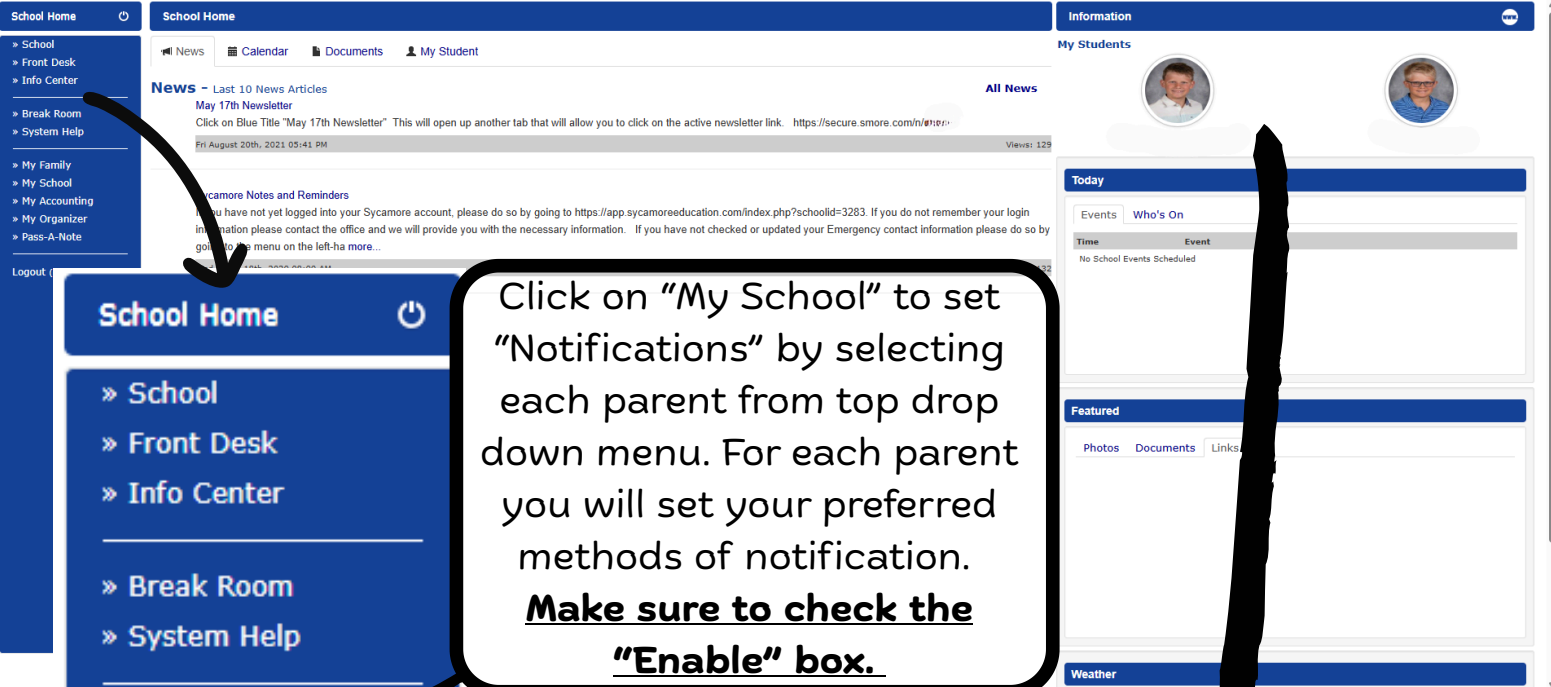


Sycamore Quick Start Guide for Parents

You must access via our school's unique link. This can be found on lcsaints.net under "Academics". You may also go to Sycamoreleaf.com, and click on the "Login" button. Then enter our School ID 3283, Username, and Password.



Click on "My School" to set "Notifications" by selecting each parent from top drop down menu. For each parent you will set your preferred methods of notification. **Make sure to check the "Enable" box.**

Click on "My Accounting" then "Summary" to check account balances and add money to accounts.

Use Pass-a-Note to easily communicate with teachers, staff, and the front office. **To receive an email when you are sent a Pass-a-Note click "Options" then check the box next to "Email Option" and enter your preferred email address.**

Clicking on a child's individual photo allows you to see their grades, sign grade reviews under "Documents", as well as check schedules and attendance.

