How to Complete the Online Enrollment Form for New Families in Sycamore:

IMPORTANT NOTES:
- Make sure to click Update or Submit on every single tab where you make a change otherwise your changes will not be saved.
- Your online application is NOT complete until the green Click Here to Submit Application appears and you click Submit Your Application (steps 25 & 26).
- Once you submit the online enrollment form, you will no longer be able to make any changes to your entries.

Instructions to complete the Sycamore online admissions form:
1. Click this link to start applying for students entering grades PK to 8th
2. Click the Register button on the right hand side. Please note that you only need to do this registration process once.
3. Enter the legal guardian/parent(s) information in the next page and click Register:
4. The message below will pop up. Click OK, then check your Inbox for an email from “Sycamore School” for further instructions on activating your online admissions account. If you don’t see an email in your Inbox, please check your SPAM/JUNK folder.
5. Click the link in the email message to create a new password:

![Activate Account](image)

6. Once logged in proceed with enrolling your child by following the steps below. If you can’t complete the online form in one sitting and need to return to it, please save the URL in step 1 above to log back in when ready.

7. Click **Additional Fields** and make your selection from the drop-down lists.

8. Click **Submit** in the top right corner.

![Click Submit](image)

9. Click **Contacts** to then **Add Contacts** to enter at least one non-parent/legal guardian emergency and carpool contacts information.

![Add Contacts](image)
10. Enter the **First, Last Names**, and at least one phone number (Home, Work OR Cell). All other fields are optional.
11. Check the **Authorized Pickup** and **Emergency Contact** boxes where applicable.
12. Click **Add**.

13. Click **Agreements** and read the policies carefully and select **Agree** from the drop-down list below each agreement.
14. Click **Submit** in the top right corner after agreeing to all the sections on this page.

15. Click the **Students** tab and click the green **Add New Student** button in the top right corner.
16. Complete the student information box, making sure to enter the student’s full name, date of birth, gender, ethnicity, race, current and new grades, then click **Add**.

17. As you add new student(s), you will see their name(s) appear in the left hand navigation bar. Click **Information** under your child’s name.

18. Check the **Information Verified** box (mandatory) when done, then click **Update**.

19. Click **Application** under the student’s name and select the appropriate option from the drop-down list. Click **Update** in the upper right corner when done.
20. Repeat steps 15 to 19 for each child you are enrolling.
21. Click **Home** in the left navigation bar when you have completed all the steps above.
22. All the items in the **Enrollment Road Map** section on the right will turn green once completed and a button labeled **Click Here to Submit Application** will appear. If any items in this list are red, click on it to complete. Once all the items are green, click the **Click Here to Submit Application**.

23. The screen below warning you that you will no longer be able to edit your entries once you click on the **Submit Your Application** button will pop-up. Click this button when ready.

24. Check your email for a confirmation from “Enrollment<noreply@sycamoreschool.com>” about your form submission. If you don’t see it in your Inbox, check your **SPAM/JUNK** folder. If you still don’t see this email, this likely means you missed a step and will need to refer back to steps 25-26.

**Once you have completed the steps above, make sure to:**

1. **Submit a $100 application fee for each child by clicking the payment link **HERE**. This fee will be refunded if your child/children are not accepted into Noor-Ul-Iman School. If your child/children are accepted by Noor-Ul-Iman School and you withdraw your application, the application fee will not be refunded.
2. **Scan and submit birth certificate and immunization records to enrollment@nuischool.org.** Please note that to enter Pre-K3 your child must be at least three
years of age by October 31, 2019 and toilet trained. To enter Kindergarten, your child must be five years of age by October 31, 2019, and be able to use the toilet independently.

3. **Scan and send school records for children entering first grade or above to enrollment@nuiSchool.org.** Please submit records for the previous two years and year-to-date records for this year. This includes report cards (including this year’s report card to date), standardized test scores, teachers’ evaluations, any reports or tests from learning specialists, discipline records and any other additional information pertaining to your child’s education. **An entrance exam might be required for grade levels as young as KG if deemed necessary by the school administration.** Acceptance is dependent upon past academic and social performance and the entrance exam (where applicable). A family interview will be required before acceptance.

4. Fill the [online application questionnaire](#) for each child you are applying for.

**If you need further assistance, please email it@nuiSchool.org.**