The King's Academy
Registration Process for New Families

Sycamore Leaf School

I already have an account

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

I need a new account.

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

LOGIN

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
David

Last Name
Stewart

Address

City

St▾ ZIP

Cell Phone

Email
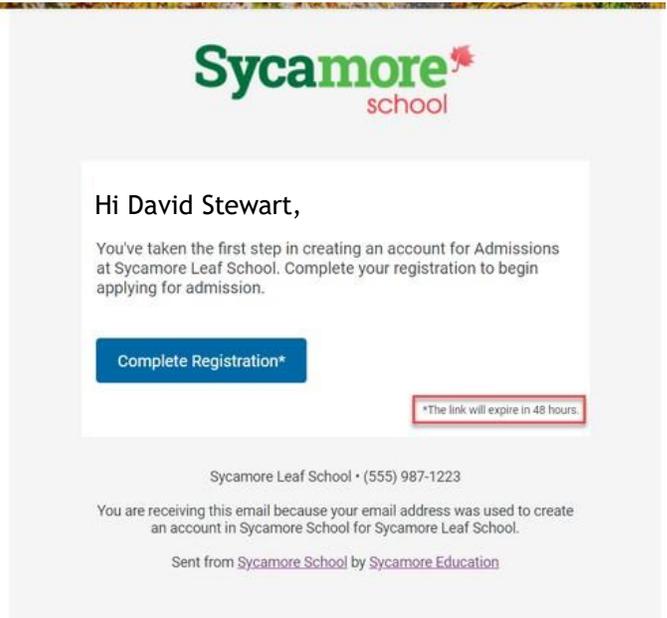
Relationship

Add Second Contact   ADD

Password

Password

Confirm Password

☐ I agree to the Sycamore
Education **Terms of
Service, Acceptable Use
Policy and Privacy Policy.**

SAVE

Sycamore
school

Hi David Stewart,

You've taken the first step in creating an account for Admissions at Sycamore Leaf School. Complete your registration to begin applying for admission.

Complete Registration*

*The link will expire in 48 hours.

Sycamore Leaf School • (555) 987-1223

You are receiving this email because your email address was used to create an account in Sycamore School for Sycamore Leaf School.

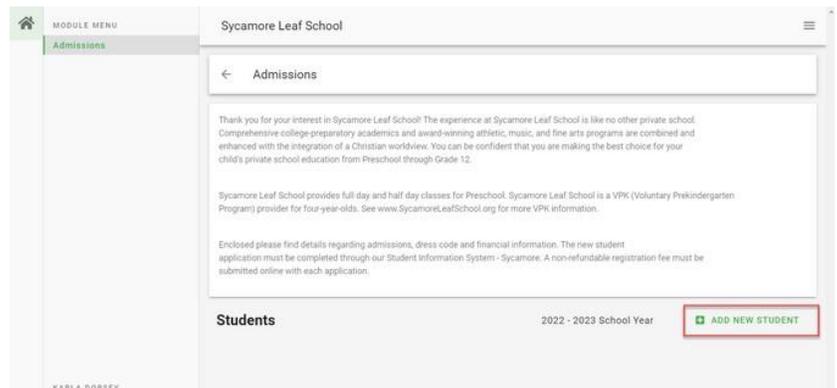Sent from Sycamore School by Sycamore Education

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.

MODULE MENU
Admissions

Sycamore Leaf School

← Admissions

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 athletic, music, and fine arts programs are combined and enhanced with the integration of a Christian worldview. 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 VPK (Voluntary Prekindergarten Program) provider for four-year-olds. See www.SycamoreLeafSchool.org for more VPK information.

Enclosed 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

KARLA DORSEY

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

Click Save to accept the information

CLOSE   SAVE

Sycamore Leaf School

← Emma-Richardson

General Student Information

Student Name
First Name: Emma
Last Name: Richardson
Nickname

Student Basic Information
Date of Birth: 07/04/2007   Application Grade: Sophomore
Gender: Female
Ethnicity
Race

Student Contact Information
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
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

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Agreements

Click each agreement to record your response.

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

SCHOOL MENU
School Home
Directory
Calendar
News
Documents

MODULE MENU
Admissions
Service Logs

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)   Medical Information must be completed.   (Hover and Click)

Agreements
SLS Commitment Statement
SLS Discipline and Behaviour Agreement
Photo Release
Medical Consent Form

Essays
SLS Financial Agreement

Family Contacts
Non-primary Emergency Contact

DAVID & DIANE RICHARDSON
Account
Help

(Cannot submit since the application is not complete) →   BACK   SUBMIT APPLICATION

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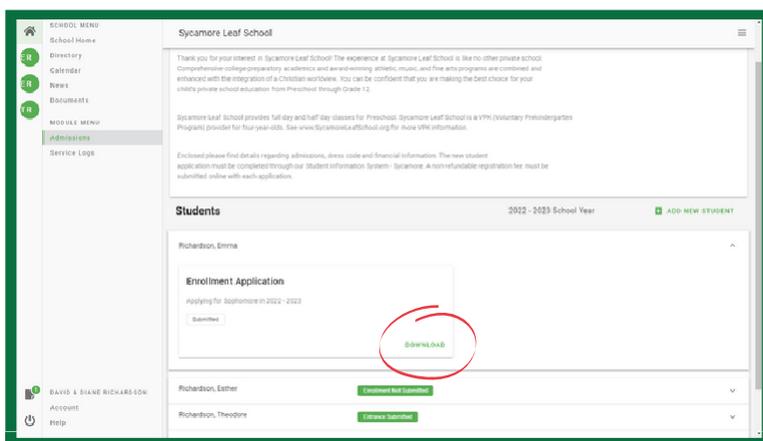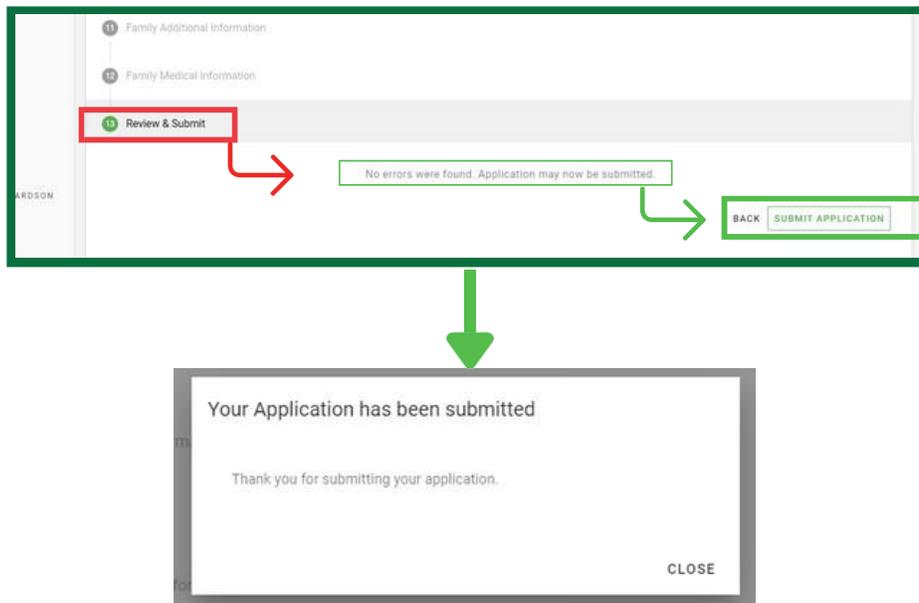
To print a copy of the application for your records after it has been submitted . . .

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