

Parents/Families: Re-Enrollment

It is time to re-enroll your students for the 2025-26 school year! **PLEASE ADD ANY NEW STUDENTS AT THIS TIME FOR ANY GRADE LEVEL, INCLUDING PRESCHOOL!** Please know our current families are our top priority, and you will be allowed two weeks to re-enroll your child(ren) prior to enrollment opening for new families. Re-enrollment instructions are found below.

Important points to note:

- The online Sycamore re-enrollment process, along with the \$50 registration fee per student, must be completed by Monday, November 18, 2024, or consideration will be given to new families or the next person on the waitlist.
- Any current family experiencing financial hardship during this re-enrollment period should complete the online portion of re-enrollment and then contact Mrs. Helen Hayes at h.hayes@ndasaints.org.
- **Please be sure to add any NEW incoming student to your re-enrollment, including those who will be attending St. Lawrence Preschool as a sibling to a current NDA or St. Lawrence family, at this time.**
- If you've not done so already, please complete the CEF tuition application process on or before November 30th for first-round consideration by visiting ceflou.org.

Please read the instructions carefully to complete your re-enrollment.

Log into your Sycamore Family Account using a web browser; this process cannot be completed using an app. Make sure your browser allows pop-ups. You will be able to re-enroll your students under **My School | Enrollment | Online Portal**, located on the menu on the left-hand side of your screen. **Please do NOT type in all CAPS.** Make sure to follow the instructions carefully. If you stop in the middle and leave the page, you will be able to come back and complete it at a later time.

My School | Enrollment | Online Portal

You will **NOT** need any documents for re-enrollment. If you are adding a NEW student to your existing family, you will be able to upload required documents as you proceed through the enrollment screens.

You will review the data in Sycamore for re-enrollment. The pages will be pre-inhabited with the current year's data, but you will have the option to edit, delete and add information.

Click on "Admissions" then select your student and review/complete the following screens:

- ❖ Student General Information
- ❖ Student Medical Information
- ❖ Student Additional Information
- ❖ Agreement (Photo release permission)
- ❖ Attachments (ONLY if adding a new P3 or PK student)
- ❖ Documents (ONLY if adding a NEW student)
- ❖ Family General Information
- ❖ Family Contacts
- ❖ Family Additional Information
- ❖ Family Medical Information
- ❖ Review
- ❖ Submit Application

Note: Those registering new students in St. Lawrence Preschool will see **PK3** as the indicator of the 3-year-old Program and **Preschool** as an indicator of the 4-year-old Program.

****Please make checks out to NDA for students attending NDA and to St. Lawrence Preschool for students attending St. Lawrence Preschool.****

When completing/returning the school re-enrollment process, please submit the following:

- 1. \$50 per child pre-registration fee (non-refundable unless we have no space)**
- 2. To Pay your Registration Fee by credit card, please return to your Sycamore Family Account Home Page and scroll down until you see the "Payments" box on the right-hand side. Click on the Enrollment fee option that fits with how many students you are enrolling for next year. Follow the instructions to pay via PayPal. There will be a \$3.00 convenience fee assessed for each transaction.**
- 3. You may mail your fee to the school office at NDA 1927 Lewiston Drive Louisville, KY 40216 OR you may drop your fee off at the school office Monday - Friday from 8:00 - 3:00. (The school office will be closed for drop-off during Thanksgiving and Christmas Break.)**

Financial questions, including hardship financial issues? Please contact Helen Hayes at h.hayes@ndasaints.org. Online issues/questions? Please contact Katy Buerger at k.buerger@ndasaints.org. Thank you!

- **The re-enrollment application/fees must be completed/turned in by Monday, November 18th or consideration will be given to new registrants or the next person on the waiting list. Any re-enrollment received after November 18th will be placed on a waiting list as open spots dictate.**
- **Please be sure to add any incoming student, including any attending St. Lawrence Preschool NOW.**
- **Any family experiencing financial hardship during the re-enrollment period should complete the**

re-enrollment process and then contact Mrs. Hayes (NDA) or Mrs. Stewart (St. Lawrence Preschool).