

Dear New CLS Parents,

We are excited you are beginning the enrollment application on Sycamore.

Before we begin, here are a couple of key notes that will help you through the enrollment process.

ENROLLMENT ROAD MAP - **VERY IMPORTANT:** At any point in the process, clicking **Home** (upper left) will bring you back to the Enrollment Road Map. In order to successfully enroll your child, all items listed in the Enrollment Road Map must be completed. When all items are completed (yours and your child's) you will find a button labeled **Click Here to Submit Application** at the top of the Enrollment Road Map. Refer to step 12.

The online enrollment can be started on one day and finished another, though it is not recommended.

IMPORTANT: Make sure to save unfinished work with the Update or Submit button if you wish to leave the Online Enrollment Portal to finish at another time or before you click on another tab. All questions in the Additional Fields and Agreements sections must be answered before clicking the Update button. If you leave the Online Enrollment portal and want to login at another time, you will need to use your new username and the new password that you have created.

Following the steps below in order provides the most efficient method of completing the online enrollment, because certain steps need to be done before others.

GETTING BASIC INFORMATION

1. Use the following link: <https://app.sycamoreschool.com/admissions/index.php?schoolid=1620>
2. Click **Register**
3. Fill in Name, address, phone, email, etc. Click **Register**.
4. Click OK to the "Thank you for registering" prompt.
5. You will receive an email titled "Activate Admissions Account".
6. If you filled in information for two parents, only the first parent will receive the email.
7. Follow the link in the email to create your password.

NEXT STEP

8. The Admissions Portal will open.
9. Click the **Information** tab. Verify your family information, address, phone, etc. Check or uncheck Online Family Directory boxes as desired. Change address information as needed. Click **Update**.
 - a. **IMPORTANT NOTE:** If you will be moving in the near future, you must notify the Main Office by filling out the *ChangeOfAddressForm.pdf* located in the **Documents** tab as well as the answering the Additional Field "Recent Address Change" drop down with Yes.
10. In order to answer question 2 of the 17 Additional Fields, please click on the **Documents** tab and open the *FederalEligibilityIncomeChart.pdf*.
11. Also download the *FeeSchedule+Contract.pdf* (computer fillable form), print and submit this with your fees (payable online) to the Main Office.
12. Click on the **Additional Fields** tab and answer the questions. Answers cannot be saved until all questions are answered. Click **Submit**. Please make sure you are reading the Policy Agreements with your child.
13. Click the **Contacts** tab. This step requires that you fill in emergency contact information for at least one non-guardian. You will need to add an additional contact. Click **Add Contact** and fill in at least the first name, last name and contact number. Make sure Emergency Contact is check marked. Click **Add**.
14. Click the **Medical** tab. Please verify the Physician, Dentist, and Insurance Information. If you changed any of the information click **Submit**.
15. Click **Agreements** tab. After reading each agreement click **I Agree**. Click **Submit**. Refer to step 17 where your child will need to agree to these agreements.
16. Click the **Students** tab to add your student(s). **Add New Student** button. Fill in the student information. Click **Add**.
 - a. Click **Edit** to verify the student's information (name, birthday, etc). **Check mark the Information Verified** box. Click **Update**.
17. Click **Home**, then click application under your student's name. Click **I Agree**. Click **Update**.
18. Click the **Documents** tab. All new students will need to fill out the following forms.
 - a. Required forms: *1-Fee Schedule & Contract.pdf* and a - f (New Student forms). The *f_NewStudent_PastoralRecommendation.pdf* is not a document that can be uploaded. Download, print and give to you pastor/church, to fill out and mail to CLS.
Note: If you are enrolling multiple students, only one contract is needed.
 - b. In most browsers, it is helpful to **Rt-click Download** and choose **Open Link in New Window**. Also, depending on the internet browser you're using, you may need to download the file and open it with Adobe Reader (or similar application) to fill in the form.
 - c. For parents who do not wish to print out and bring in the forms use the Student Documents area to upload the completed form(s).
Note: The files can no longer be uploaded to the Online Enrollment Portal after you've clicked Submit your Application in step 20.
 - d. When the document is filled in and it is ready to be uploaded, click **Documents under the student name**. Click **Choose File** and browse to find the file. Select the file. Click **Open**. Click **Send File**.
 - e. Repeat the process for each of the forms.

19. Click **Home**. The Enrollment Road Map will have all Family and Student information verified. Click the **Click Here to Submit Application**. If you do not see the Click Here to Submit Application button, review the Family and Student items list to see what needs to be completed.
20. Click **Submit Your Application**. Click **OK** to the Submission Successful message.
21. You will see a Congratulations message and receive a confirmation email.

FINAL STEPS

The Registration Fee of \$275 per student is due to the Main Office by the next business day, along with any forms you have printed. Include a copy of the student's IEP report (if applicable). Please make checks payable to Christian Life School. Unfortunately, online payment of the Registration Fees are not available for new families. All future payments will have the online payment option.

Christian Life School Admissions Office
10700 75th Street
Kenosha, WI 53142

ELEMENTARY TEACHER REQUEST FORMS

Teacher Request Forms are available upon request in the Main Office once online enrollment is completed and payment has been received. The Elementary Teacher Request form is to be filled out and submitted to the Elementary Office before Friday, March 11, 2016.

TRANSPORTATION REIMBURSEMENT FORM (Wisconsin Residents)

Please download and fill out the TransportationReimbursementForm.pdf in the Document tab. Follow the instructions for the appropriate box you have checked. First box checked, mail form to the address listed on form. Second box checked, submit form to CLS, Mary Kay Tajnai, Elementary Office. Deadline for the Transportation Reimbursement form is prior to April 15, 2016.

If you changed your address or are anticipating a change of address, you **MUST** update the Information tab.

Please note, if you fail to do this, you may NOT receive your Transportation Reimbursement (WI residents, or relocating to WI any time throughout the year.)

Blessings and Thank you for choosing Christian Life School!