



# LAKEVIEW

## CHRISTIAN SCHOOL

# Enrollment Application Instructions

(Instructions for New Families to Apply for the 2020-2021 School Year)

## New User Portal Login

Visit [https://app.sycamoreschool.com/snap/portal/admissions/users/new?school\\_id=1426](https://app.sycamoreschool.com/snap/portal/admissions/users/new?school_id=1426)

This site will allow you to create a family account for the Admissions Portal. Once you have created the family account, you will be directed to the Admissions Portal so you can submit applications for your students. **The link above will only be used to create your family account. When returning to the Admissions Portal you must use the link provided in the next section of this guide.**

Lakeview Christian School

Create a new account

New Family Account

Please proceed only if your family does not already attend Lakeview Christian School. If you already have an account and have forgotten your credentials, please contact the school.

Parent 1

First name

Last name

Email

Title

Address

City

Zip

Cell phone

Relationship

Parent 2

First name

Last name

Email

Title

Address

City

Zip

Cell phone

Relationship

Same

Address 2

State

Home phone

Work phone

☐ I have read and accepted the [Terms of Service](#), [Acceptable Use Policy](#) and [Private Policy](#)

Create Account

## Portal Login

Visit [https://app.sycamoreschool.com/snap/session/new?school\\_id=1426](https://app.sycamoreschool.com/snap/session/new?school_id=1426)

**School Code 1426 This portal is also mobile friendly!** Feel free to use your smart phone or tablet.

Once you have created an account, the link above will take you to the correct page to start or complete your applications.

## Current/Returning Families

### Portal Login

You can access the Enrollment Portal by clicking on the above link. This is a separate webpage from the main Sycamore homepage. However, you will use your existing Sycamore username and password.

### Forgot Password

Since the admissions portal uses a *Sycamore Education* login, if you need to reset your password you will need to go to the main [Sycamore Login page](#). You can use the “**Reset Your Password**” link to reset your password. **School Code: 1426**

If you have trouble with your username and password please contact Doug Lewis in the School Admissions Office at 765-677-4266 ext7049 anytime 8-5. You can also reach out to Mrs. Owens directly at 765-677-4266 ext7011 to schedule a time to come into the office for help. **Office hours are currently by appointment due to COVID-19 safety measures.**

### Navigating From Sycamore

There is a link to the Admissions Portal on the Sycamore homepage under the “Featured Links” along the **Right-Hand side of the homepage**

## Portal Overview

### Navigation

Each new student's application must be started by clicking the "new" button at the top right-hand side of the Admissions Portal home page. Any student with an "application in process" is listed under the Family on the right-hand side of the enrollment portal. All information will be entered within each specific student's application. If you are submitting more than one application, some of the fields in the application will pre-fill based on your previous applications.

- To start click the "Enroll" button next to the student.
- Your progress is automatically saved at each step of the application. So, you can return to the application at a later time and pick up where you left off. In that case, simply click the "Resume" button next to the student's name.
- The process of completing the application will be repeated for each student with your family. However, all of the family specific information will be retained and pre-fill for each additional application within each family.

Lakeview Christian School

Logout

Admissions

Admissions Home

Welcome

Welcome to the new Online Admissions Portal!

We are excited to partner with you in your child's education! We have simplified and streamlined the re-enrollment process. You can now provide all information necessary directly within the Sycamore Education Admissions System.

Family

Lakeview, Mom and Dad

Students

Applicant	Application Grade	
Lakeview, Johnny	Kindergarten	<div>Resume</div> <div>Delete</div>

Student	Current Grade	
Lakeview, Susie	5th	<div>Enroll</div>
Lakeview, Billy	8th	<div>Enroll</div>

## Within the Application

Once you have started the application you will be able to navigate through each section. Please review all the information within each section for accuracy. Update any needed information before moving on to the next section.

- The section of the application you are currently completing is indicated by the red line under each heading found just below the student's name.
- You can move on to the next section by clicking the "Next" button at the bottom right-hand of the page.
- The application is saved each time you click the "Next" button. You will see a notification at the bottom of the page in blue.

Lakeview Christian School Logout

Admissions

Susie Lakeview

Welcome General Medical Downloads Agreements Documents Additional Info Family - General Info Family - Additional Info Family - Medical Info  
Family - Contacts Review Application

Hello and welcome to the application for re-enrollment at LCS for the 2020-2021 school year! Some of the fields in the application will pre-fill based on your responses from the previous application. However, please review each question and make any needed changes. This year there are several attachments available to you to download, review and keep for your records. Additionally, there are 3 items we are asking each family to upload into the application. If you don't have the ability to upload these documents, please be sure to bring them to the school office.

- First, please have your latest tax return document available to upload in order to assist with the Voucher and Scholarship programs.
- Secondly, please have copies of your child(ren)'s birth certificate available to upload if you have not previously given the school a copy. This is a document LCS must maintain on file.
- Lastly, please have the latest copy of your child(ren)'s vaccination record available.

Close Next

Feedback Help

Applicant successfully created

## Downloads

There is one document available to download and keep for your files. This is a copy of the Parent/Guardian Agreement you will be agreeing to in the next section of the application.

- The title of the download is hyperlinked. Simply click on the name to download it to your device.
- Once you have downloaded the document, the "Next" button will take to you to the Agreements section.

Lakeview Christian School Logout

Admissions

Johnny Lakeview

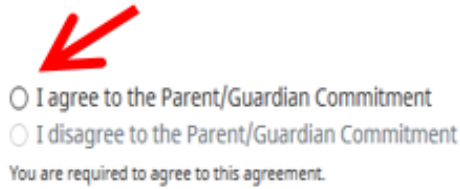
Welcome General Medical Downloads Agreements Essays Documents Additional Info Family - General Info Family - Additional Info  
Family - Medical Info Family - Contacts Review Application

Download	Description
<a href="#">Parent/Guardian Commitment</a>	LCS Parent/Guardian Commitment

Close Next

## Agreements

There is one policy that each family must agree to as part of the application process, and the application cannot be submitted without the parent/guardian selecting the “I agree” button within the agreement. Please note, this agreement must be completed within each student’s application, even within the same family.



Note: There is a level of redundancy for families with multiple children. The administration attempted to adjust the application to reflect the family’s agreement across multiple children. However, due to the limits of the system this was not possible. The wording will be the same within each agreement.

- The agreement is hyperlinked. Simply click on the name of the agreement and read thoroughly.

## Essays

In order to assist with the admissions decision there are 4 questions we would like you to answer. These questions are meant as a way for us to get to know you and the reasons you are seeking entrance to Lakeview Christian School. The navigation is the same as in previous sections. Simply click the hyperlink to answer the question. The “Next” button will take you to the next question to answer.

## Documents

There are 3 items which need to be uploaded into the each student's application. **This is mobile friendly** if you don't have a scanner. If you have trouble uploading or don't have these documents accessible, just **make arrangements to bring them to the school**.

- First, please have your latest tax return document available to upload in order to assist with the Voucher and Scholarship programs.
- Secondly, please have copies of your student's birth certificate available to upload as this is a document LCS must maintain on file.
- Lastly, please have the latest copy of your student's vaccination record available.

### Uploading Documents

- Each document has a hyperlink. To upload the listed document simply click on the name. **This is mobile friendly!** You can take a clear and well-lit picture with your phone to upload if you don't have a scanner.

Lakeview Christian School Logout

Admissions

Susie Lakeview

Welcome General Medical Downloads Agreements Documents Additional Info Family - General Info Family - Additional Info Family - Medical Info

Family - Contacts Review Application

Document	File
<a href="#">Required Tax Documents</a>	
<a href="#">Student Birth Certificate</a>	
<a href="#">Record of Vaccinations</a>	

Close Next

- Click "Browse" in order to find the correct file or photo on your system or device and select it.
- Once you have the appropriate file selected, click "Next" to move on to the next document.
  - If you do not have a particular document, you can click the "Next" button to move on without uploading a document.
- When you have navigated to last document, the "Next" button will take to you to the Additional Info section.

Lakeview Christian School Logout

Admissions

Susie Lakeview

Welcome General Medical Downloads Agreements Documents Additional Info Family - General Info Family - Additional Info Family - Medical Info

Family - Contacts Review Application

Required Tax Documents

In order to expedite the application for the Choice Scholarship/Voucher please upload a copy of your most recent tax return form 1040.

Browse... No file selected.

Cancel Save Next

## Family Fields

Each application will have 4 “Family” sections. All of the “Family” sections will appear within each application, but each family’s information will be retained in the portal. Each additional student’s application will auto-populate the information from the “Family” section of the previous student’s applications. This means that a family with multiple students will only need to update these sections on the first application.

## Reviewing and Submitting the Application

After completing the Family-Contacts section, you will be required to review your student’s application for completeness and accuracy. Any missing items that are required must be addressed prior to being able to submit the application.

- Any missing item is listed in red and will have a hyperlink. This link will take you directly to the missing item within the appropriate section of the application.
- Once completing the item, you can navigate back to the review section by clicking the “Review Application” heading across the top of the portal page.
- The “Submit” button will only enable once all the missing items are completed.

The screenshot displays a web form with various sections. The 'General Information' section includes fields for First Name, Last Name, Date of Birth, Grade, Middle\_name, Gender, Email, Cell\_phone, Work\_phone, Ethnicity, and Medical Info. The 'Agreements' section has checkboxes for Media Release, Tuition Plan, and Essays. The 'Documents' section includes Birth Certificate, Immunization Records, and Additional Info. The 'What instrument can student play' section has a text input field. The 'Last Date of Physical' section has a date input field. The 'Photo Release' section has a checkbox. A red box with the text 'Click link to return to area requiring attention.' points to a red bar with the text 'Click to complete' in the 'Email' field. Another red box with the text 'Will enable once all required fields are completed.' points to a red bar with the text 'Click to complete' in the 'Immunization Records' field. A blue 'Submit' button is visible at the bottom right.

## How do you know the application was submitted

Once you click submit you will get two verifications that the application was successfully submitted. The first is a pop-up box with a message thanking you for submitting the application. The second is an email sent to you confirming your student’s application was received by LCS. Families with multiple students will receive an email for each student after each submission.

## Saving a Copy

The Admissions Portal will allow you to view, save, and print a finalized copy of each student's application once it has been submitted. Your family is encouraged to save a copy of each application for your personal records.

- Navigate back to Admission Portal home page
- Click the "View" button next to the student's name
- You will then have the option to open or save a .pdf copy of the completed application.

**Lakeview Christian School** Logout

Admissions

Admissions Home New Student

**Welcome**

Welcome to the new Online Admissions Portal!

We are excited to partner with you in your child's education! We have simplified and streamlined the re-enrollment process. You can now provide all information necessary directly within the Sycamore Education Admissions System.

**Family**

Lakeview, Mom and Dad

**Students**

Applicant	Application Grade	
Lakeview, Susie	6th	<a href="#">View</a>
Lakeview, Johnny	Kindergarten	<a href="#">Resume</a> <a href="#">Delete</a>

Student	Current Grade	
Lakeview, Billy	8th	<a href="#">Enroll</a>

## Next Steps

Once your application has been submitted you will receive communication from the school office concerning the admission decision. There are a few other steps needed to complete enrollment for the 2020-2021 school year. You will want to work with the Admissions Coordinator to complete the necessary steps. Below is a brief summary of those final steps to be ready for next school year.

- Pay the Enrollment Fee for the 2020-2021 school year
  - Your student's seat in class is not secured prior to payment arrangements
  - \$65 per student
  - Due by July 1<sup>st</sup>
- Submit all Financial Aid documentation
  - You will work with the Admissions Coordinator and the School Office to complete this step
- Meet with the Admissions Coordinator to review and sign the Financial Award Letter
  - This document will outline the total expected cost of attendance for your family after all expected Aid and Scholarships are considered.
  - The Financial Award Letter will also list the agreed payment plan for your family.
- Enjoy your summer while looking forward to the great things God will do through the partnership between your family and the LCS family!