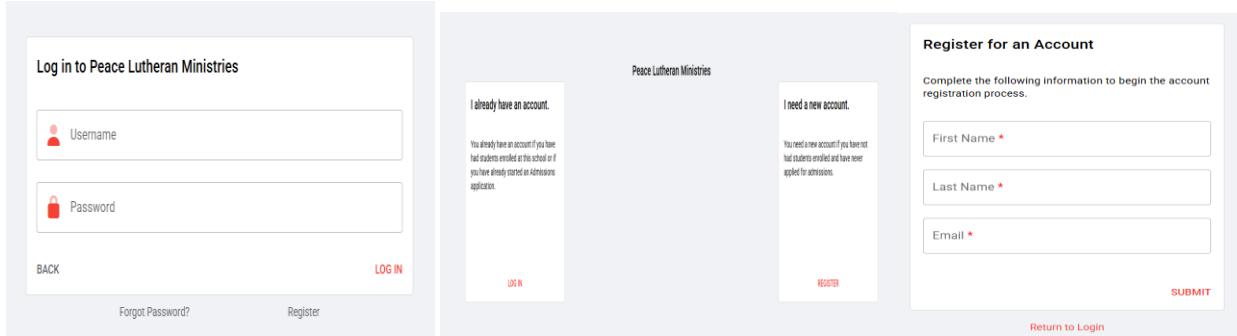


## 2026/2027 Peace Lutheran School New Student Registration

Go to <https://sycamore.school/login?schoolId=3008> (best if completed on a computer)



The image shows three screenshots of the Peace Lutheran School registration process. The first screenshot is the 'Log in to Peace Lutheran Ministries' page, featuring fields for 'Username' and 'Password', and links for 'BACK', 'LOG IN', 'Forgot Password?', and 'Register'. The second screenshot is a confirmation page for existing users, showing 'I already have an account.' and 'I need a new account.' options, with 'LOG IN' and 'REGISTER' buttons. The third screenshot is the 'Register for an Account' page, which includes fields for 'First Name \*', 'Last Name \*', 'Email \*', and a 'SUBMIT' button. A 'Return to Login' link is also present at the bottom of this page.

Click Register under the login and then under I need a new account

Then put in a parent's information here, and then you will be sent an email with a link to complete the registration.

### Important Information

- 1) Complete the Family 1 contact and then add the second parent/guardian under add second contact
- 2) Create a password and click save
- 3) Click on the add new student
- 4) Enter students' information and click save
- 5) **Please review and update all the information in detail as once the application is submitted you cannot change any of the information.**
- 6) Click Continue to move forward in the application.
- 7) Agreement – Click on the name to read the agreement in detail, respond, and save.
- 8) Requested Documents – If you are applying for the Wisconsin Parental Choice Program submit your proof of residence dated in January here.
- 9) The address that is on the proof of residence is what needs to be inputted into your mailing address.
  - a. If you have a different address that you would like the school use to mail you items, please input this in the billing address.
- 10) Update the family contacts – click on the individual name to verify their information and change if needed.
  - a. Primary is the Parents/Guardians
  - b. Emergency is who we can call after the parents/guardians if your student is sick.
  - c. Contact authorized to pick up is anyone that can pick up your student on a regular basis – you can message [attendance@peaceantigo.org](mailto:attendance@peaceantigo.org) if someone needs to pickup your student that is not included on the list.

- 11) Background Check is the last time that we ran your background check. If you would like to volunteer, a background check and training need to be completed every 2 years.
- 12) Review will let you know if there are any errors.
- 13) Book & Tech Fee – This is the amount due for all students.
  - a. If you are applying for the Wisconsin Parental School Choice Program, please wait until you are notified of status.
  - b. This can be paid in the office, by sending a marked envelope with your student, or online at <https://secure.myvanco.com/L-Z4NF/campaign/C-12A8T>