

RE-ENROLLMENT INSTRUCTIONS

Registration Intent Form ↗

- ✓ Complete and turn in the 2009-2010 Registration Intent Form to the office as soon as possible.

Initial Online Re-Enrollment ↗

PLEASE READ CAREFULLY

Important Information:

- **Online:** This year we will begin the re-enrollment process online through Sycamore.
- **Steps:** Follow the steps below through your Sycamore. If you have any questions, please contact the Office.
- **Changes:** You can make changes on preceding pages by clicking on the [Previous](#) page button at the bottom of the pages. ***However, once you have proceeded past Step 5 you cannot return to previous pages.*** Any changes at this point are made by contacting the office.
- **Logging off:** If you have to leave the online process, you can return to the Sycamore process and advance to where you left off.
- Reminder, all [blue letters](#) on Sycamore are links you can click on for more information.

To Begin...

- Sign into your Sycamore account and click on [My School](#) on the left side of the window in the blue menu area. Then click on [My Admissions](#).

Start Screen

- Enter your Sycamore **Password**, click [Next](#).

Step 1: Family Contacts

- Click on *each* family contact [Name](#) and update the information.
- Parents must check the [Emergency Contact](#) box in the upper right corner.
- There must be at least one [additional contact](#) name, other than a parent, that is checked as an [Emergency Contact](#) in order to move to **Step 2**. If you would like to add additional contacts, please click on the [Add Contact](#) button at the bottom of the **Family Contacts** page and fill in the information.
- When the information in the individual's information screen is complete, click [Update](#) to return to the **Family Contacts** page.
- When completed, click [Next](#) to move to **Step 2**.

Step 2: Student(s) Information

- **Current Students:** Click on the name of each [Student\(s\)](#) to verify information.
 - When the information in the student's screen is complete, click [Close](#) to return to the **Student(s) Information** page.
 - *Ignore* the [Classes](#) button, it is not applicable.
 - Click on [Medical](#) button and update any health issues. *Ignore* the [No Health Issues](#) button. Click [Update](#) to return to the **Student(s) Information** Page.
- **New Students:** Click [Add Student](#) at the bottom of the screen to add new students.
- When completed with all students' information, click [Next](#) to move to **Step 3**.

Step 3: Family Medical Information

- Update all physician, dentist, and insurance information.
- When completed, click [Next](#) to move to **Step 4**.

RE-ENROLLMENT INSTRUCTIONS

School District #'s

Farmington - 192
Lakeville - 194
Rosemount/Apple
Valley/Eagan - 196
Burnsville-Eagan-
Savage - 191
Eagan - 197
Randolph - 195
Cannon Falls - 252
Northfield - 659
Jordan - 717
Prior Lake-Savage -
719
Etc.

Step 4: Additional Family Information

- **Church:** Do not use abbreviations.
- **School District** – enter your Resident School District **number** (i.e. 192, 194, etc.). Do not use the # sign.
- **Bus** – Only Farmington residents need to answer. Please type **Yes** or **No** to indicate if your child(ren) intend to ride the bus.
- When completed, click **Next** to move to **Step 5**.

Step 5: Enrollment Verification (READ CAREFULLY **BEFORE** CLICKING “**NEXT**”)

- Review all information.
- If any changes are needed, click **Previous** to go back to the appropriate Step.
- If you would like a print out of the information, click **Print Verification** at the bottom of the page.
- **BEFORE** clicking **Next**, please be sure all changes have been made. After clicking **Next** on this page, you are not able to go back to previous steps. Any changes after this point can be made by contacting the office.
- When all information is reviewed and complete, click **Next** to move to the final page.

Completed Screen

- Please scroll down and read all information.
- Click **Close** to finish the online process.

Final Enrollment Requirements

1. Enrollment Forms

- Complete, sign and turn in the following forms to the office. They are included in the registration packet, or can be printed from Sycamore.
 - Tuition & Fees Information/Worksheet (complete as much as possible)
 - Financial Policies Agreement
 - Enrollment Agreement & Policies

2. Registration Fee

- Turn in the per-student Registration Fee at the office. Enroll now and save **\$75.00** off the registration fee by registering before February 16th.

A student is considered officially enrolled when the online process is finished, and the above forms and the registration fee has been received and approved.

There are, however, additional forms to complete for a student to attend. Please follow the steps below to finalize these requirements. They should be completed as early as possible. Attendance for 2009-2010 is dependent upon completing the following forms.

3. Additional Forms

- Standard of Conduct Pledge (4-12th grade students sign the form as well as their parents)
- Emergency Off Ground Authorization
- Request Form for District Paid Materials & Services
- Volunteering Form
- Updated Immunizations can be Faxed to 651-463-8353

Thank you for your enrollment! We are looking forward to a great 2009-2010!