



Enrollment Application Instructions

(Instructions for New Families to Apply for the 2022-2023 School Year)

New User Portal Login

Visit <https://sycamore.school/family/admissions/register>

This site will allow you to create a family account for the Admissions Portal. Once you have created the family account, you will be directed to the Admissions Portal so you can submit applications for your students.

A screenshot of the Lakeview Christian School Admissions Portal. The page has a light gray background. At the top center, the text "Lakeview Christian School" is displayed. Below this, there are two white rectangular boxes side-by-side. The left box is titled "I already have an account" and contains the text "You already have an account if you have students enrolled at this school." At the bottom of this box is a red button labeled "LOGIN". The right box is titled "I need a new account." and contains the text "You need a new account if you do not have students enrolled and have never applied for admissions." At the bottom of this box is a red button labeled "REGISTER".

Portal Login

Visit <https://sycamore.school/admissions/dashboard>

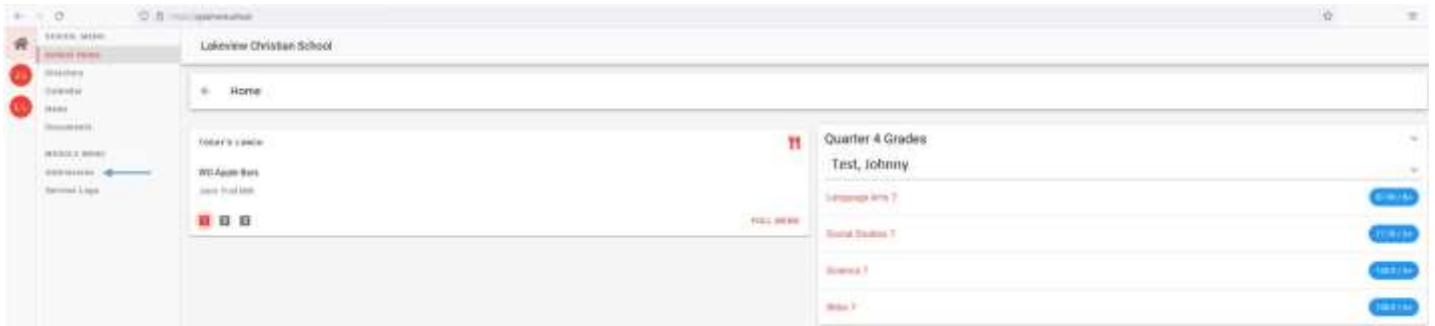
School Code 1426 This portal is also mobile friendly! Feel free to use your smart phone or tablet.

Once you have created an account, the link above will take you to the correct page to start or complete your applications.

Current/Returning Families

Portal Login

You can access the Enrollment Portal by clicking on the above link. This is a separate webpage from the main Sycamore homepage. However, you will use your existing Sycamore username and password.



Forgot Password

Since the admissions portal uses a *Sycamore Education* login, if you need to reset your password you will need to go to the main [Sycamore Login page](#). You can use the “**Forgot Password?**” link to reset your password. **School Code: 1426**

If you have trouble with your username and password please contact Doug Lewis in the School Admissions Office at 765-677-4266 ext7049 anytime 8-5. You can also reach out to Mrs. Owens directly at 765-677-4266 ext7011 to schedule a time to come into the office for help. **Office hours are currently by appointment due to COVID-19 safety measures.**

Portal Overview

Navigation

Each new student’s application must be started by clicking the “ADD NEW STUDENT” button at the top right-hand side of the Admissions Portal home page. Any student with an “application in process” is listed under the Family on the right-hand side of the enrollment portal. All information will be entered within each specific student’s application. If you are submitting more than one application, some of the fields in the application will pre-fill based on your previous applications.

- To start click the “CONTINUE” button next to the student.
- Your progress is automatically saved at each step of the application. So, you can return to the application at a later time and pick up where you left off. In that case, simply click the “CONTINUE” button next to the student’s name.
- The process of completing the application will be repeated for each student with your family. However, all of the family specific information will be retained and pre-fill for each additional application within each family.



Within the Application

Once you have started the application you will be able to navigate through each section. Please review all the information within each section for accuracy. Update any needed information before moving on to the next section.

- The section of the application you are currently completing is opened up with the other sections showing just the heading.
- You can move on to the next section by clicking the “CONTINUE” button at the bottom right-hand of the section.
- The application is saved each time you click the “CONTINUE” button.
- The last section is “Review and Submit”
 - Any required items that have been missed can be address in this section.

Lakeview Christian School

← Timmy Lakeview

Welcome

Hello and welcome to the new student application for Lakeview Christian School for the 2022-2023 school year!

Please review and answer each question on the application.

If you have trouble with your application please contact Mr. Lewis or Mrs. Davis in the School Office at 764-677-4266 anytime 7:30-5:30 to schedule a time to come into the office for help.

There are 3 items we are asking each family to upload into the application. This application is mobile friendly if you don't have a computer. If you have trouble uploading or don't have these documents available, just make arrangements to bring them to the school.

- First, please have your child tax return document available to upload in order to assist with the vouchers and scholarship programs.
- Secondly, please have copies of your child's birth certificate available to upload. This is a document LCS must maintain on file.
- Lastly, please have the latest copy of your child's vaccination record available.

CONTINUE

General Student Information

Medical

Address Information

Agreements

Next Steps

Once your application has been submitted you will receive communication from the school office concerning the admission decision. There are a few other steps needed to complete enrollment for the 2022-2023 school year. You will want to work with the Admissions Coordinator to complete the necessary steps. Below is a brief summary of those final steps to be ready for next school year.

- Pay the Enrollment Fee for the 2022-2023 school year
 - Your student's seat in class is not secured prior to payment arrangements
 - \$65 per student
 - Due at the time of submission
- Submit all Financial Aid documentation
 - You will work with the Admissions Coordinator and the School Office to complete this step
 - Usually this will include the most current IRS 1040 form
- Meet with the Admissions Coordinator to review and sign the Financial Award Letter
 - This document will outline the total expected cost of attendance for your family after all expected Aid and Scholarships are considered.
 - The Financial Award Letter will also list the agreed payment plan for your family.
- Enjoy your summer while looking forward to the great things God will do through the partnership between your family and the LCS family!