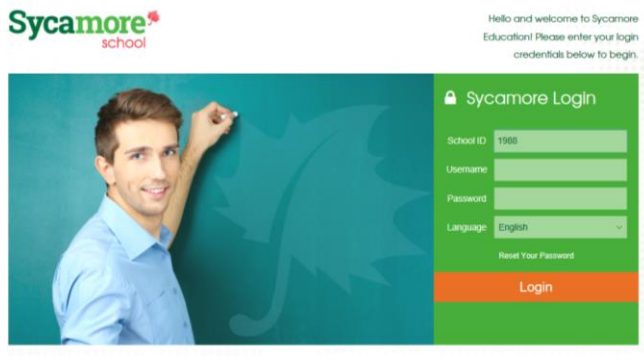


# How to Re-enroll at Fellowship Christian Academy

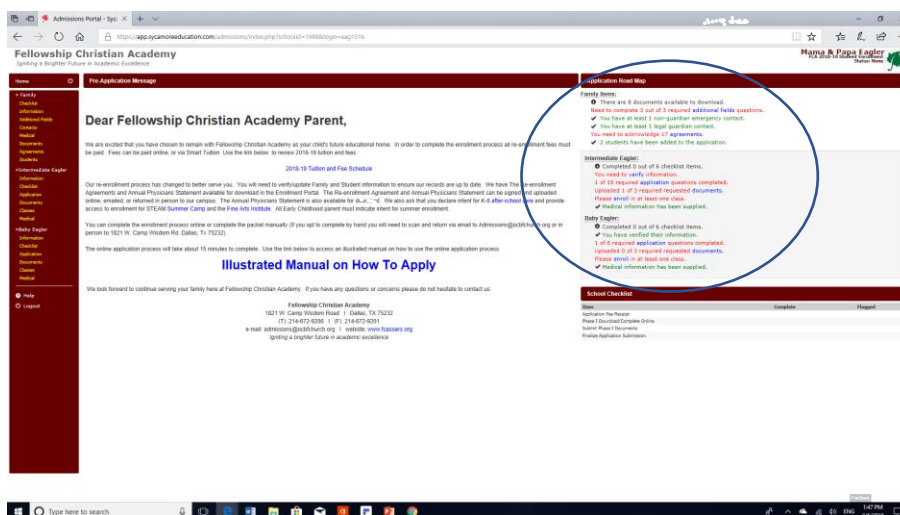
1. Login to Sycamore Education using your existing login, use 1988 as the School ID



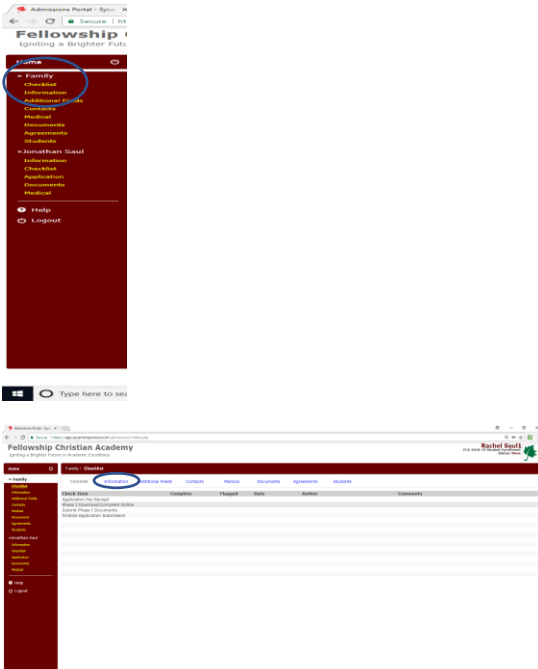
2. Click My School, then click Enrollment, click Online Portal



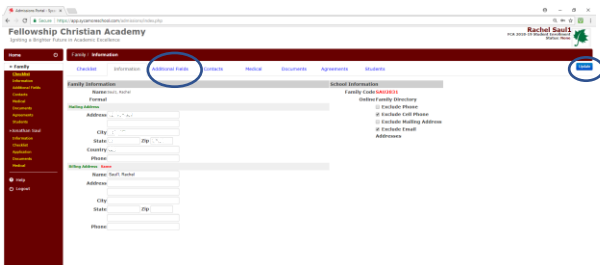
3. As our process has changed, please take note of the Road Map designed to let you know what items need to be completed. We are asking parents to complete each of these fields to ensure our records are current to better serve you



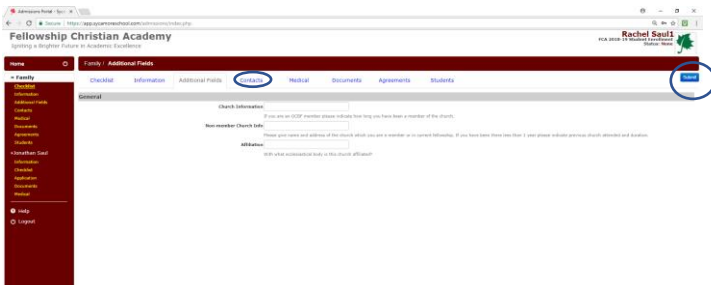
- Use the left-side navigation menu to complete the process. Select Checklist to see tasks needed to complete the application. Click Information tab to begin



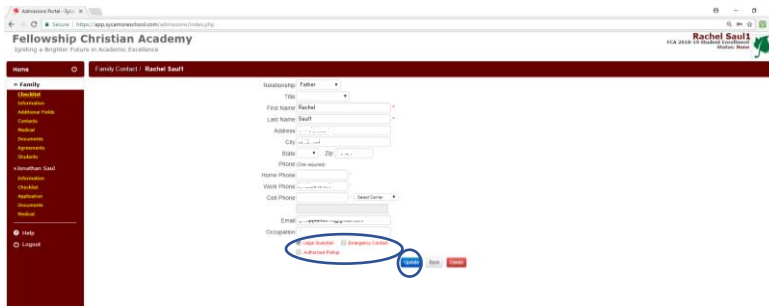
- Verify/Update ALL data fields in information section. Mailing Address should be current residence of applicant and guardians. Billing Address should be entered for financially-responsible party if different than current address. Click blue Update button then click Additional Fields to proceed



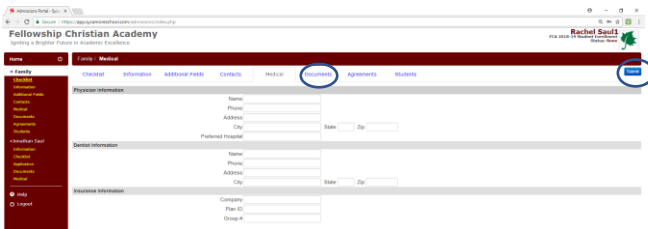
- Enter your current Church information; if an OCBF member enter Yes and how long, if not No, and complete the other fields. Every field should have an entry, use N/A if the field does not apply. Click Submit, then click Contacts



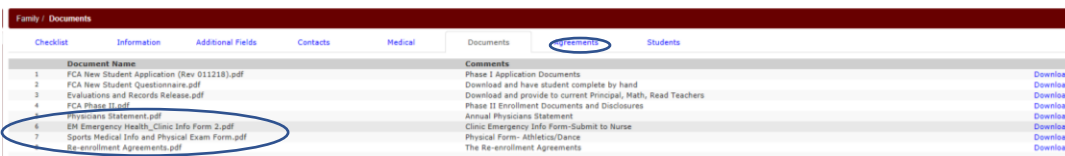
- Click Add Contact button and complete ALL data fields (Add Contact for each parent and guardian of student). Add minimum of 2 Emergency contacts. Add Contact for any persons authorized to pick-up student. Click Update and click Medical to proceed



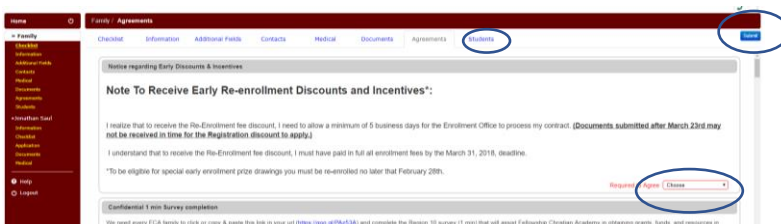
- Complete student Physician/Dental and Insurance information. Click Submit and click Documents to proceed



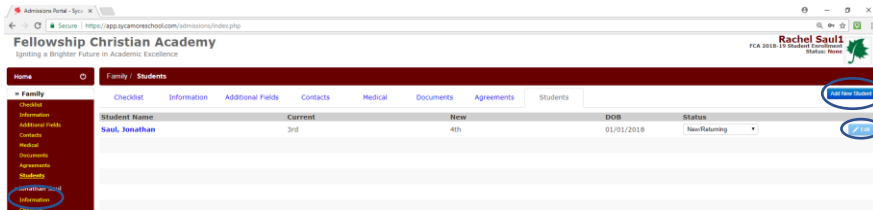
- Download and print Document #5-8 (7 for students involved in Dance/Athletics). Documents #1-4 are for new students at FCA and only needed if you are adding a student. Click Agreements to proceed



- Thoroughly read and toggle Agree to each listed agreement. Contact us if you have concerns with any agreements. Click Submit and click Students to proceed



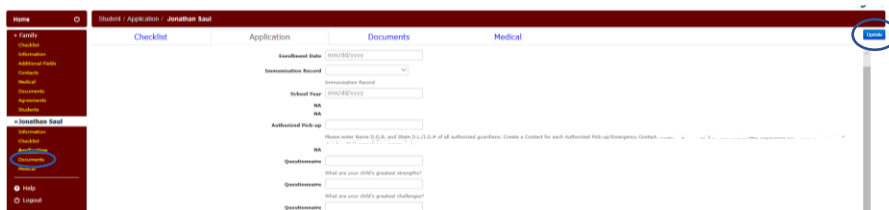
- Use Add New Student button to add a new student attending Fellowship Christian Academy. Complete ALL data fields pertinent to each student. Use Edit button to make changes to any student profile. click Update and click Information to proceed



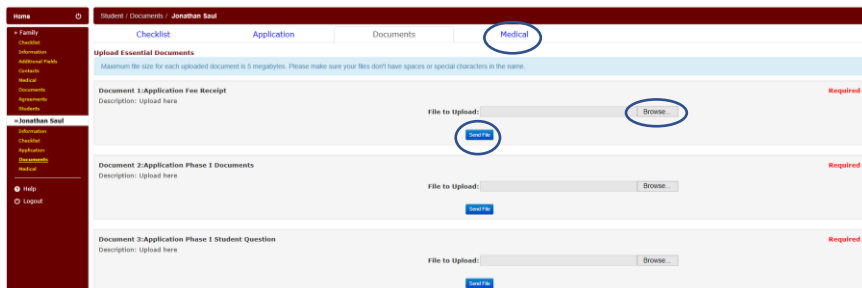
- View Information ensure accuracy, check box marked Information verified click Update and click Application to proceed



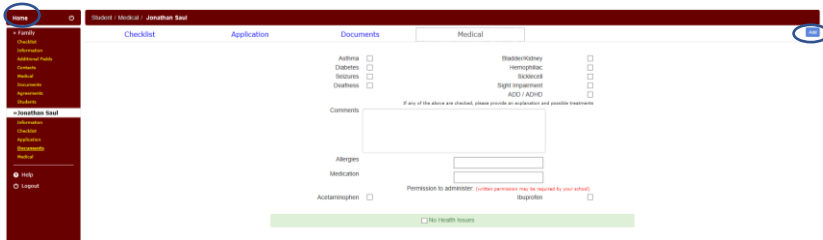
- To better serve your family, we are asking parents to update the Parent Questionnaire. These brief questions should take about 5 minutes to complete. If you do not wish to update this data please enter N/A. Complete ALL data fields for student and Parent Questionnaire, click Update and click Documents 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, OR enter N/A and provide a photocopy of the parties authorized to pick up your child via email to [admissions@ocbfchurch.org](mailto:admissions@ocbfchurch.org) )



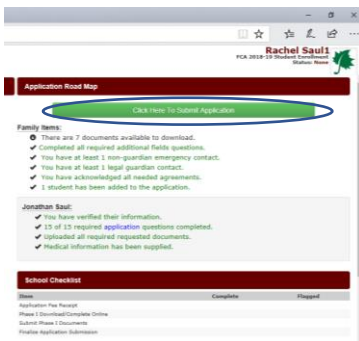
- Use upload portal to deliver any documents for submission. Click Browse to select the file and click Send File to upload each file. Any documents not uploaded at the time of application submission must be submitted via email to [admissions@ocbfchurch.org](mailto:admissions@ocbfchurch.org) or in person. Click Medical to proceed



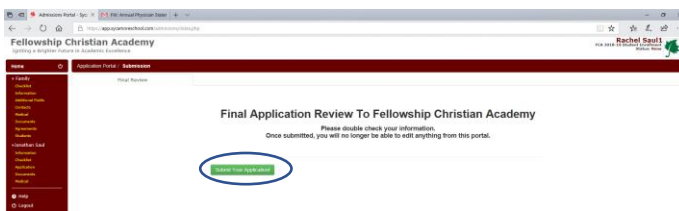
15. Identify and mark any medical issues your child may be facing (including allergies and medication), use the Comments to provide more detail or specify an unlisted health issue. Or click No Health Issues click Add and click Home to submit application



16. Any unfulfilled requirements will be indicated in red 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

