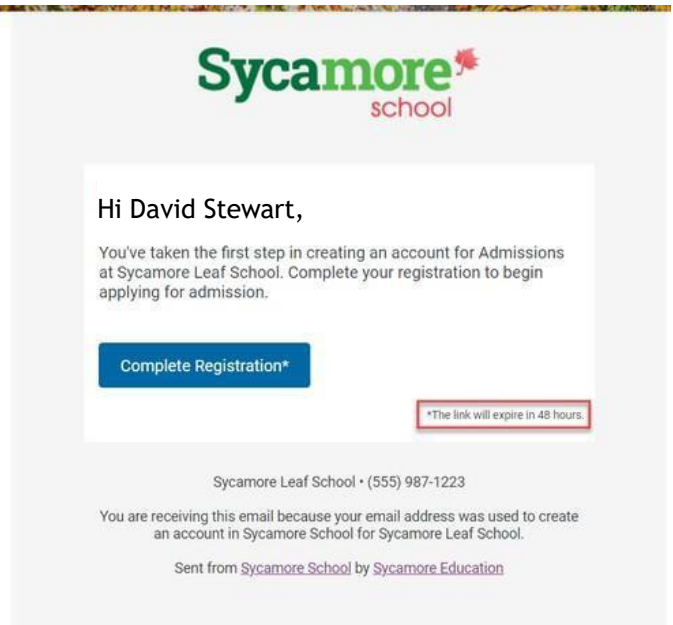
Relationship

Add Second Contact

Password

Confirm Password

☐ I agree to the Sycamore Education [Terms of Service, Acceptable Use Policy and Privacy Policy.](#)



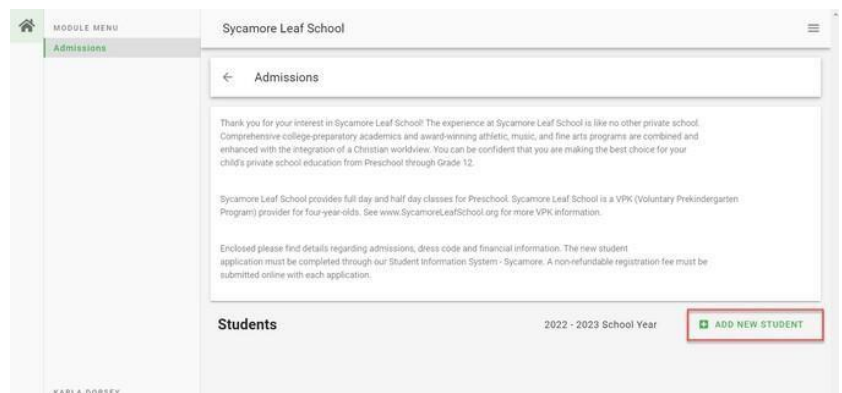
NOTICE:

The link is only available for 48 hours. If you do not open the registration and complete the registration, the link will expire and you'll need to follow the link again to get a new Registration Link.



- In the Registration step, you can enter up to two contacts (more can be added later).
- Be sure to save your password. Your username was sent in the Welcome email.
- To continue you must accept Sycamore Education's Terms of Service.

- Once you select Save the application process will begin.
- Read the Welcome Message for any important information from the school.
- Select the Add a New Student button to begin completing the application.



The King's Academy

Registration Process for New Families

Enroll Student

Student Information
Enter the student's name and date of birth. Select the grade level into which the student is applying.

First Name: Emma
Last Name: Richardson
Date of Birth: 07/04/2007
Grade: Sophomore

CLOSE SAVE

Click Save to accept the information

Sycamore Leaf School

Emma Richardson

General Student Information

Student Name: Emma Richardson
Last Name: Richardson
First Name: Emma
Middle Name:
Date of Birth: 07/04/2007
Grade: Sophomore
Gender: Female
Ethnicity:
Race:
Student Email:
Student Work Phone:
BACK CONTINUE

Click the expandable fields to complete a section

Click Review & Submit

Review & Submit

The following information must be corrected before the application can be submitted.

Medical Information must be completed.

Agreements

SLS Commitment Statement
SLS Discipline and Behaviour Agreement
Photo Release
Medical Consent Form
High School Driving Conduct Code

BACK SUBMIT APPLICATION

Complete any missing information by clicking on the Section name

Agreements

Click each agreement to record your response.

SLS Commitment Statement
SLS Discipline and Behaviour Agreement
Photo Release
Medical Consent Form
High School Driving Conduct Code

Response Needed
Response Needed
Response Needed
Response Needed
Response Needed

BACK CONTINUE

The Section will open and display a message that a Response is Needed. The parent would need to click on the button to complete the needed information and click continue.

Once all fields have been completed, the parent will then be able to submit the application.

Sycamore Leaf School

10 Family Additional Information
11 Family Medical Information
12 Review & Submit

The following information must be corrected before the application can be submitted.

Medical (Section)
Agreements
Essays
Family Contacts

Medical Information must be completed.
SLS Commitment Statement
SLS Discipline and Behaviour Agreement
Photo Release
Medical Consent Form
SLS Financial Agreement
Non-primary Emergency Contact

DAVID & DIANE RICHARDSON
Account
Help

BACK SUBMIT APPLICATION

(Hover and Click)

(Cannot submit since the application is not complete)

- In the Application there is a Review & Submit process. If any required fields have been missed the system will let you know what section and which field. To complete the missing information, hover and click on the name of the field to be returned to that section. Complete the question and select Continue.
- Once all of the required fields have been completed, the Submit Application button will become available.

1 Family Additional Information

2 Family Medical Information

3 **Review & Submit**

4

ARDSON

No errors were found. Application may now be submitted.

BACK SUBMIT APPLICATION

Your Application has been submitted

Thank you for submitting your application.

CLOSE

Sycamore Leaf School

Thank you for your interest in Sycamore Leaf School! The experience at Sycamore Leaf School is like no other private school. Comprehensive college preparatory academics and award-winning athletics, music, and fine arts programs are combined and enhanced with the step-by-step of a Christian education. You can be confident that you are making the best choice for your child's private school education from Preschool through Grade 12.

Sycamore Leaf School provides full day and half day classes for Preschool. Sycamore Leaf School is a VPM (Voluntary Prekindergarten) Program provider for four-year-olds. See www.sycamoreleafschool.org for more VPM information.

Enrolled please find details regarding admissions, dress code and financial information. The new student application must be completed through our student information system - Sycamore. A non-refundable registration fee must be submitted online with each application.

Students 2022 - 2023 School Year ADD NEW STUDENT

Student Name	Status
Richardson, Emma	Enrollment Application
Richardson, Esther	Enrollment Not Completed
Richardson, Theodore	Enrollment Submitted

Enrollment Application

Applying for Sycamore in 2022 - 2023

Submitted

DOWNLOAD

DAVID & DIANE RICHARDSON

Account Help

To print a copy of the application for your records after it has been submitted . . .

- Click on the **Enrollment Submitted** button and in the expanded card, select Download
- The file will download as a PDF