



## ENROLLMENT IN HARVEST LEARNING CENTER

### New & Returning Family Instructions for Online Registration and Enrollment

- ***There are two parts to the admissions process: completion of the Sycamore online application and completion and submission of the Tuition and Fee Worksheet that is provided (turn in to the school office).***
- Click on the Sycamore enrollment link provided by the School Office.  
<https://sycamore.school/login?schoolId=2386>
- If you already have a Sycamore account, please log in using that information. If you do not have a Sycamore account, please click *Register* to create an account. A new page will pop up, and you will click *I need an account*. You will be sent an email link to complete the registration process.
- If you have any issues with your Sycamore account, please contact the school.
- Click on the icon with the rectangles on the left-hand side, and then click *Admissions*. You should see the Admissions message along with your current students listed. If you will be adding a student or are enrolling a student for the first time, click *Add New Student* and complete the requested information.
- Click on the drop-down arrow to the right of your student's name to complete the re-enrollment application for each student. You will see the Welcome to the 2023-2024 Enrollment process message. Please make note of this information.
- Click *Continue* to confirm or update your student information.
- Click *Continue* to confirm or update your student medical information. Please complete this information for your child's medical file. List or update any health issues here, or click "the student has no health issues." Click *Continue*.
- Complete the Additional Information section by answering if your student has an IEP (Individualized Education Plan): Yes or NO and by indicating bussing requirements. Click *Continue*.
- Complete the Required Agreements by clicking *Response Needed*. Click *Continue*.
- Complete the Essays listed by clicking on the gray box on the right-hand side of each question. Click *Save* after each essay. Click *Continue*.
- In the Attachments section, it is **required** to download the following attachments. You can (1) fill in the forms, "Save As" on your computer, and upload them in the "Documents" section or (2) download the forms, fill in the information and **turn it in to the school office**.
  - HLC Consent to Treat (required)
  - HLC Transportation and Emergency Contact Form (required)
  - HLC Pictures/Social Media Permission (required)
  - HLC Handbook (required)



- HLC Tuition and Fee Schedule (required)
- Click *Continue*.
- In Requested Documents, you may upload documents if needed. Click *Continue*.
- Complete the Family General Information. Click *Continue*.
- Complete the Family Contacts. Click *Continue*.
- Complete the Family Additional Information. Click *Continue*.
- Complete the Family Medical Information. Click *Continue*.
- If anything needs to be completed, it will be noted in the Review section. Once you receive a message that “No errors were found”, click *Continue*.
- You will see a message that says, “Application is complete and ready to submit to the school for review. Please click Submit Application.” Click *Submit Application*.
- Once submitted, you will see an informational message informing you that the application has been submitted, as well as providing some reminders about the Tuition and Fee Schedule, Scholarships, and Servathon.

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

1. Online application is submitted (and we have received the emailed confirmation),
2. Tuition and Fee Schedule has been completed and turned in to the School office.
3. Registration invoice has been paid via emailed invoice (checks will not be accepted).

**Please be aware that classes may fill up. If necessary, we will place students on waiting lists when open enrollment begins.** February 8 (Wednesday) is open enrollment for new Harvest Learning Center families.

Thank you, Harvest Learning Center