NEW TO HARVEST BAPTIST ACADEMY?

New Family Instructions for Online Registration and Enrollment

1. Click on the Sycamore enrollment link provided by the School Office.

2. Fill in your contact information and Click "Create Account." You will then receive a confirmation link in your email. Click that to activate your account. Once you assign your password, you will see the main Sycamore screen.

- **Welcome**: Registration costs are listed here.

- **Family**: Click the "New Student" blue button and add the information.

- **General**: Complete the questions and select "application grade." Then click "Save" and then "Next." (Always click "Save" to save that information before clicking "Next.")

- **Medical**: Select all conditions that apply OR No Health Issues, then click "Save" and "Next."

- **Downloads**: The only required document for you to download and return is the Tuition and Fee Worksheet. Kindergarten students who live in Allegheny County are required to have lead testing, so that information is listed here. All other documents are optional and for your information. Download any needed documents, and then click "Next."

- **Agreements:** Complete the 5 agreements listed, and click "Save" after each agreement and then click "Next." (There are several agreements, so click "Save" after each one.)

- **Essays**: Click on New Family Question #1. You will be prompted to answer in the paragraph form. Answer each question as prompted. Click "Save" and then "Next." (You will need to do this after EACH essay question.)

- **Documents:** This is an area for you to upload your student's current immunization record, physical examination and/or IEP (Individualized Education Plan). It is **REQUIRED** that you upload your student's birth certificate here. Click "Save" and "Next" after each download. (Once you have finalized your enrollment submission, you cannot upload the documents here; at that point, you will need to submit them to the school office.)

- **Additional Information:** Does your student have an IEP? Answer Yes or No here. Click "Save" and then "Next."

- **Family General Info:** Confirm that the information listed here is correct. Click "Save" and then "Next."

- **Family Additional Info:** Complete the questions under "General." Under "Busing," select your busing option. Answer the questions under "Church." Click "Save" and then "Next."

- **Family Medical Info:** Complete the physician, dentist, family insurance, and general medical information. If you have a hospital preference, enter it here. Click "Save" and then "Next."

- **Family Contacts:** Confirm that your current family contacts are accurate and add any new contacts here. You will be prompted to add one "Non-Primary Emergency Contact" that is required. Click "Save" and then "Next."

- **Review Application:** Please review all the information that is listed here. Anything that is NOT completed will be in **RED**. Please complete any information still listed in red and click the **BLUE SUBMIT** button.

If you have more children to enroll, complete the steps listed above for each additional child.

You will then receive an email confirmation, letting you know that you have completed this process. Please let us know if you have any questions! Your online application and registration is complete. You only need to turn in the Tuition and Fee Schedule and registration fee to the school office.

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PLEASE NOTE:

Students will be fully registered when the following items have been completed:

1. When online application is submitted (and we have received the emailed confirmation),
2. When the signed Tuition and Fee Schedule is received by the school office.
3. When the enrollment fee (via cash or check) is received by the school office.
4.

Please be aware that classes may fill up. If need be, we will place students on waiting lists when open enrollment begins. March 3 (Wednesday) is open enrollment for new families with a discounted registration of $50.

Thank you, Harvest Baptist Academy