

## Peace Lutheran School New Student Registration Instructions

Go to this link:

[https://sycamore.school/family/admissions/register?school\\_id=3008](https://sycamore.school/family/admissions/register?school_id=3008)



Click Register

Fill out the information

You will then receive an email with a link to complete the registration

Hi Peace Lutheran,

You've taken the first step in creating an account for Admissions at Peace Lutheran Ministries. Complete your registration to begin applying for admission.

[Complete Registration\\*](#)

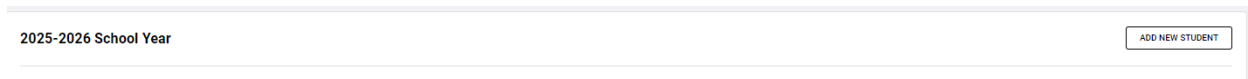
\*The link will expire in 48 hours.

Once you click on the link it will direct you to fill out the contact information, please make sure that both parents/guardians are added to the contact information.

Upon the completion of this information, you will be sent another email with the school id, your username and the sycamore link.

Click on the link

The link will bring you to a welcome page click add new student.



Add your student information and click save.

### Student Additional Information:

This is where you will enter all the Church, Permissions, Sports, and Digital Equity answers for the year.

### Attachments:

This is where you will see the tuition agreement for Peace Lutheran School, so that you can choose the tuition policy permission that works best for your family. This policy is in the student additional information section of the application.

**Family General Information:**

This is the time to verify your address on the file and indicate if you would like other families to be able to see your information or not.

**Family Contacts:**

Click on all people listed in this area and ensure the information is correct, to include if they are an emergency contact or authorized to pick them up from school or both.

Please make sure that both primary parents/guardians are listed and at least one non primary parent.

**Family Additional Information:**

For any volunteering within the school to include being a chaperone on a field trip you must have a background check completed every two years with Peace Lutheran Ministries. This area is to show that you agree to this policy and shows the date of your last background check.

**Review:**

This section will show if there is anything missing from the application.

**Submit Application:**

This section shows if anything needs to be reviewed and if not then you can submit the application.