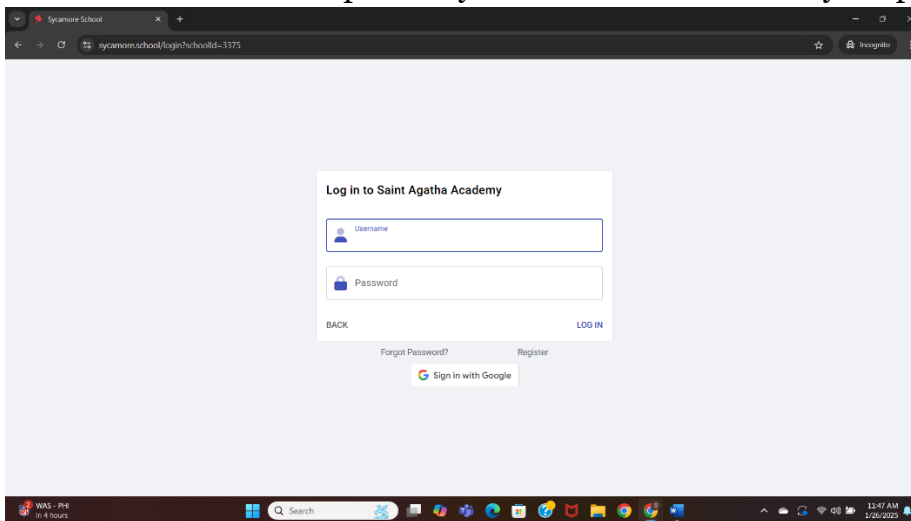


St. Agatha Academy  
Re-enrollment Process  
2025-2026

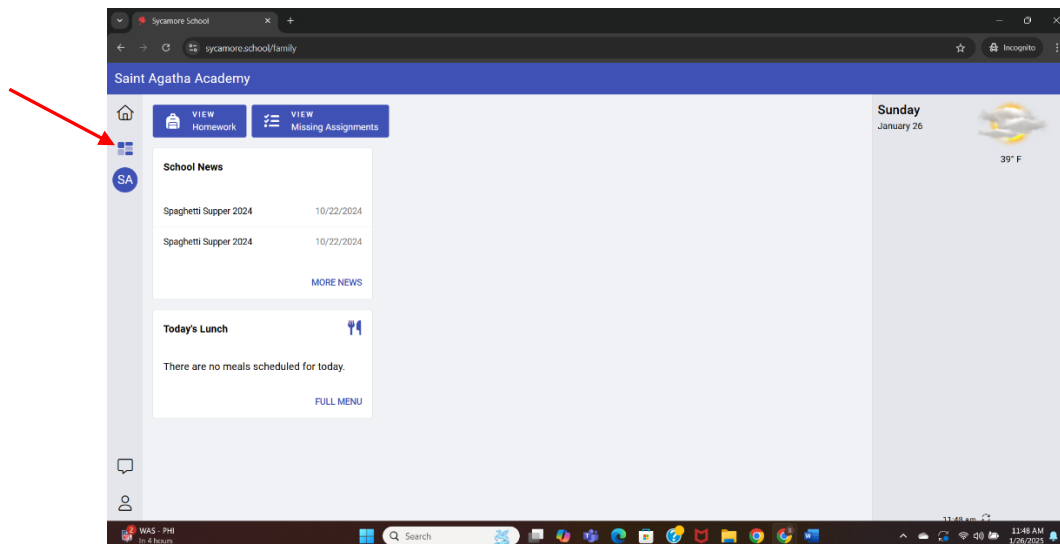
1. Use the following link to re-enroll for school year 2025-2026. **Families who complete the re-enrollment process by February 7, 2025 (complete all enrollment documents in Sycamore and pay \$150 registration fee) will be entered to win a gift certificate to Lomas at the Opera House in Winchester.**

<https://sycamore.school/login?schoolId=3375>

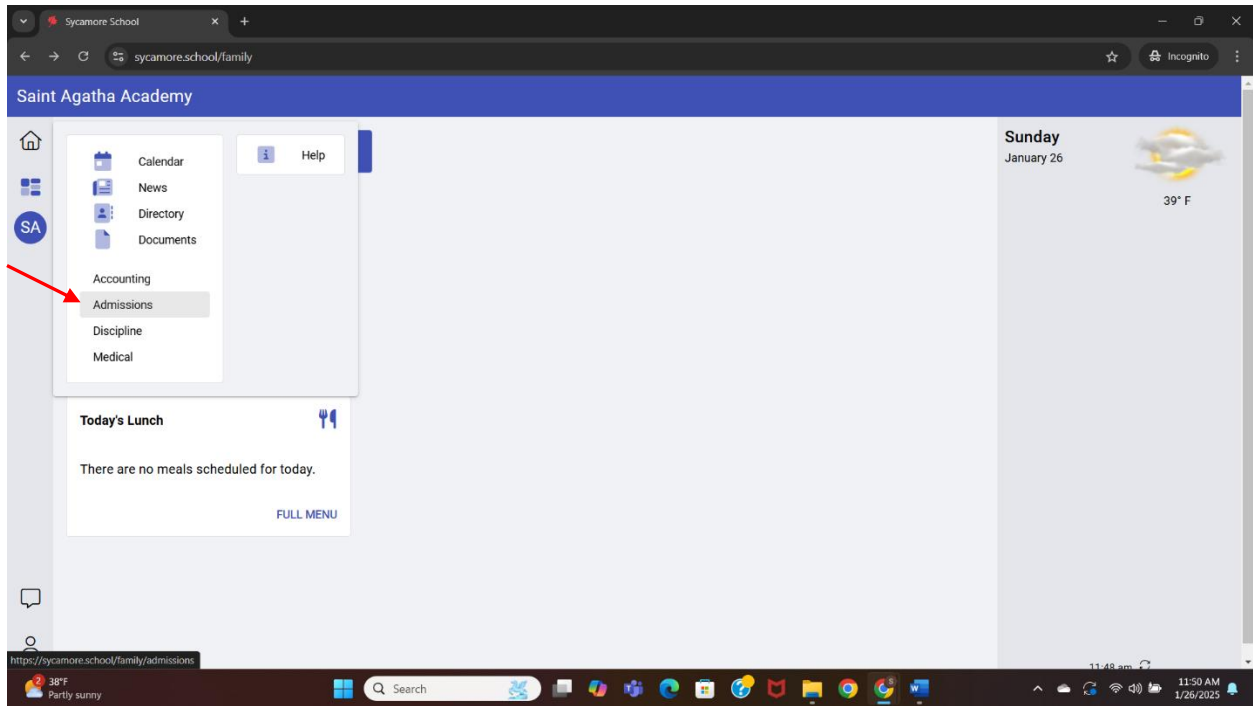
2. Log in to Sycamore and enter your user name and password. If you have forgotten your user name and password, contact Mrs. Gilbert in the office at 859.744.6484. She can provide your user name and reset your password.



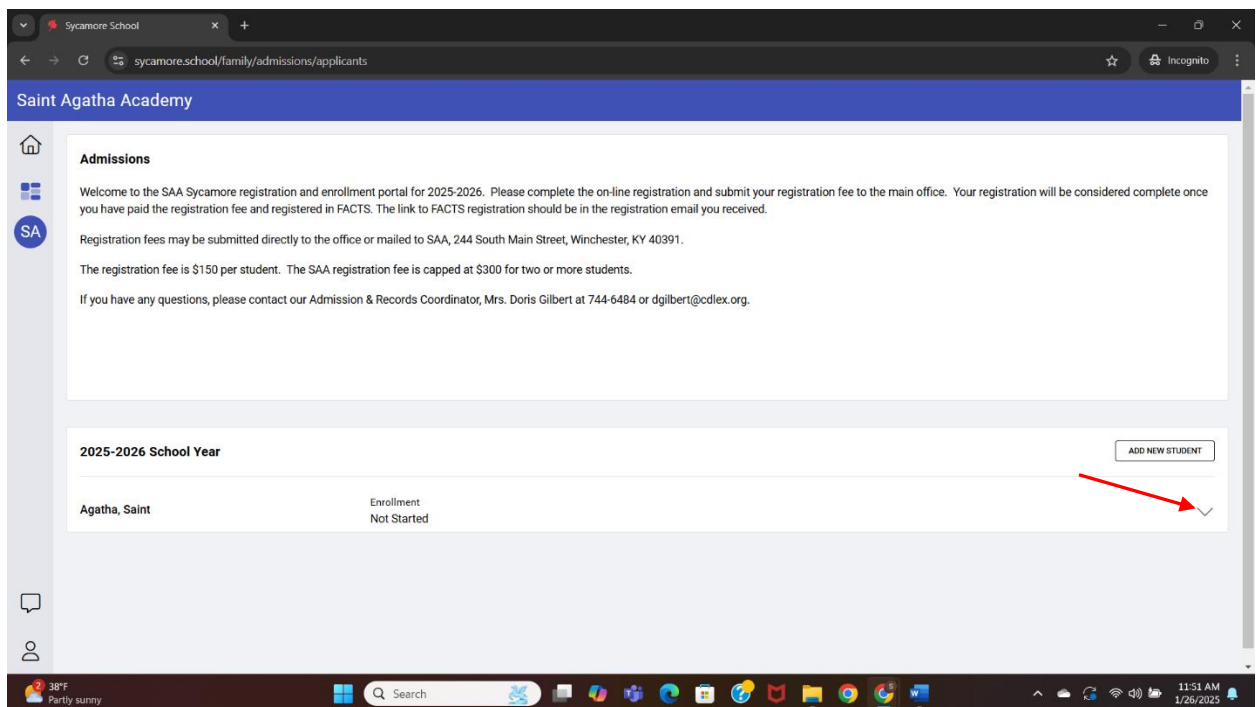
3. Click on the blue blocks under the icon of the school on the left-hand side of the screen.



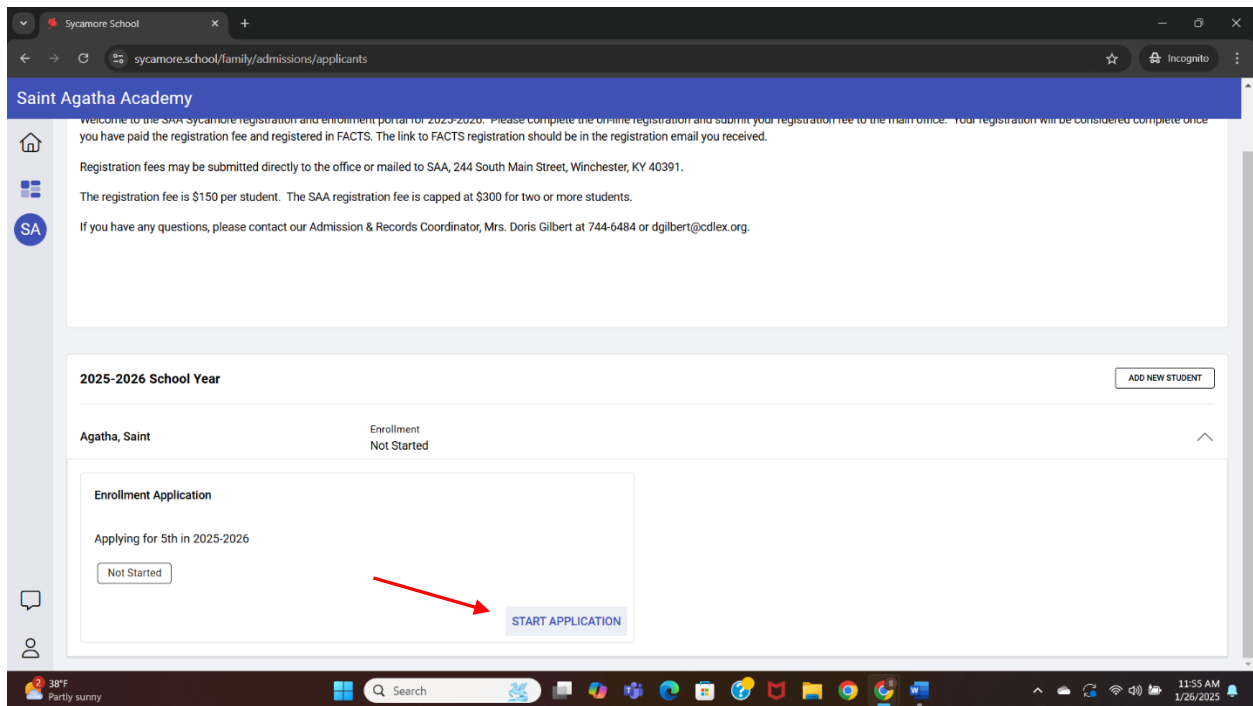
#### 4. Click ADMISSIONS



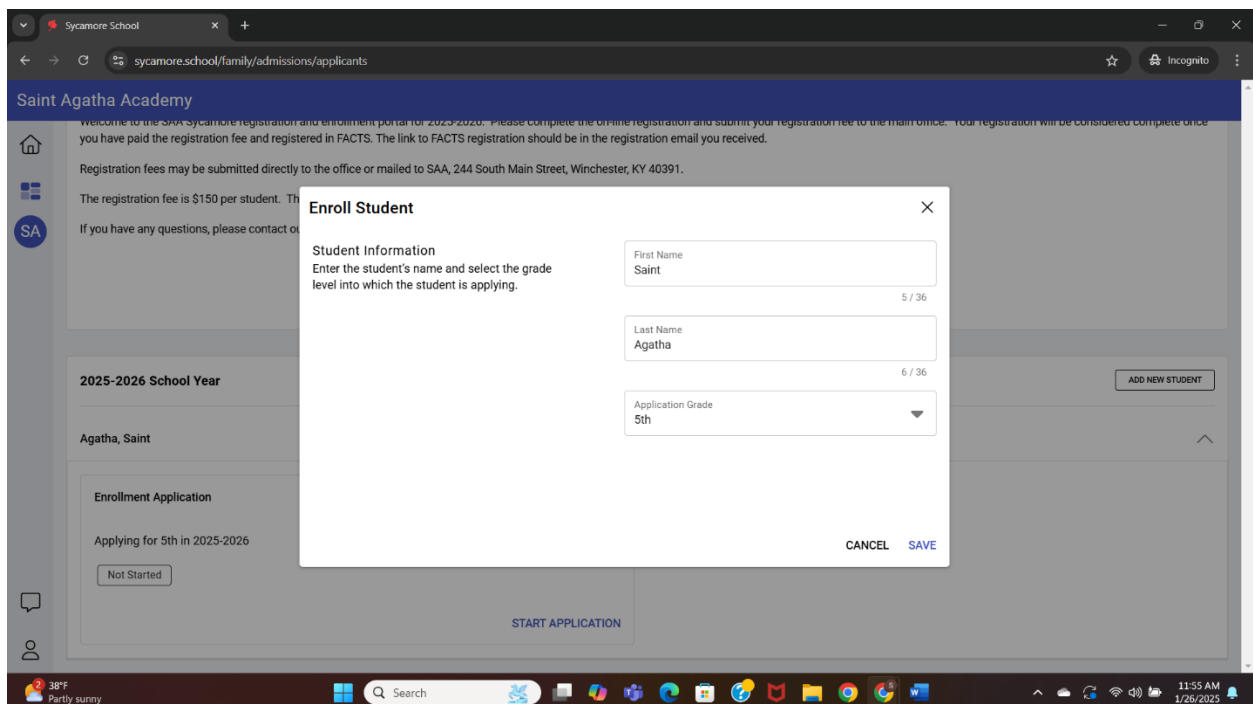
#### 5. Student names who have previously enrolled will be listed at the bottom of the screen. Click the drop-down arrow to the right of the student's name.



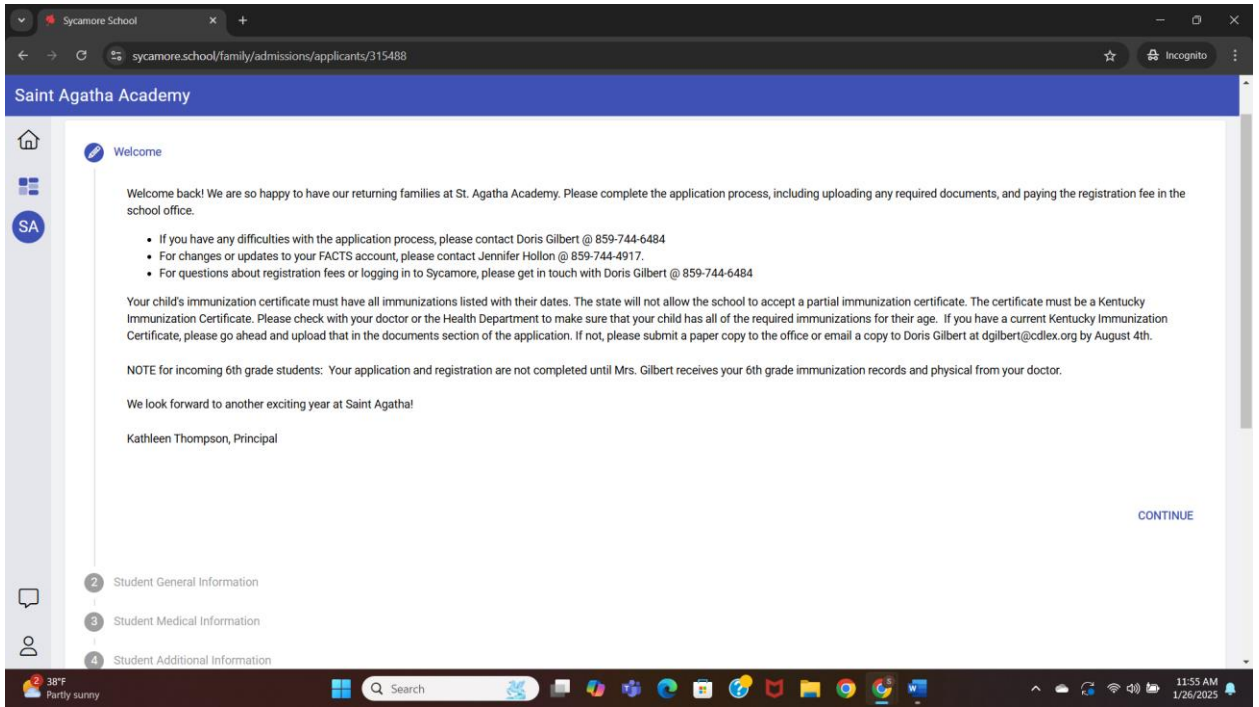
6. Click **START APPLICATION** The Enroll Student screen should appear.



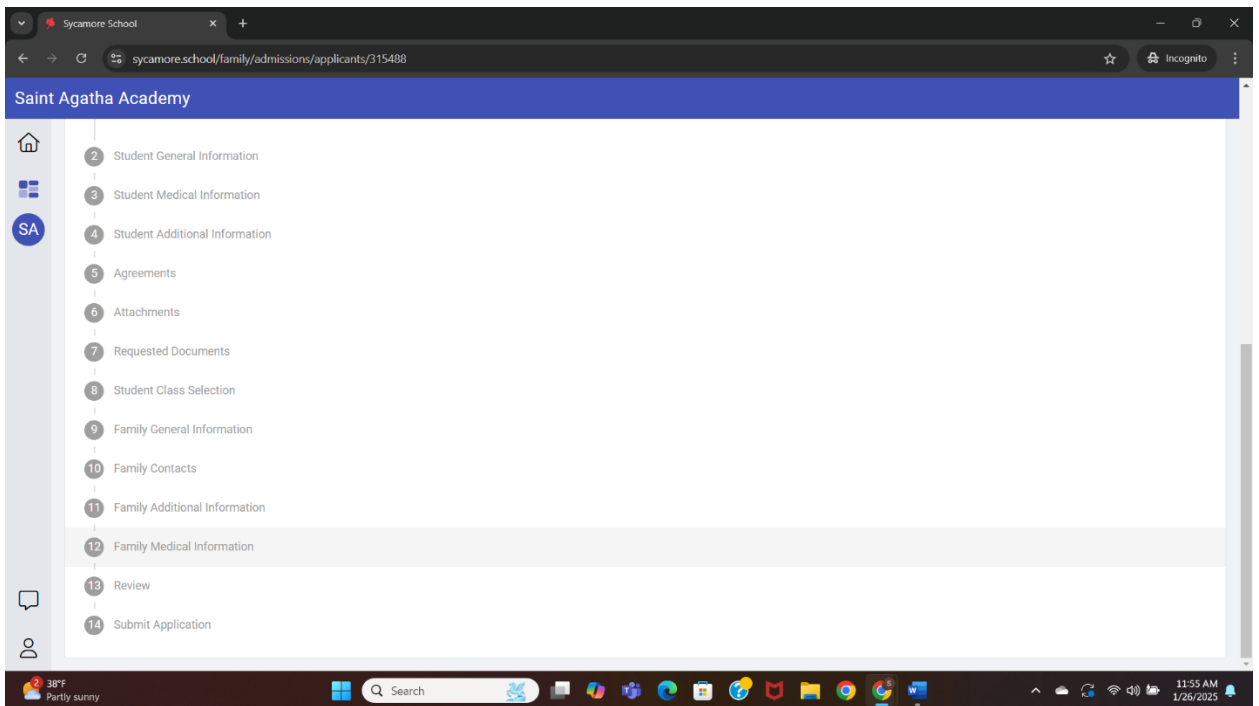
7. Student name and grade level for 2025-2026 should appear.



8. Click **SAVE**. The application should open with a welcome letter.



There are 14 items to read and complete. Make the necessary changes – don't skip sections!



9. SAVE and SUBMIT

10. Bring the registration payment of \$150 to the office. Registration fee is capped at \$300 for two or more students.

Registration deadline is Friday, February 7, 2025. Registrations fees must be turned into the office by February 7<sup>th</sup>. **After February 7<sup>th</sup>, registration fee for returning students is \$250 for each child, with a family cap of \$500 per family.**

**Tuition rates for 2025-2026 may be found at the following link on the St. Agatha Academy webpage.**

**<https://www.saintagathaacademy.org/prospective-families/tuition-fees/>**