ST. HENRY CATHOLIC SCHOOL

St. Henry Enrollment Instructions: Returning Families

Please click on the following link to open the enrollment portal.
https://sycamore.school/login?schoolId=3300

The portal can also be accessed by logging in to Sycamore, on the left hand menu, click My School> Enrollment> Online Portal.

Log in to the portal using your current Sycamore credentials. If you do not have these or are having trouble logging in, please send an email to kgoodridge@sthenrynky.com

Once you are logged in to the portal on the left hand menu
Module Menu > Admissions

Admissions portal is open click on the red box next to your students name to open the enrollment portal.

a. Please scroll through and complete the student information. At the end of every section, make sure that you hit save or continue to move to the next step.
b. Contacts: Please edit/fill out/and verify the information for each parent or guardian listed.
c. Medical: This section needs to be filled out completely for each child that is being enrolled.
d. Documents: There are no documents for RETURNING students.
e. At the end of the enrollment application, you will see a notification if any information is missing from the registration application that will need to be corrected before the application can be submitted.
f. Hit the RED submit button to submit the enrollment application to the office.
g. If you are registering more than one child, please go back to the admission tab on the left hand side and complete steps A through E for each child.
h. If you are adding a new student to the enrollment application go to the admissions tab on the left-hand side and on the main admissions page in the right-hand corner hit the new button and complete information for the student. ***All new students including preschool and kindergarten should be completed through this step.*** After the applications are completed please, log out of the new Sycamore application.

To complete the enrollment process, you will need to make sure that you have paid the enrollment fee of $50 per student. To complete this you will need to log in to your Sycamore account and on the left-hand side you will click the My Accounting tab > My payments. Once this window is opened you will need to click on the payment that corresponds to your family (how many children you are enrolling for the school year). You will enter the payment information and then click on the submit button.

Full registration is not complete and your child/ren's spot is not secure unless the online registration is complete and the fees are received.

Thank you for continuing to choose St. Henry Catholic School to be your educational partner. We are truly blessed to have each and every one of you in our family!