

When families first log into the Admissions area, they will see the Admissions Home page. This is where they can add a new student, review their family information and complete the student application(s).

Family Section	Student Section
--------------------------------	---------------------------------

Family Section

Click on **Review Info** to enter/update Address, Medical and Contact information,

- [General Info](#)
- [Medical Info](#)
- [Contact Info](#)



As you go through the admissions process by clicking Next, your data will be automatically saved. Your data will not be saved if you use the tabs across the top. It is good to click

Save

after entering/updating information and also before logging out.

General Info

Enter your Mailing and Billing Address. The Family Directory section allows you to choose if you want your family to be included in the directory. Selecting 'Include in Family Directory' will only display your names. From there, you can choose if you want to include phone numbers, address and/or email addresses. Cell phone numbers and email addresses are automatically set to not be included in the directory.

Admissions

[General Info](#) [Medical Info](#) [Contact Info](#)

Mailing Address

Address

111 Seed Street

Address 2

City

Seed

State

CA

ZIP

33333

Billing Address

Address

Address 2

City

State

ZIP

Family Directory

- ☒ Include in Family Directory
- ☐ Exclude Home Phone
- ☒ Exclude Cell Phone
- ☐ Exclude Mailing Address
- ☒ Exclude EMail Addresses

[Close](#)[Save](#)[Next](#)[Feedback](#) [Help](#)

Medical Info

Here you can enter medical data such as Doctor, Dentist and Hospital information.

Admissions

General Info Medical Info Contact Info

Family Physician

Physician Name

Phone

Megan Schmitt

8888888888

Address

Address 2

City

State

ZIP

Family Dentist

Dentist Name

Phone

Bridget Ortho

7777777777

Address

Address 2

City

State

ZIP

Family Insurance

Insurance Company

Insurance Plan

BCBS

Insurance Group

General Medical Information

Hospital

Comments

Close

Save

Next

Feedback Help

Contact Info

An entry for the enrolling parents will already display here. Click on the **New Contact** to add a contact person. Be sure to include whether this person is an emergency contact and/or is allowed to pickup your student(s).

Tri-County School
Logout

Admissions

General Info
Medical Info
Contact Info

Contacts

New Contact

New and Updated Contacts	Relationship	Legal Guardian	Emergency Contact	Authorized Pickup	
Woods, Timber					Actions

Current Contacts	Relationship	Legal Guardian	Emergency Contact	Authorized Pickup	
Seed, Sunflower	X				Actions

Close

Contact

Title
First Name
Last Name

Relationship

Primary

Emergency

Pickup

Address
Address 2

City
State
ZIP

Home Phone

Cell Phone

Work Phone

Email

Cancel

Save

Feedback
Help

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Students Section

- [Current Family View](#)
- [New Family View](#)
- [Add a New Student](#)
- [Review Checklist](#)
- [Admissions Applications Area](#)

Current Family View

If you are a current family at the school, you will see this screen upon logging in. It displays your family's name and any students currently at the school. You can also add additional students, if applicable.

Tri-County School

Logout

Admissions

Admissions Home

New Student

Welcome

Family

Carstens, Lance & Kenzie

Review Info

Students

Student	Current Grade
Carstens, Halle	2nd

Enroll

Feedback Help

Enroll Student

First Name

Halle

Last Name

Carstens

Date of Birth

05/10/2011

Grade

3rd

Cancel

Save

Click on the green **Enroll** button to complete the Enrollment application. Once that button is clicked, a window will popup where you can review and/or edit the student field(s). Click **Save** when done. You will then be taken to the student General tab.

New Family View

If you are a new family, you will only see your name upon logging in. See the **'Add a New Student'** section for details on how to add your student(s) to the admissions process.

Tri-County School

Logout

Admissions

Admissions Home

New Student

Welcome

Family

Seeds, Sunflower

Review Info

Students

Feedback Help

Add a New Student

Click on the green **New Student** button to add a new student. Enter student's first & last name, date of birth and the grade they will be in for the enrolling year. Click **Save** when done.

New Student

First Name	Last Name
<input type="text" value="Pumpkin"/>	<input type="text" value="Seed"/>
Date of Birth	Grade
<input type="text" value="05/23/2007"/>	<input type="text" value="5th"/>

Once the student information has been saved, you can will begin to walk through the process of completing the application.

If the school is not currently accepting applications for specific grade levels, then you will see the following message:

There are no applications available for this student at this time.
Please contact your school for any more details.

Review Checklist

The checklist items are not editable on the family side, but it allows you to view your admissions progress. Clicking on the student's name in blue will display checklist items for that student.

Students

Applicant	Application Grade
Halle Carstens	3rd
Laura Carstens	Kindergarten

Student	Current Grade
Carstens, Holly	Kindergarten

Enroll

Checklist - Halle Carstens

☒ [Medical Forms](#)

Admissions Application Area

Clicking [Close](#) on any of the windows will take you back to the Admissions Home page. Click [Resume](#) to re-enter the application process.

The Admissions Application area will include the following tabs:

[General](#)

[Medical](#)

[Downloads](#)

[Agreements](#)

[Essays](#)

[Documents](#)

[Additional Info](#)

[Review Application](#)

Click Next to follow the path by clicking the [Create New Family Account](#) button.

Next: [Create New Family Account](#) →

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Admissions 2.0 | New Family

If you are a new family to the school, you will need to complete some information in order to get a username and password. This is needed to log into the Admissions Portal where you will complete the admissions process.

Provide this Register link for new families: https://app.sycamoreschool.com/snap/session/new?school_id=1002

If you are a current family at the school, then you can go to the next Online manual page - [Logging into Admissions](#).

Tri-County School

Create a new account

New Family Account

Please proceed only if your family does not already attend Tri-County School.

Parent 1

First name

Last name

Title

Email

Address

Address 2

City

State

Zip

Relationship

Parent 2

First name

Last name

Title

Email

Address

Address 2

City

State

Zip

Relationship

Create Account

 **First name, last name and an email address are required fields.**

Click Next below to follow the path to the next screen - **Logging into Admissions**.

Next: [Logging into Admissions](#) →

Admissions 2.0 | Logging into Admissions


New and Current families will need to log into the Admissions Portal to complete their students' application(s).

This is the link families will use to log into the Admissions 2.0 Portal -

https://app.sycamoreschool.com/snap/portal/admissions/users/new?school_id=1002



The screenshot shows the 'Sycamore School' Admissions Login page. It features a red header with the school name. Below the header is a light gray section titled 'Admissions Login'. This section contains three input fields: 'School ID', 'Username', and 'Password'. A green 'Login' button is positioned below the 'Password' field. At the bottom right of the page, there are links for 'Feedback' and 'Help'.

1. Enter the School's ID.
2. Enter your Username.
3. Enter your Password.
4. Click .

Click Next below to follow the path to the next screen - **General**.

[Next: General →](#)

This area will allow you to complete general information about your student. Some fields may be required.

Tri-County School Logout

Admissions

[General](#) [Downloads](#) [Agreements](#) [Essays](#) [Documents](#) [Additional Info](#) [Review Application](#)

First Name

Pumpkin

Last Name

Seed

Date of Birth

05/23/2007

Grade

5th

Middle Name

Gender

Ethnicity

Non_hispanic

Email

Races

☒ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Hawaiian or Pacific Islander
☐ White

Close

Save

Next

Once this is done, you can click the '**Next**' button. Your data will automatically be saved. Your data will not be saved if you use the tabs across the top. It is good to click '**Save**' after entering/updating information and also before logging out.

Click Next below to follow the path to the next screen - **Medical**.

[Next: Medical →](#)

Admissions 2.0 | Medical

If your school have enabled Medical Information, this page will display allowing families to enter or update the student's medical information.

The screenshot shows the 'Admissions' page with the 'Medical' tab selected. The form is divided into two main sections: 'General' and 'Medical Conditions'.

General Section:

- Allergies:** A text input field.
- Medical Alerts:** A text input field.
- Medical Comments:** A text input field.
- ☒ **No Health Issues**
Check this if you have no health issues with the school

Medical Conditions Section:

Select all that apply

<input type="checkbox"/> Asthma	<input type="checkbox"/> Bladder/Kidney
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hemophiliac
<input type="checkbox"/> Seizures	<input type="checkbox"/> Sicklecell
<input type="checkbox"/> Deafness	<input type="checkbox"/> Sight Impairment
<input type="checkbox"/> ADD/ADHD	

At the bottom left of the form are 'Close' and 'Save' buttons. At the bottom right is a green 'Next' button. In the footer, there are links for 'Feedback' and 'Help'.

Click Next below to follow the path to the next screen - **Downloads**.

[Next: Downloads →](#)

This area houses any documents the school has made available for families to download. Just click on the file name in blue to download the file.

Tri-County School [Logout](#)

Admissions

[General](#) [Medical](#) [Downloads](#) [Agreements](#) [Essays](#) [Documents](#) [Additional Info](#) [Review Application](#)

Download	Description
Family Contract and Agreement	Family Contract and Agreement
Document	Document

[Close](#) [Next](#)

[Feedback](#) [Help](#)

Click Next below to follow the path to the next screen - **Agreements**.

[Next: Agreements →](#)

School Agreements will display here. Some agreements will allow you to agree or disagree with it, while others you may be required to agree. If you are required to agree, it will be noted on the screen and the I disagree option will be disabled.

Tri-County School

Logout

Admissions

General Downloads Agreements Essays Documents Additional Info Review Application

Media Release

I agree to allow 'School Name' to use my child's image on the public website.

Thanks.

☒ I agree to the Media Release
☐ I disagree to the Media Release

You are required to agree to this agreement.

Close Save Next

Feedback Help

Once this is done, you can click the **'Next'** button. Clicking **'Next'** will either take you to the next agreement or directly to the agreements completion screen. The completion page will allow you to review and/or change your selection.



Your data will not be saved if you use the tabs across the top. It is good to click **'Save' after entering/updating information and also before logging out.**

Tri-County School

Logout

Admissions

General

Downloads

Agreements

Essays

Documents

Additional Info

Review Application

Agreement	Status
Media Release	I agree
Tuition Plan	I disagree

Close

Next

Feedback

Help

You can click on the Agreement title in blue to make changes.

Click Next to follow the path to the next screen - **Essays**.

Next: Essays →

Admissions 2.0 | Essays

If the school has requested for you complete an essay, the question/request will be listed here. These is an editor feature available for you if you would like to bold, italicize, center, etc. your response.

The screenshot shows the 'Admissions' section with tabs for General, Downloads, Agreements, Essays, Documents, Additional Info, and Review Application. The 'Essays' tab is active. Below the tabs, there is a 'Parent question' section with the text: 'Can you please tell us how you learned about Tri-County School?'. Below this is a rich text editor with a toolbar containing icons for undo, redo, paragraph, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and table. The editor contains the text: 'My sister's son started attending your school three years ago. She **highly** recommended it by saying the teachers do a great job of identifying the students' learning styles and being able to adjust their teaching styles to accommodate the different styles of learning.' At the bottom left are 'Close' and 'Save' buttons. At the bottom right is a green 'Next' button. In the footer, there are links for 'Feedback' and 'Help'.

Once this is done, you can click the '**Next**' button. Your data will automatically saved. Clicking '**Next**' will either take you to the next essay or you will be taken directly to the essay completion screen. The completion page will allow you to review and/or make changes.



Your data will not be saved if you use the tabs across the top. It is good to click 'Save**' after entering/updating information and also before logging out.**

The screenshot shows the 'Tri-County School' header with a 'Logout' button. Below the header is the 'Admissions' section with tabs for General, Downloads, Agreements, Essays, Documents, Additional Info, and Review Application. The 'Essays' tab is active. Below the tabs, there is an 'Essay' section with a table. The table has two columns: 'Essay' and 'Status'. The 'Essay' column contains the text 'Parent question'. The 'Status' column contains the text 'Completed' and 'X'. A red box highlights the 'Completed' and 'X' text. Below the table are 'Close' and 'Next' buttons. In the footer, there are links for 'Feedback' and 'Help'.

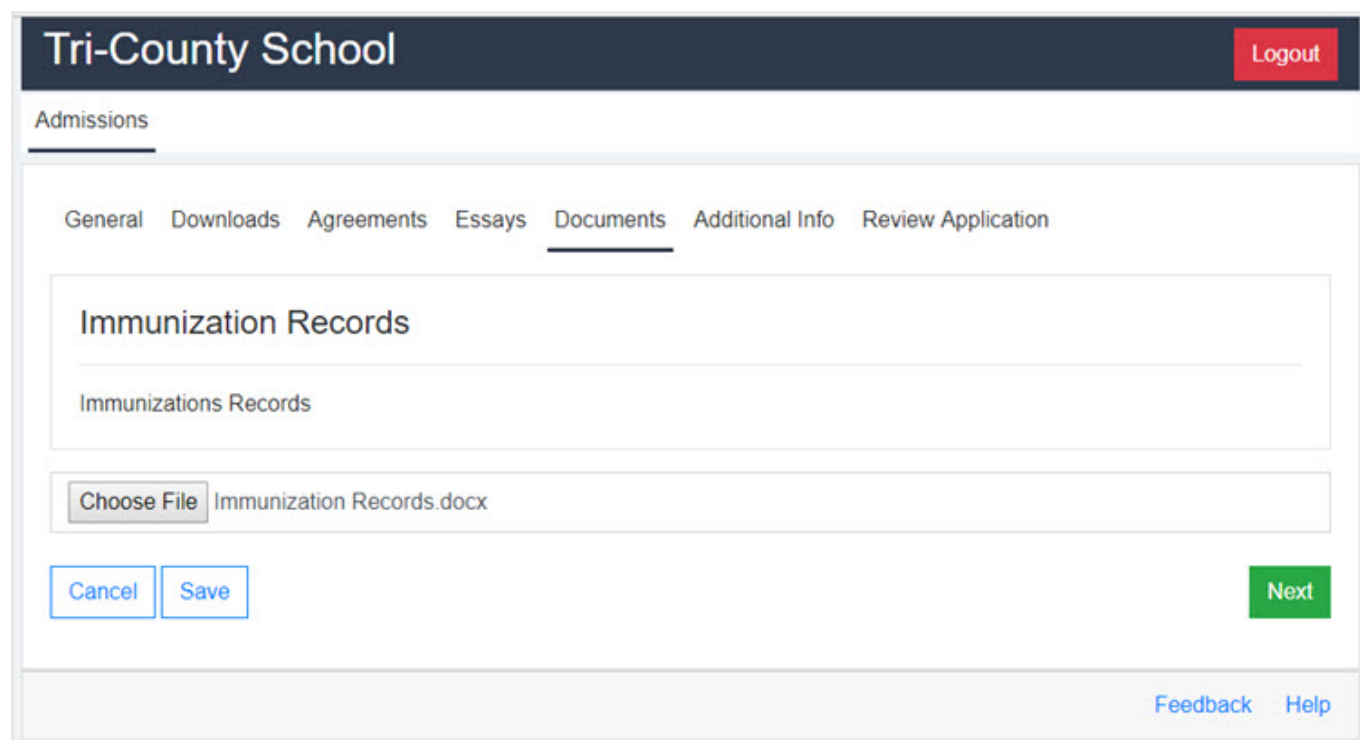
Click on the Essay title in blue to make changes.

Click Next below to follow the path to the next screen - **Documents**.

[Next: Documents →](#)

Your school may request for you to upload certain documents such as Birth Certificate or Immunization Records.

This can be done in this area by clicking the **Choose File** button and selecting your file. There may be some documents that the school has required to be uploaded. You will not be able to submit the application until this is complete.



Tri-County School

Logout

Admissions

General Downloads Agreements Essays Documents Additional Info Review Application

Immunization Records

Immunizations Records

Choose File Immunization Records.docx

Cancel Save

Next

Feedback Help

Once this is done, you can click the **Next** button. Your data will be automatically saved. Clicking **Next** will either take you to the next documents upload page or directly to the documents completion screen. The completion page will allow you to review and/or change what has been uploaded.



Your data will not be saved if you use the tabs across the top. It is good to click 'Save' after entering/updating information and also before logging out.

Admissions

[General](#) [Downloads](#) [Agreements](#) [Essays](#) [Documents](#) [Additional Info](#) [Review Application](#)

Document

File

[Birth Certificate](#)

BirthCertificate.pdf

[Immunization Records](#)

ImmunizationRecords.docx

[Close](#)[Next](#)[Feedback](#) [Help](#)

Clicking on the document title will allow you to upload a different file, if necessary.

Click Next below to follow the path to the next screen - **Additional Info**.

[Next: Additional Info →](#)

This screen is used to collect data on your student. Some fields are grade level specific and some may be required.

Tri-County School

Logout

Admissions

General Downloads Agreements Essays Documents Additional Info Review Application

General - Ungrouped Additional Fields

Photo Release

Yes

Personal

What instrument can student play

Piano

1Last Date of Physical

05/01/2018

Close Save

Next

Feedback Help

Once you have completed the information, you can click the '**Next**' button. Your data will be automatically saved.



Your data will not be saved if you use the tabs across the top. It is good to click 'Save**' after entering/updating information and also before logging out.**

Click Next below to follow the path to the next screen - **Review Application**.

[Next: Review Application →](#)

Admissions 2.0 | Review Application

This is the final screen in the application process. Here you can review your application to verify your information is complete. If there are fields required by the school that are incomplete, you will see a red box next to that field. The Submit button at the bottom of the application will not be enabled until this has been addressed.

Tri-County School[Logout](#)

Admissions

[General](#) [Downloads](#) [Agreements](#) [Essays](#) [Documents](#) [Additional Info](#) [Review Application](#)

General Information

First Name	Pumpkin
Last Name	Seed
Date of Birth	05/23/2007
Grade	5th
Middle_name	
Gender	
Race	American Indian or Alaska Native
Ethnicity	1
Email	

Agreements

Media Release	I agree
Tuition Plan	I disagree

Essays

Parent question	
-----------------	--

Documents

Birth Certificate	BirthCertificate.pdf
Immunization Records	ImmunizationRecords.docx

Additional Info

What instrument can student play	Piano
1Last Date of Physical	05/01/2018
Photo Release	Yes

[Close](#)[Submit](#)

[Feedback](#) [Help](#)

Required field.

Will be enabled once required fields are entered.

Once you have completed the information, click **Submit** to submit your application. A popup message will appear to confirm your application was successfully submitted and there may also be a post message provided by the school. Once you click Submit, you will no longer be able to edit your student application.

Your application has been submitted for review.

Thank you for completing the application process.

You will be notified via email by May 31 about your acceptance status.

If you have been accepted, an invoice will be created and you will receive instructions about how to pay online.

If we could not place your child(ren) at this time, then their names will be put on our waiting list.

Thank you for registering with Tri-County School.

Director of Admissions

Sample Message

Close

Click the Close button. This will take you back to the main Admissions page.