

January 29, 2020

A Quick Guide to Enrolling & Re-Enrolling via Sycamore

Dear St. Bridget Families,

Registration for the 2020-2021 school year will open January 31, 2020 and close on February 29, 2020.

1) Access the Enrollment Portal at

www.saintbridgets.org/school/ -> Apply Now/Re-Enroll -OR-

<https://app.sycamoreschool.com/admissions/index.php?schoolid=2931>

- a. **Current Families:** enter your existing username/password for Sycamore on the left side.
- b. **New Families:** register for an account using the green box on the right. Fill out the fields on the prompt as completely as you can and follow the link sent to your email to begin a new session in Sycamore.

Current

St. Bridget Parish School
River Falls, WI

Online Admissions Portal

Username

Password

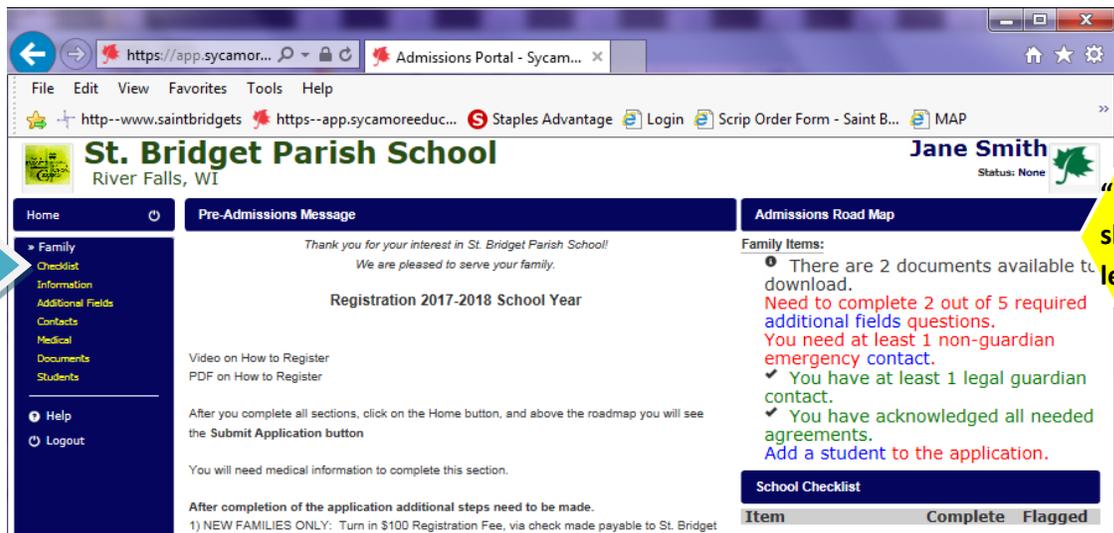
[Reset Your Password](#)

New to St. Bridget Parish School?
Click below to register for a new family account!

New

A cutting edge Student Information System brought to you by Sycamore Education

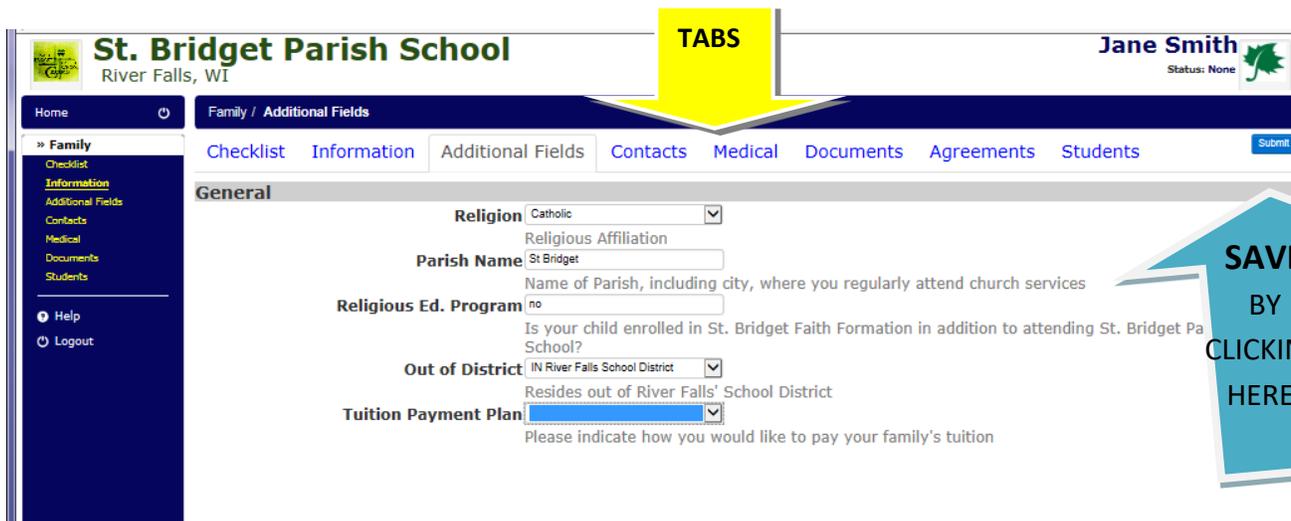
2) Welcome to the Application Portal! You should see a blue sidebar on the left side, a message in the center, and on the right side, you will see a “Road Map” indicating which steps you still have to complete before you can submit your application. This is also where your final “submit application” button will pop up once all questions are answered. In the left blue sidebar, click on the word “family” to begin adding or verifying information in your family’s account.



Start Here.

“Road Map” showing steps left to complete.

3) Family Fields. You will notice that tabs form under the blue center bar, which show different pages that have questions for you to answer or review.



SAVE BY CLICKING HERE.

As you work through the different tabs, be sure to click Submit/Update on the upper right on EACH tab to save your answers. If you do not update, you will need to revisit these tabs again before you are allowed to submit your application.

4) Registration Tabs List (Navigate through each tab and fully complete each section.)

Family / Additional Fields

Checklist Information Additional Fields Contacts Medical Documents Agreements Students

Lost?
Click **HOME** anytime you want to check your progress.

- a. **Information:** Parents Name, Addresses, Phone, Email, Include in School Directory
- b. **Additional Fields:** Religion, Parish Name, Religious Ed. Program, In or Out of River Falls School District, your choice of tuition payment plan
- c. **Contacts:** Primary and emergency contact information
- d. **Medical:** Doctor, dentist, insurance information for family
- e. **Documents:** school forms to review and submit upon acceptance into school.
- f. **Students:** see next step.

5) Adding Students

The most important step! Add students to your family account. Input your child's information and click **Add** for each child you plan to enroll. If you are enrolling a PreK child, choose "PK5" as current grade and "PreKindergarten" as new grade.

Click the student's name individually to answer questions about each child you are enrolling. After clicking their name, you will once again see a set of tabs. Be sure to work through each section and click update on every tab. Do this for each student you register.

Click to view/input information for each student.

Student Name	Current	New	DOB	Status	
Smith, Julie	3rd	4th	04/30/2008	New/Returning	Edit
Smith, Jonny	PreKindergarten	Kindergarten	02/01/2017	New/Returning	Edit

Add more students .

6) **Student Required Information** You will notice that the left blue sidebar now has additional fields for each student. Please scroll through these screens and verify (ensuring you click “Update/Add” in top Right after completing each screen.) Required fields are noted with a red asterisk. *

Click **Home** when student info is complete.

St. Bridget Parish School
River Falls, WI

Jane Smith
Status: None

Home Student / Medical / Jonny Smith

Checklist Application Medical Add

Asthma Bladder/Kidney
 Diabetes Hemophilia
 Seizures Sicklecell
 Deafness Sight Impairment
 ADD / ADHD

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

Comments

Allergies
 Medication

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

Acetaminophen Ibuprofen

No Health Issues

Each student is added here.

Almost done! Remember to keep saving by clicking here.

7) **Home/Submit.** When you think you have inputted all the fields for each student, click on the “Home” box near the top left side of the screen. Any remaining fields to be completed will be listed in the upper right “Road Map” box. Once ALL fields are complete, you will see a green “Submit Application” button.

St. Bridget Parish School
River Falls, WI

Jane Smith
Status: None

Home Pre-Admissions Message Admissions Road Map

Thank you for your interest in St. Bridget Parish School!
We are pleased to serve your family.

Registration 2017-2018 School Year

Click Here To Submit Application

Family Items:

- There are 2 documents available to download.
- Completed all required additional fields questions.
- You have at least 1 non-guardian emergency contact.
- You have at least 1 legal guardian contact.
- You have acknowledged all needed agreements.
- 2 students have been added to the application.

Jonny Smith:

- Completed 0 out of 5 checklist items.
- You have verified their information.
- 5 of 5 required application questions completed.
- Medical information has been supplied.

Julie Smith:

- Completed 0 out of 5 checklist items.
- You have verified their information.
- 5 of 5 required application questions completed.
- Medical information has been supplied.

SUBMIT HERE!