

## Sycamore Notes and Reminders

- ⇒ If you have not yet logged into your Sycamore account, please do so by going to <https://app.sycamoreeducation.com/index.php?schoolid=3283>. If you do not remember your login information please contact the office and we will provide you with the necessary information.
- ⇒ If you have not checked or updated your Emergency contact information please do so by going to the menu on the left-hand side of the screen and clicking on My Family>>Information to verify your address and home phone number. Also, please verify your contacts by clicking on My Family>>Contacts. If you need to add a contact, click on the “New Contact” button in the upper right and add that individual’s information. To verify an existing contact’s information, click on that person’s name to view that person’s address, phone numbers, and email address.
- ⇒ **Enable Messaging**: We strongly encourage all families to enable text messaging and email messaging in their accounts. This will allow us as a school to better communicate important information to you. To enable messaging first click on your name in the “Contacts” screen. Then click on the word “Messaging” on the top of the next screen. Within the “Messaging” tab you will need to check the box next to “Enable Messaging”, this will allow the school to message you via text and email. Then verify that the email address that messages will be sent to is correct. Also, verify that your cell phone number is correct and that you have selected your wireless carrier. After you update this page the wireless carrier drop down menu will go back to saying “Select Carrier” You will know that your information is entered correctly if you see your cell phone number @ your carrier below the drop down menu.
- ⇒ **Pass-A-Note** –

The Pass-a-Note™ feature (or PAN as it is often abbreviated) provides a quick and effective means of communication with faculty, staff, administration, and even other parents. While in Sycamore School, if someone sends you a note, the PAN will pop-up on your screen only if you are logged in and have allowed pop-ups from Sycamore. If you are working in other Windows programs and Sycamore School is not right in front of you on the screen, a box labeled Pass-a-Note may be displayed along the bottom menu bar where other sites or documents are minimized.

After reading your PAN, click on the Close, or Delete button at the bottom. You can also Forward this PAN on to someone else or Reply to the sender using the buttons at the bottom. To print the Pass-a-Note click on the printer icon in the bottom right corner. If you have your PANS configured to pop up, they will continue to do so each

time you log in unless you click the Close or Delete button. If you just close them by using the X at the top right, they will pop up next time.

In **Pass-A-Note | Options** you can select options on how you want to send and receive PANs. If you check Instant Notification, it requires that your Java is up-to-date. Click on the blue link to make sure it is current. You can upload a WAV file to play when PANs come in as well as change the color and add your signature.

To have PAN's forwarded to an email address include the email address and make sure this is checked. They will also continue to pop up at your next login if that is how you Receive PAN's unless you click on the Close button.

Remember to click on the 'Update' button in the upper right-hand corner when finished.

- ⇒ **How to Access Your Child's Grades:** You can view your child's grades from the "School Home" page after logging into Sycamore. Go to the section "My Students" in the upper right corner. When you move the cursor over the student's name a menu appears where you can select "Grades". After you click on "Grades" a window appears listing all of the classes for your child and their current grade in that class. If you want to see all of the individual assignments for a particular class, click on the blue box with the letter grade. You can also access your child's grades by going to My Family>>Students and then selecting the student and clicking on the "Grades" tab.
  
- ⇒ **Accessing Student's Homework Assignments:** Assignments for students in grades K-4 can be accessed in their respective classroom newsletters. The classroom newsletters can be found on Sycamore by placing your cursor over your child's profile on the School Home page and selecting "Schedule". In the schedule select their grade (i.e. 1<sup>st</sup> Grade). This will open the classroom page where you will find the newsletter. Assignments for students in grades 5-8 can be accessed by going to your child's profile on the School Home page and selecting "HW/Assignments".
  
- ⇒ **Where can I find Progress Reports to Sign, Report Cards, NWEA Reports, and Other Student Documents?** To access these items again go to your student's profile and click on "Documents". Here you will find previous grade reviews, NWEA Reports, attendance records, etc that have been placed into your child's permanent record. This is also where you need to go to sign documents such as Grade Reviews and Report Cards. A red pencil indicates that a document requires a signature. Clicking on the name of the document will open the document and allow for a signature. *You can not sign a Grade Review or Report Card in the Sycamore App.*

⇒ **Statements for Tuition/Registration Fees and Lunch:** We will continue to send home statements for Registration Fees and Tuition on a monthly basis. Statements for Lunch fees will be sent home every other Friday. However, you can also access all of this information through your Sycamore account. Go to My Accounting>>Summary to see a list of your accounts. The top portion will show the balance for your family for Tuition/Registration Fees. By clicking on “Tuition/Registration Fees” you can see the fees that were charged for each child and also any payments that have been made toward those fees. Please note that if your balance in “Tuition/Registration Fees” is positive that means you still owe that amount for the school year.

Below “Tuition/Registration Fees” you should see “Cafeteria”. This shows the current balance in your family lunch account. If the number is “green” that means you have money in your account. If the number is “red” negative that is how much you owe for school lunches. If you click on “Cafeteria” you will be able to see all of the charges and payments made toward your lunch account.

⇒ **How to Make a Credit Card or ACH Payment:** We are now able to accept Credit Card or ACH payments for Tuition/Registration Fees and Lunch Fees. To make a payment you must first set up a payment method. To do this go to My Accounting>>Summary and then click on the “Payment Method” tab on the top of the page. Click on the blue “Add Method” button and then complete the information for the type of payment that you would like to make.

After setting up your payment method you can make a payment by clicking on the “Summary” tab and then clicking on the green “Payment” button next to the account you would like to make a payment for. After clicking on the payment button you will need to select the student you want to make a payment for, the method you would like to use, and the payment amount.

\*\*Please note that beginning this school year there are new Registration Fee/Tuition and Lunch Payment Policies going into effect. Please review both of these policies carefully. Unless your Registration Fee/Tuition has been paid in full you will be required to set up a Credit Card or ACH payment option in accordance with the payment plan you selected when registering your child.

If you have questions or need assistance with any of the items mentioned on this page or anything else with the Sycamore system please do not hesitate to contact the school office.