

# 2018-2019 ONLINE ENROLLMENT INSTRUCTIONS

## WELCOME!

Welcome to Shrewsbury Christian Academy's online enrollment process for the 2018-19 school year! We have designed this online process to make re-enrollment for current families and enrollment for new families as easy as possible. If you do not have access to a PC to complete the online enrollment process, you are welcome to visit SCA and use a PC on site, or you can request hard copies or e-copies of the admission paperwork. If you have any questions regarding this process, please do not hesitate to contact the office at 717-235-5763 or [office@scaonline.org](mailto:office@scaonline.org).

New SCA families may enroll online by visiting SCA's website, [www.scaonline.org](http://www.scaonline.org), and clicking on the Admissions heading. Once on the Admissions tab, please scroll to the Online Application section. By clicking on the "clicking here" link (<https://app.sycamoreeducation.com/admissions/index.php?schoolid=1494>), you will be redirected to the "Online Enrollment Portal" where you will need to create a new account by clicking the "Register" button on the right hand side. Again, you will be redirected to the Admissions/Portal/Register/Parents page where you will be required to enter your demographic information. After clicking the green "Register" button, you will receive an email with a link to activate your account and to set up a password. You will then be signed onto the "Online Enrollment Portal" in which you can complete the enrollment process by clicking on each application title on the left menu bar and following the directions below.

Current SCA families may re-enroll online by logging in with their family Sycamore Education sign-on. In the far left blue column, please click on the "MY SCHOOL" title, then "ENROLLMENT", and finally "ONLINE PORTAL". The Admissions Portal will open in your browser. You will then complete the enrollment process by clicking on each application title on the left menu bar. Please be sure to complete all fields. Once you are sure everything is accurate, please be sure to click **Update** or **Submit** in the upper right hand corner.

## INSTRUCTIONS:

You can check your progress by clicking the Home button and reviewing the "Enrollment Road Map" section in the upper right hand corner. Anything not completed will be **RED** (i.e. "**need to complete 1 out of 12 "fields"**"). Once everything is **GREEN**, your online enrollment form is complete, and you may click the **Click Here To Submit Application** button in the **upper right hand corner of the Home page**.

## Application Sections:

- **Family>Information:** Please correct any information that needs to be corrected. A secret word is not needed, but you may enter one. Family directory preferences should be updated. Un-checking the box to exclude email or phone will enable other families to view your information and contact you, when necessary. We will not share your information without your permission. Once your information is entered and correct, please be sure to click **Update** or **Submit** in the upper right corner.
- **Family>Additional Fields:** Please complete the requested information, noting that there may be helpful descriptions listed under the boxes. Also, note that you may need to scroll down to see all information. When complete, please click **Submit** in the upper right corner.
- **Family>Contacts:** Update any information for emergency contacts by clicking the **Edit** button next to the name of the contact. Please make sure to check whether or not emergency contacts can pick-up your children. Please **DOUBLE CHECK** the listed phone numbers for accuracy. We will use this information for emergency calls and early dismissals. If updates to any contacts are made, please be sure to click the **Update** button at the bottom of the contact information screen. You may add a new contact by clicking **Add New Contact** in the upper right corner of the Contacts tab.
- **Family>Medical:** Verify your physician, dental, and insurance information, and make any necessary updates. When finished, click **Submit** in the upper right corner.
- **Family>Documents:** This is where you can find some forms that may be needed by the office, such as the PA Physical, SCA Dental History, Request for Medical Administration, Loan of Textbooks, and Consent to Release Records forms. If additional forms are needed, current families are able to download documents from the *School*

Home>>School>Documents section in Sycamore. If you need bus transportation documents for your specific school district, you can find those documents under the Bus Transportation folder.

- **Family>Agreements:** Please confirm that you are in agreement with the items listed. Please click [Submit](#) in the upper right corner when complete. Please note that unless you have made a choice on every statement, you will NOT be able to proceed.
- **Family>Students: IMPORTANT...**Please choose only those students that you are re-enrolling for next year. When you choose “RETURNING” your student’s name will appear on the left side. Please click [Edit](#) and be sure to verify the information, making any necessary corrections. Once any required updates are completed, click the “Information Verified” box at the bottom, and click [Update](#) to continue. **If you need to add a new student to your family profile, click on the [Add New Student](#) button and fill out all of the information requested for your new student.**
- **Student>Applications:** Please complete the requested information, and click [Update](#) or [Submit](#) in the upper right corner.
- **Student>Documents:** The documents tab is **not** a required step, as we do still take paper forms. However, if you have items to upload, feel free to utilize this feature.
- **Student>Medical:** Please update the required medical information regarding your student. In the Comments section, please note if *all* general office meds (i.e. ibuprofen, acetaminophen, cough drops, Tums, or Pepto-Bismol) can be administered by indicating "All office meds ok" followed by the date of enrollment. If only select medications should be administered, please indicate that in the Comments section as well. **If your student has allergies or takes regular medications, such as an inhaler, etc., please indicate that information in the Allergies and Medication sections. Please be aware, you MUST complete a Request for Medication Administration form for these types of medications. This form must be reviewed and updated every year.** Once all of the medical information is updated, please click [Update](#) or [Submit](#) in the upper right corner. (Please note: If no changes or updates are needed, clicking the Update button is not necessary. You may return to the Home page by clicking on the [Home](#) button in the upper left corner.)

**IMPORTANT!** Once everything is **GREEN** in the “Enrollment Road Map” section of the Home page, your online enrollment form is complete, and you may click the [Click Here To Submit Application](#) button in the upper right hand corner. Clicking this button will cause a second screen to pop up confirming that you want to submit your application. Once again, click on the **GREEN** button to complete the application process. After submitting your application, the enrollment portal will be in a read-only mode.

**REGISTRATION FEES:**

<b>Discounted Early Registration Fees</b>		<b>Registration Fees (after April 13, 2018)</b>	
Half-day Student (PK3 - PK4)	\$75	Half-day Student (PK3 - PK4)	\$125
Per Student (K-8th grade)	\$250	Per Student (K-8th grade )	\$325
Max per Family	\$500	Max per Family	\$600

The e-Funds site may be used for registration fees. This is accessible through Sycamore, or from the school website, [www.scaonline.org](http://www.scaonline.org).