

## Re-Enrollment Current School Families

To hold a place for your child(ren) for the 2019-20 school year, all families must have submitted a 2019 stewardship card to the parish office **and** 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.*

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

Log into the main portion of Sycamore by [clicking here](#).

- Now select **My Accounting** on the left side of the page.
- Select **Summary**. Note: The line item will read 2018-19 School Year. The balance will reflect the total amount owed for **your family**.
- Across the top of the page, please select **Payment Methods**. On the top, right corner of the page, please select the **blue box that reads Add Method. There are two tabs to choose from**. You will now be able to input your:

Option 1: Credit card information (2.25% convenience fee)

**OR**

Option 2: Checking account information to utilize FREE payment via eCheck.

- Once your payment information is complete, go back to the Summary tab (across the top of the page).
- There will now be a **green Payment** button that you may select.
- **In the drop-down box, please DO NOT SELECT A STUDENT.** This area needs to be **left blank**. Your entire family's expense has already been calculated; selecting your students individually will result in double billing.

**Please remember that you are only re-enrolling CURRENT SMM students who will be returning to SMM in the fall for the 2019-20 school year.**

- Parents of 8<sup>th</sup> grade students, please do not re-enroll them for the 2019-20 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 p.m. on Monday, January 28 in the Hospitality Room.

**The re-enrollment process must be completed by Friday, January 18 to hold a spot for your child(ren) for the 2019-20 school year.**

*In early May you will complete your child(ren)'s 2019-20 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  
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