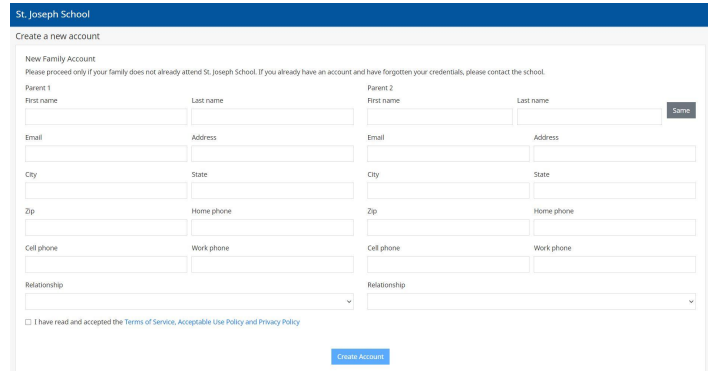


# New Families Online Registration Procedures

1. Go to the Admissions Link available on Parish/School Website or the following URL [https://app.sycamoreschool.com/snap/portal/admissions/users/new?school\\_id=3303](https://app.sycamoreschool.com/snap/portal/admissions/users/new?school_id=3303)

2. Our School ID is **3303**

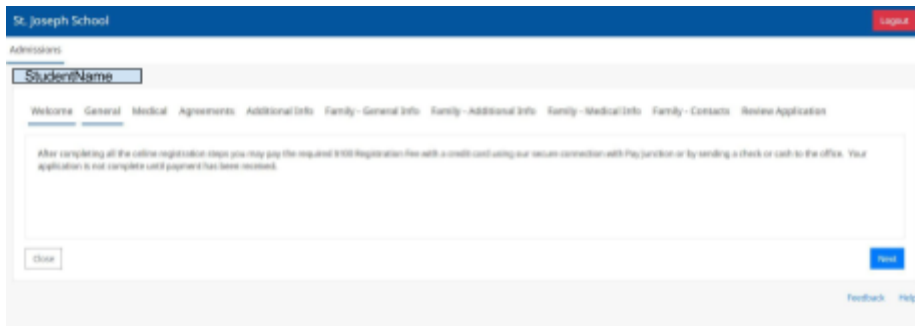
3. Create a new account by completing all the required fields. Enter requested information for both parents. Place your preferred contact number in the section "Home phone" This is the primary contact number that will be on file. Click the Create Account button.



4. An email will be sent to your email account to activate your admissions account. From this email, click the link to create your password. Save your username and password.

5. A window will display the login screen for the online portal. Log into the Online Portal using the username and password you just created.

6. Once in the portal you will be on the home page. Please read the message. Click the New Student button in the top right corner to enter student information. You will then see the window below. Enter the information and click next to continue. At any time throughout this process you may click save and log off to complete the process later if needed.



7. Under the Family General Info, please make sure you select your preference for having your information included in the Family online directory. This information is only available to families that have current login information for our Sycamore site.

Welcome General Medical Agreements Additional Info **Family - General Info** Family - Additional Info Family - Medical Info Family - Contacts Review Application

Mailing Address

Address: 7 Neltner Drive Address 2: \_\_\_\_\_  
 City: Cold Spring State: KY ZIP: 41076

Family Directory

- Include in Family Directory
- Exclude Home Phone
- Exclude Cell Phone
- Exclude Mailing Address
- Exclude Email Addresses

Close Save **Next**

8. For Family-Contacts you must include a **non-primary** Emergency contact by clicking the NEW Contact button. You will be required to provide a number in the cell phone field and an email.

Welcome General Medical Agreements Additional Info Family - General Info Family - Additional Info Family - Medical Info **Family - Contacts** Review Application

Contacts **New Contact**

One non-primary Emergency Contact is required

Current Contacts	Relationship	Legal Guardian	Emergency Contact	Authorized Pickup
Neltner, Steven	Father	X		
Neltner, Emma	Mother	X		

Close **Next**

Feedback Help

9. Once all the information has been completed you must click the blue SUBMIT button on the bottom of the page and then you will receive a pop up with some important information. This same information will also be sent to your email on file. **Before your application is considered completed, the required paperwork and payment must be received.**

Family - Medical Info

Family Physician

Family Dentist

New & Updated Contacts

Contact

Relationship

First Name: 4011 Alexandria Pike, Cold Spring KY 41076

Last Name: or online by clicking the link to pay electronically

Home Phone: [Pay Online with Credit Card](#)

Cell Phone:

Email:

Primary Contact

Emergency Contact: Yes

Pickup: Yes

Non-Primary Emergency Contact: X

Close **Submit**

Your application has been submitted for review. We thank you for your interest in our school. To complete the registration process, you will need to submit the following documents to the school office.

- Birth Certificate
- Baptismal Record (Only if from other parishes. If baptizes at St Joseph Church Cold Spring, we can verify it with the church office)
- Social Security Card
- Immunization Certificate
- \$100.00 Registration payment

You may pay the registration fee by cash or check to the school office

Saint Joseph Parish partnered with [FACTS Management](#) to manage our tuition payment program in 2014. FACTS is used by 7,000 schools nationally. **Every Saint Joseph School family is expected to be enrolled in FACTS for tuition payments before June 1 of the current year. Please click the link to set up your tuition payment.**

Close

10. Your student(s) will be listed and you can still view your application. If you require to make any changes to your application at this point, you will need to call the school at (859) 441-2025 or email [tech@stjoeschool.net](mailto:tech@stjoeschool.net).