

## Parents of NEW Students:

It's time to start the enrollment process for the 2019-2020 School Year at Roncalli Catholic! These Instructions assume that you have already visited the enrollment portal and created your account. You should have received an activation email from Sycamore. Be sure to click on the link in that email and create a password. When you do, it should re-direct you to the enrollment portal, or you can login from the link on the Admissions page or continue:

1. Log in to the Enrollment Portal <https://app.sycamoreeducation.com/admissions/index.php?schoolid=1170> with your username and password received when you created your account. (Contact us if you need this re-sent to you)
2. Using the Left Menu, Review each item under >>**Family** to make sure everything is up to date
  - a. **Checklist** – None, Please ignore
  - b. **Information** – Review and edit if changes, select **Update** in upper right when finished.
  - c. **Additional Fields** – Complete then select **Submit** in upper right when finished. (All fields are required, choose N/A or No if necessary)
  - d. **Contacts** – Review and edit or add if changes. Note, you **MUST** have at least one emergency contact that is **NOT** a parent/guardian.
  - e. **Medical** – Complete section then select **Submit** in upper right when finished.
  - f. **Documents** – for all NEW students. Please download and complete if you haven't already received these documents.
  - g. **Students** – add a new student by choosing "Add New Student" in the upper left and complete.



3. Using the Left Menu, Review each item under each **Student's Name**:  
(Student name(s) will appear in left menu under Family after item g. above is complete)
  - a. **Checklist** – None, Please ignore
  - b. **Applications** – Complete then select **Update** in upper right when finished.
  - c. **Medical** – Complete then select **Add** in upper right when finished.

4. Using the Left Menu, Click Home

- a. If everything is complete, you will see a "**Click Here to Submit Application**" button in the upper right of the Home page under **Enrollment Road Map**. Click this to complete your enrollment. (If something is not complete you will not see this button. Look for anything listed in **red**.)
- b. **IMPORTANT**: On the Final Review Screen, click the green "**Submit Your Application!**" button.
- c. On the Post-Enrollment Message Screen, follow instructions to pay enrollment fee. The enrollment fee, \$250.00 per student, is due by Feb 27th at Freshmen Registration. Pay online with credit card, by check or cash in the office, or bring to registration.
- d. You will receive a confirmation email that your online enrollment is complete. **IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL, YOUR ENROLLMENT IS NOT COMPLETE.** Please make sure you have clicked the green "**Submit Your Application!**" button.



Online Enrollment questions - contact: Mr. James Laville [jlaville@roncallicatholic.org](mailto:jlaville@roncallicatholic.org)

Tuition/Enrollment Fee Questions - contact: Diane Lamb [dlamb@roncallicatholic.org](mailto:dlamb@roncallicatholic.org)