How to Complete the Online Enrollment- New Families

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 34 & 35).
• 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.

![Message](image)

5. Click the link in the email message and create a new password:

![Password Input](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 **Information** in the left-hand navigation bar.

8. Please indicate your preference in the **Online Family Directory** section on the right. The online directory is visible to NUI families only.

9. Click **Update** in the top right corner to save your changes, otherwise your changes will be lost.

![Directory](image)
10. Click **Additional Fields** and make your selection from the drop-down lists.
11. Click **Submit** in the top right corner.

12. Click **Contacts** to enter your emergency and carpool contacts information.
13. Click **Edit** next to the father and/or mother’s name to verify and update these contacts.
14. NUI School requires at **least 3 emergency contacts** other than the legal guardians/parents. To add additional non-legal guardian emergency contacts, click **Add Contacts** in the upper right hand corner.
15. Enter the contact details. **First, Last Names**, and at least one phone number (Home, Work OR Cell). All other fields are optional.
16. Check the **Authorized Pickup** and **Emergency Contact** boxes where applicable.
17. Click **Add**.
18. Repeat steps 14-17 until you have at least 3 non-legal guardian emergency contacts.
19. Click **Medical** to verify/complete this page. The medical tab is for the family, if you have different doctors for each child, please enter any one of the doctor’s information.
   a. Click **Submit** when you have entered the information.
20. Click **Agreements** and read the policies carefully.
21. Select **Agree** from the drop-down list below each agreement.
22. Click **Submit** in the top right corner after agreeing to all the sections on this page.

23. Click the **Students** tab.

24. Click the green **Add New Student** button in the top right corner.
25. Complete the student information box, making sure to enter the student’s information, then click **Add**.
26. 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.

27. Verify your child’s information. Email field is required for High School Students and optional for all other grades.
28. Check the Information Verified box (mandatory) when done, then click Update.

29. Click Application under the student’s name and select the appropriate option from the drop-down list. Note that details about the Web Consent and Media Release policies can be found on the Agreements tab.
30. Click Update in the upper right corner.

31. Repeat steps 25 to 31 for each child you are enrolling.
32. Click Home in the left navigation bar when you have completed all the steps above.

33. 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.

34. 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.

35. 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 34-35.

36. Please click here to complete the Admissions Questionnaire.

37. Please click here to submit the Application Fee.

In order for the application process to be complete, the following documents must be scanned and emailed to enrollment@nuischool.org.

1. Scan and email birth certificate and immunization record for each child to enrollment@nuischool.org. Please note that to enter Pre-K3 your child must be at least three years of age by December 1, 2020 and toilet trained. Please note that
enter Pre-K4 your child must be at least four years of age by October 31, 2020 and toilet trained. To enter Kindergarten, your child must be five years of age by October 31, 2020.

2. Scan and send school records for children entering first grade or above to enrollment@nусchool.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 is required.** Acceptance is dependent upon past academic and social performance and the entrance exam (where applicable).

**Note that inaccurate or incomplete information provided at the time of enrollment may result in the denial or revoking of admission to**

**Noor-Ul-Iman School.**

Your application will not be accepted if any of the materials listed are missing.

If you need further assistance, please email enrollment@nусchool.org.