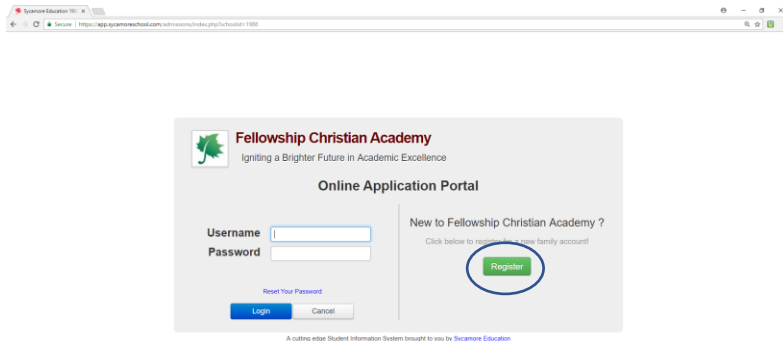
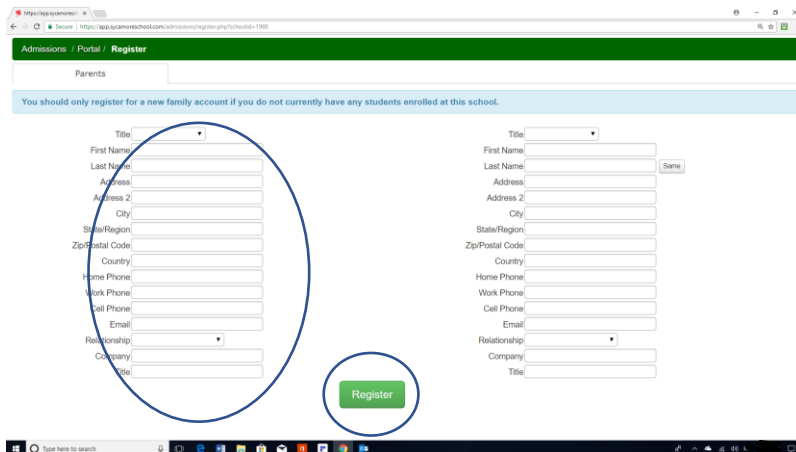


How to Apply at Fellowship Christian Academy

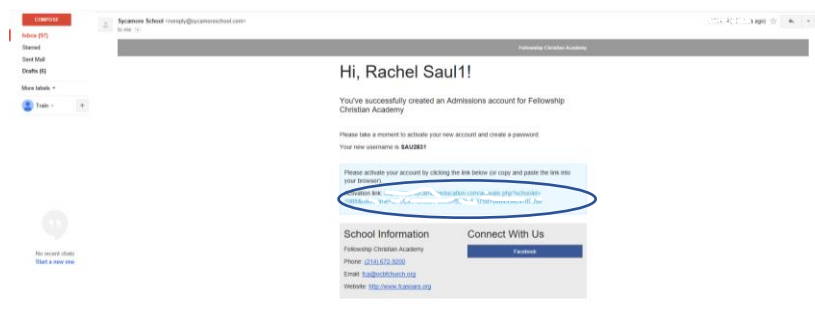
1. Visit- <https://app.sycamoreschool.com/admissions/index.php?schoolid=1988> click on green Register button



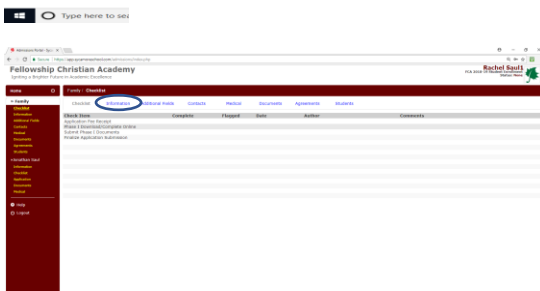
2. Enter ALL data fields for custodial parents/guardians of the applicant(s), click green Register button



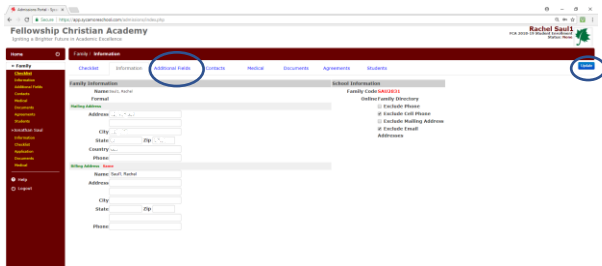
3. Go to the inbox for email used to register, and click the activation link. You will be prompted to setup your password. Please use a secure password and do not share your password unnecessarily. Use- <https://app.sycamoreschool.com/admissions/index.php?schoolid=1988#> to login to Application Portal if you need to stop and resume the application process



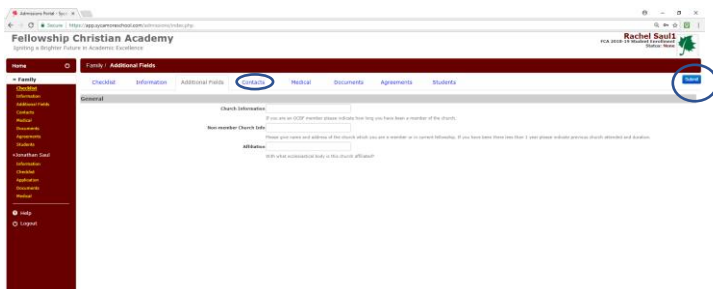
- After logging in use the left-side navigation menu to complete the application. Select Checklist to see tasks needed to complete the application. Click Information tab to begin



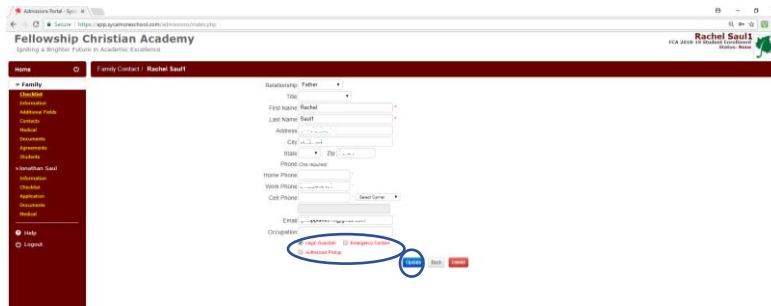
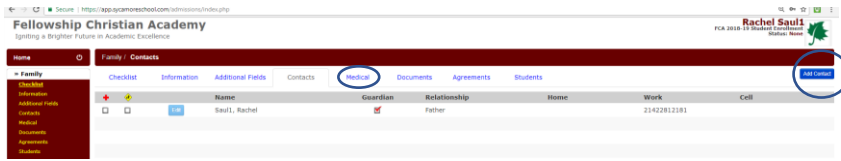
- Complete ALL data fields in information section. Mailing Address should be current residence of applicant and guardians. Billing Address should be entered for financially-responsible party if different than current address. Click blue Update button then click Additional Fields to proceed



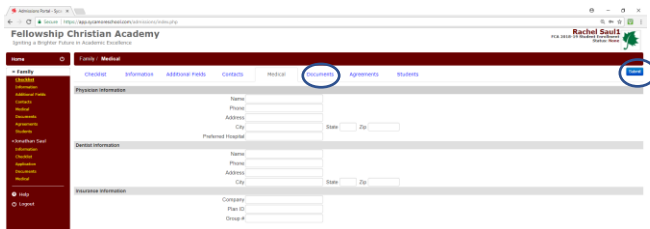
- Enter your current Church information; if an OCBF member enter Yes and how long, if not No, and complete the other fields. Every field should have an entry, use N/A if the field does not apply. Click Submit, then click Contacts



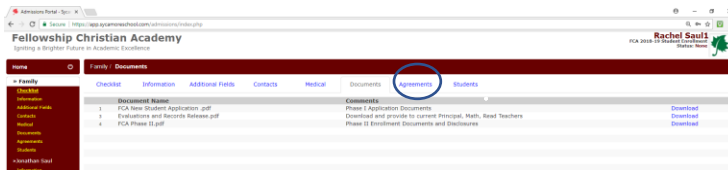
- Click Add Contact button and complete ALL data fields (Add Contact for each parent and guardian of student). Add minimum of 2 Emergency contacts. Add Contact for any persons authorized to pick-up student. Click Update and click Medical to proceed



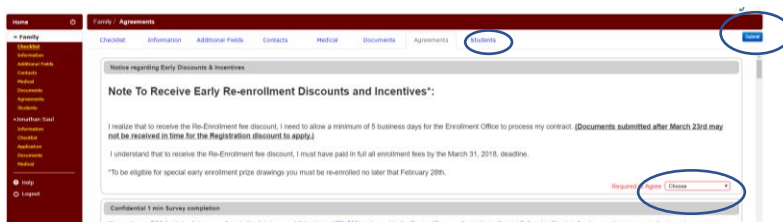
- Complete student Physician/Dental and Insurance information. Click Submit and click Documents to proceed



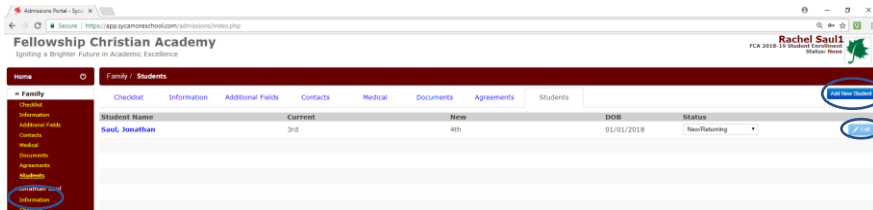
- Download and print Phase I Documents. Have student complete Student Questionnaire in his/her own handwriting. Download Evaluations and Records deliver these forms to current administrators and educators to complete and return directly to Fellowship Christian Academy. click Agreements to proceed



- Thoroughly read and toggle Agree to each listed agreement. This segment is designed for review purposes your final decision will be recorded and executed in person at your interview. click Submit and click Students to proceed



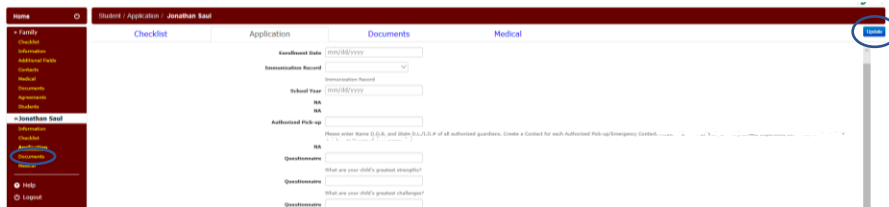
- Use Add New Student button to add each student attending Fellowship Christian Academy. Complete ALL data fields pertinent to each student. Use Edit button to make changes to any student profile. click Update and click Information to proceed



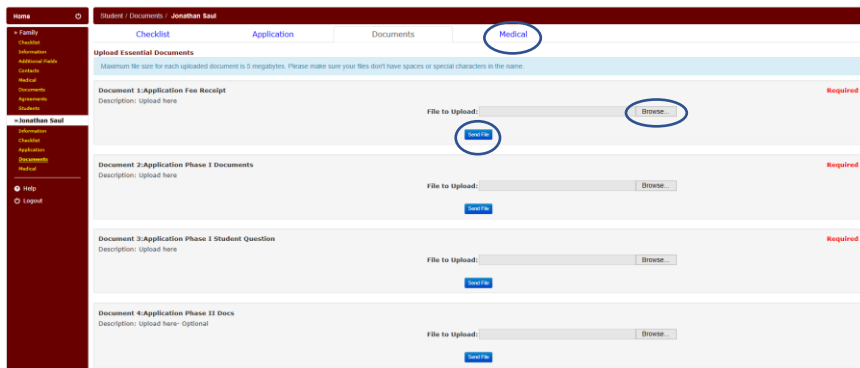
- View Information ensure accuracy, check box marked Information verified click Update and click Application to proceed



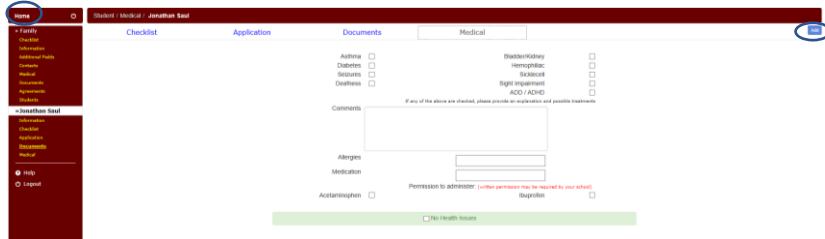
- Complete ALL pertinent data fields for student and Parent Questionnaire, click Update and click Documents to proceed (Authorized Pick-up requires you to enter the Name D.O.B. and State Id # for any party picking up your child's safety)



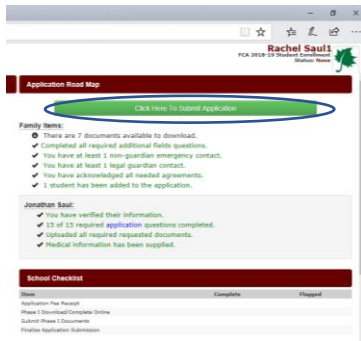
- Use upload portal to deliver copy of Application Fee Receipt and completed Phase I previously downloaded documents. Upload Student Questionnaire, if you so desire you may submit completed Phase II Documents at this point. Click Browse select the file desired then click Send File to complete upload of each file. Click Medical to proceed



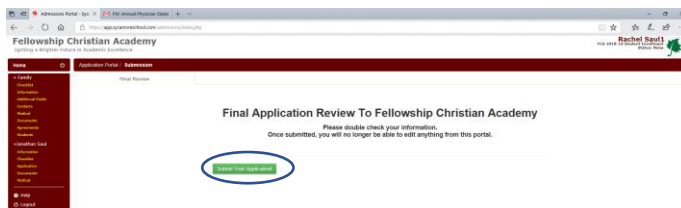
15. Identify and mark any medical issues your child may be facing (including allergies and medication), use the Comments to provide more detail or specify an unlisted health issue. Or click No Health Issues click Add and click Home to submit application



16. Any unfulfilled requirements will be indicated on Application Road Map, otherwise click green Click Here To Submit Application button



17. Click green Submit Your Application button



18. Congratulations! You've completed your application, you will receive email confirmation and follow-up from the Admissions Department

