

## Re-Enrollment

### Current School Families

To hold a place for your child(ren) for the 2018-19 school year, all families must complete the online re-enrollment.

- **The fee is \$65 per student.**
- **You must pay online.** You will be able to select the option to pay by electronic check (ACH) – no additional fees are incurred, OR pay by credit card and incur a 2.25% convenience fee. **No checks will be accepted.**

*Please read the following directions in their entirety. Some steps have changed.*

#### **To pay your family's Re-Enrollment Fees . . .**

Log into the main portion of Sycamore by [clicking here](#). (The school code is 2926.)

- On the left side of the home page, please click on ***My Accounting***, then ***Summary***.
- At this point, you will see a **green button** to make a payment. Please **DO NOT Select a Student**. (Leave that field blank.)
- You will need to put in the amount that you are paying.
- The fee is \$65 per current student. (2 students = \$130; 3 students = \$195; 4 students = \$260)
- **Please remember that you are only re-enrolling CURRENT SMM students who will be returning to SMM in the fall for the 2018-19 school year.**
  - Parents of 8<sup>th</sup> grade students, please do not re-enroll them for the 2018-19 school year.
  - If you have a child that will be a **new** student to SMM (entering JK, Kindergarten or any other grade), you must complete a new student application for enrollment with the school office. Applications are now available and should be submitted between 5:30 – 7:30 pm on Monday, January 29 in the Hospitality Room.

**The re-enrollment process must be completed by Friday, January 19 to hold a spot for your child(ren) for the 2018-19 school year.**

*In early May you will complete your child(ren)'s 2018-19 enrollment by submitting updated documents and paying the School Book Fees.*

Thank you so very much for completing this in a timely manner. Please let us know if you have any questions.

St. Margaret Mary School Office  
[school@stmm.org](mailto:school@stmm.org)  
502-426-2635