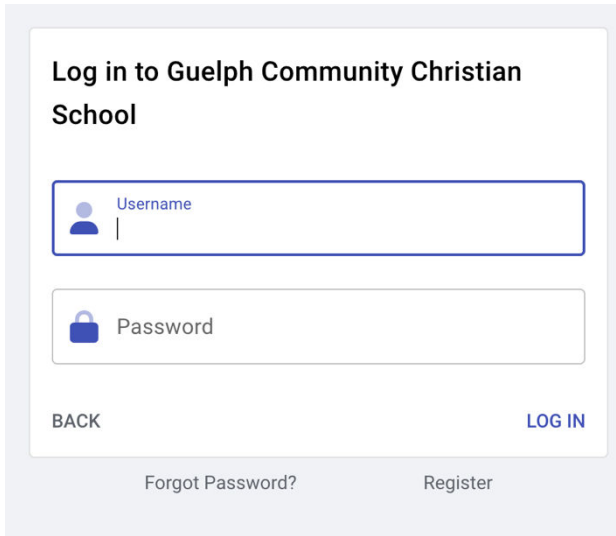# Re-enrolling in Sycamore

The re-enrollment process will be accomplished through Sycamore. It is more student-based than family-based which will mean you will be asked the same "agreements" more than once as you re-enroll each child separately. <mark>Re-enrolling families will only pay <u>one</u> $500 deposit per family, no matter how many students are being re-enrolled</mark>.

1. Before starting the re-enrollment process, make sure that you have your Sycamore username and password.
2. Go **sycamore.school** and enter your Username and Password. If you are asked for the **School ID** it is **2716**.

3. You will see the regular Sycamore home page – click on the menu icon to see menu options. Choose Admissions.
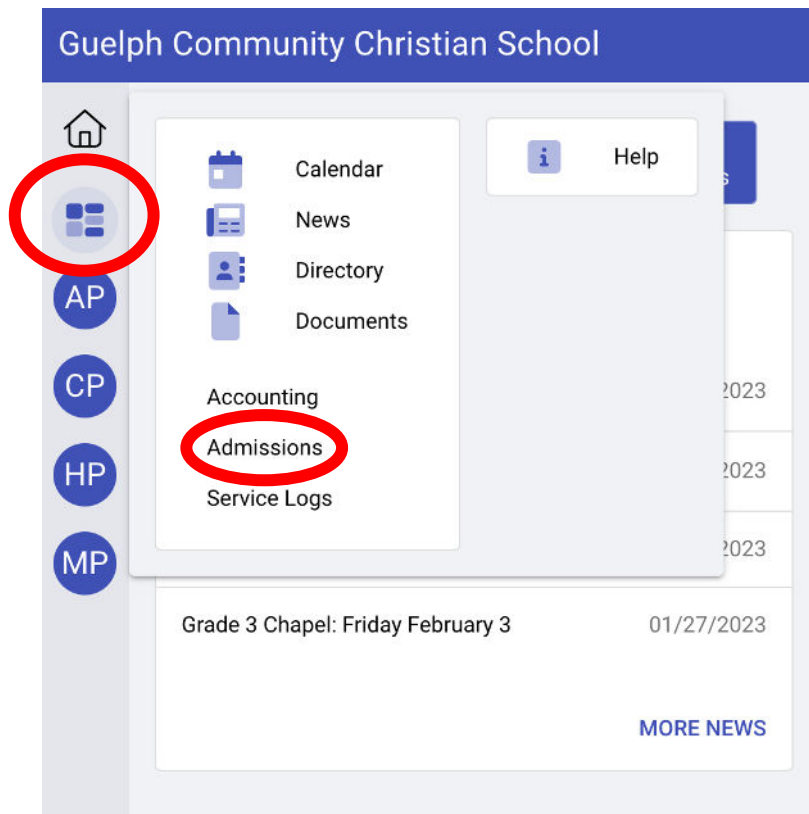
4. You should see a list of the current students you have enrolled at the school. Click on the downward arrow beside the student you want to re-enroll for 2023-24.

5. Click on Start Application in order to start the re-enrolment process.

6. A new window will appear to confirm the student's name, date of birth and the grade they will be entering next year. Confirm the data and click Save.

7. You will now enter the main part of the re-enrollment portal. Click on **continue** to proceed through the steps. You can also move back and forth between the sections if you forget something or want to change something. As you proceed through the steps, some items will be Required and some will be optional. If you have missed any required fields you will be notified of that on the final **Review** tab.

Danny Patrick

✎ Welcome

Please complete all the information required for re-enrollment for the 2023-24 school year. Please note that if you are re-enrolling more than one child you will be asked to complete the Agreements for each child. This is because this new portal is more student-based than family-based. The ***agreements regarding volunteer hours and re-enrollment deposit only count once per family***, even though you need to complete them for each child.

The re-enrollment process does not need to be completed in one sitting as it saves your progress. If you have any problems please contact Alison at office@guelphccs.ca for assistance.

CONTINUE

2 Student General Information

3 Student Additional Information

4 Agreements

5 Attachments

6 Family General Information

7 Family Contacts

8 Family Additional Information

9 Review

10 Submit Application

8. You will be asked each agreement for each student you re-enroll, including the Re-enrollment Deposit Withdrawal Authorization. **Please note** that you need to answer it the same each time (*either Agree to authorize GCCS to have your deposit automatically withdrawn or Disagree to say that you will arrange an alternate method of payment*). You will only be paying ONE $500 deposit for your whole family even though you will be asked the same question for each student you re-enroll.

9. Another important tab is the **Family – Additional Info.** Many of your answers may be completed already, but some may be new. Review the information we have to make sure it is accurate.

10. In the Family – Contacts tab you can add or edit (by clicking on the person's name) any family contacts you need.
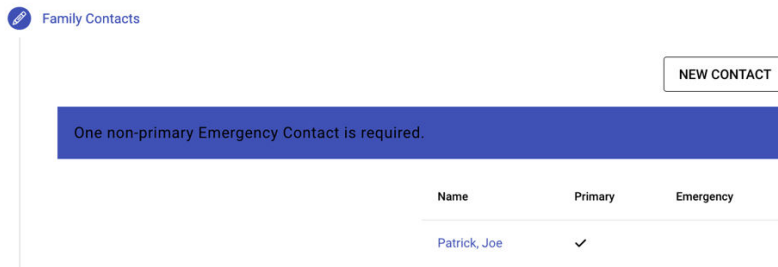
11. After you have moved through all of the steps you will get to the Review tab. If you have missed any required fields or Agreements, they will show up in a list. Click on each one to resolve the missing information. Once everything is clear, click the **Submit Application** at the bottom of the page.

12. You will see a closing message that will also be emailed to you once your re-enrollment has been submitted.

13. Then you will be taken to the admissions page to re-enroll the next child (or add a new child to your family, like a kindergarten student).

14. If you need to stop in the middle of re-enrolling, your progress will be saved and you can return to the portal to complete it another time.

15. If you would like a PDF copy of your application once it has been submitted, go to Admissions and click the down arrow by your child's name and click on **Download** and a PDF copy of your enrollment information will download to your computer.