



Sycamore Parent Information

1. Login to Sycamore. The school code is "1437". If you do not have your username and/or password, please contact Heidi Gangel in the Academy Office.
2. Once logged in, there will be a person icon in the top right of your screen. If you hover over the icon with your cursor, your student(s) name(s) should appear. Click on the student you would like to see.
3. A new window will open with your student's profile. If a new window does not appear, check your browser's settings to enable pop-ups from Sycamore Education.
4. The main page of your student profile, or the "General" tab, contains general student and school information, as well as upcoming, current, and missing assignments.
5. The next tab is "Documents". This is where your student's Progress Reports and Report Cards are posted. Please note that all of these documents will open as a .pdf in a new window. Again, please make sure pop-ups are allowed for this site in order for you to be able to access these documents.
6. The next tab is "Grades". This is where you will see your student's *posted* grades. On this page, you can click on the class to open the class page in Sycamore. The class page will open as a new **tab** in your internet browser. The class page has useful information and news, so it is encouraged for you to regularly visit your student's class page(s).
 - a. You can also click on the letter grade for a class (blue button) to see specific assignment grades.
7. The next tab is "Schedule" where you can see your student's semester 1 and semester 2 class schedules. The tab opens with the classes in a "List" view, but it may be easier to read if you switch it to the "Matrix" view.
8. The last tab is "Attendance". Please note that for Upper School, attendance is only entered for Homeroom. The absence, tardy, and present numbers represent the whole school day, not for individual classes. You can click on the "tardies" and "absences" buttons to see specific dates that your child was marked tardy or absent.
9. If you notice any of your contact information needing to be updated, please contact Heidi Gangel in the Academy Office. It is important for us to be alerted of any contact updates so you can continue to receive school communications.