



Zion-Concord Lutheran School

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What is Sycamore?

Sycamore School is our school's information portal that allows families to complete the following actions:

1. Access important documents related to our school.
2. See your student's final trimester grades (weekly grades are kept on Google Classroom).
3. Communicate with our teachers and/or staff through Pass-A-Note
4. Order Hot Lunch
5. Complete your tuition, educational fee, milk fee, hot lunch, summer camp, yearbook, or extended care financial obligations.
6. View our school calendar.
7. Check Extended Care Sign-in and Sign-out times.
8. Verify your student and family information that we use as a school.

We encourage you to take advantage of these various features as they are meant to make your life, as one of our families, much easier at Zion-Concord Lutheran School.

Logging in for the 1st Time.

1. Go to app.sycamoreschool.com
2. Our School ID is **2966**
3. Your family's username is _____.
4. Your family's initial password is _____.
5. Upon logging in, you may be asked to change your password to a higher security option.

Adding a Payment Method

Before making a payment on any of your school accounts, you must first add a payment method. Remember payment by credit card will incur a 2.5% service fee. This does not apply to e-checks. **No payments can be made until this step is completed.** To do this, complete the following steps:

1. In the blue column on the left, select the **My Accounting** tab.
2. Under the **My Accounting** tab, select the word **Summary** which is typed in yellow.
3. Your various school accounts will be displayed on the screen along with the balances. Above these balances, there are four tabs titled **Summary**, **Invoices**, **Billing**, and **Payment Methods**.
4. You must select the **Payment Methods** tab.
5. Once selected, there is a blue button in the top right corner that says, **Add Method**, select this.
6. This will allow you to keep a credit card or bank and routing number on file. The option to pay for each of your accounts, including hot lunch and childcare, will now become available back on the **Summary** tab screen. Without a valid payment registered, the option to pay balances will not be available.

Making a Payment

Once a payment method has been added, making a payment through Sycamore is very easy.

1. In the blue column on the left, select the **My Accounting** tab.
2. Under the **My Accounting** tab, select the word **Summary** which is typed in yellow.
3. Your various school accounts will be displayed on the screen along with the balances. Above these balances, there are four tabs titled **Summary, Invoices, Billing, and Payment Methods.**
4. Click the green **Payment** button for any account and another window will pop up with further instructions to complete the payment on that account.

Ordering Hot Lunch

Again this year we are requesting that **ALL** families place their hot lunch orders and complete payment through Sycamore.

To order hot lunch, complete the following steps:

1. In the blue column on the left, select the **My Accounting** tab.
2. Under the **My Accounting** tab, select the word **Cafeteria.**
3. Under the tab labeled as **Cafeteria**, select the word **Orders** which is typed in yellow.
4. When you are on the order screen, there are a few drop-down menus on the top. Please be sure that the Cycle Year is current and that the Lunch Cycle menu has the correct month. If it is not the correct month for your order, please choose it from the drop-down menu.
5. For each day, select the lunch that you would like to order, by using the drop-down arrow to the right, and the quantity. The majority of the time, this number will be 1. In some cases, a student may want more than one hamburger or slice of pizza.
6. On certain days, there is more than one option for a hot lunch choice. Please carefully select the choice that your child wants.
7. After selecting each of the lunches that your child would like for that cycle, please click on the blue **Update** button then click on the green **Make Payment** button on the top right corner of the screen. A window will pop up with further instructions to complete the payment on the account.
8. Hot Lunch orders will not be processed without a payment being completed.