



February 2nd, 2018

Parents,

It is time to register your student(s) for the 2018-2019 school year. We will be doing our registration completely online this year. You will **not** receive any printed papers from the school office unless you request them. **All families** must register online! Remember that registration opens to parishioners on February 12th and to the public on February 20th. If you do not have access to a computer with internet, you may stop by the school office to complete your registration. You will need your Sycamore username and password to register. If you have lost your log in information, please contact Jennifer at office@stjohnschoolonline.org.

We also ask that all parents pay their tuition using FACTS. You can set FACTS tuition payments to be paid in full, twice a year, or monthly. You will receive the 3% discount if you choose to pay your tuition in full.

To start the registration process, you will need to go to <https://app.sycamoreschool.com/admissions/index.php?schoolid=3352>. Enter your username and password. On the right-hand side of the screen you will see an enrollment road map with items you will need to complete to register your student. You will also find a school checklist. Please make sure you complete all necessary steps so that your registration will be complete. Your student will not be completely registered until all fees have been paid.

On the left-hand side of the Sycamore home screen you will see family. Under family click checklist. You will then notice blue tabs running across the screen. Please add information or verify that we have correct information under each tab. Under the documents tab, every family must download and return to the school office the following documents: Student information document, Permission to pick up and the Georgetown college waiver. Only catholic students in 2nd grade need to download and print the first communion information document. The after school registration form will only need to be completed if you plan to enroll in the after school program. Make sure you click the last tab, students, and select new/returning or not returning. This will then add the student to your left-hand menu. You will then need to click information under your students' name and verify that information. The final step is to click medical under your students' name and complete this final section. When all steps are final you should receive a post enrollment message on the Sycamore home screen. You can always return to the Sycamore home screen by clicking home on the upper left-hand side of your screen.

We understand that this is new for everyone so if you need any help please don't hesitate to contact Jennifer in the school office at office@stjohnschoolonline.org or 502-863-2607.

Sincerely,

Daniel Mardell
Principal of St. John School