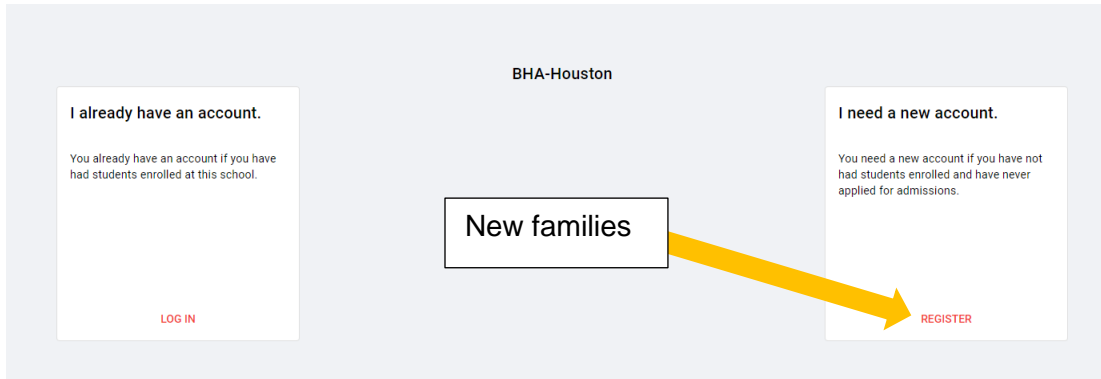


## New enrollment via Sycamore

We are pleased to announce that the 2023-24 enrollment and admissions process will be completed on Sycamore. This will help streamline the admissions process.

By clicking on the new enrollment link, parents will be asked register and create a sycamore account.



Enter the following details:

The screenshot shows the "Register for an Account" form. It has the title "Register for an Account" and the instruction "Complete the following information to begin the account registration process." There are three input fields: "First Name \*", "Last Name \*", and "Email \*". A red "SUBMIT" button is at the bottom right, and a red "Return to Login" link is at the bottom left. A yellow arrow points from the "SUBMIT" button to the right.

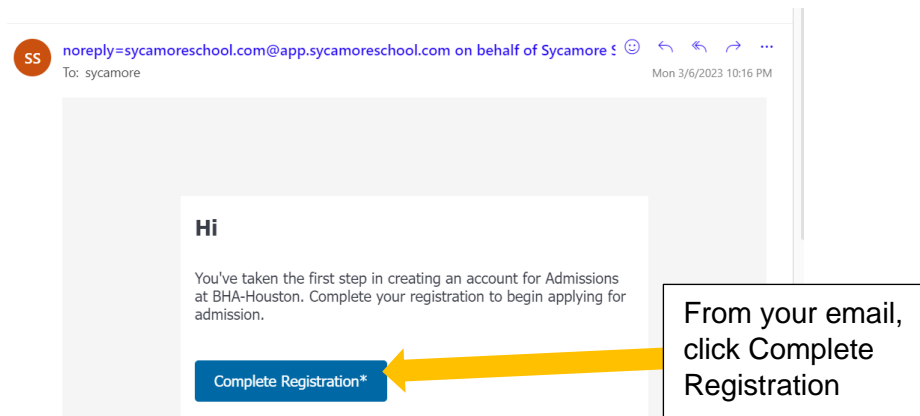
\*\*\*Once you have created your Sycamore account, please save your login details as you will require them during your child's enrollment at BHA-Houston\*\*\*

### Thank you!

An email from Sycamore School has been sent to the address you entered. Please allow for up to 5 minutes for the email to be delivered.

[RETURN TO LOGIN](#)

After clicking submit, you will receive an email to complete the process to set up your account with Sycamore:



Please enter all required information:

**Create an account for your family**

Family Contact 1

Title

First Name

Last Name

Country  
United States of America

Address

Address 2

City

State Zip

Home Phone

Work Phone

Cell Phone

Email

Relationship

Add Family Contact 2 ADD SECOND CONTACT

**Password**  
Enter a password of 8 to 16 characters long that includes at least one letter, one number and one of the following symbols !@#\$%^&\*()-+=~?.

Password / 0 / 16

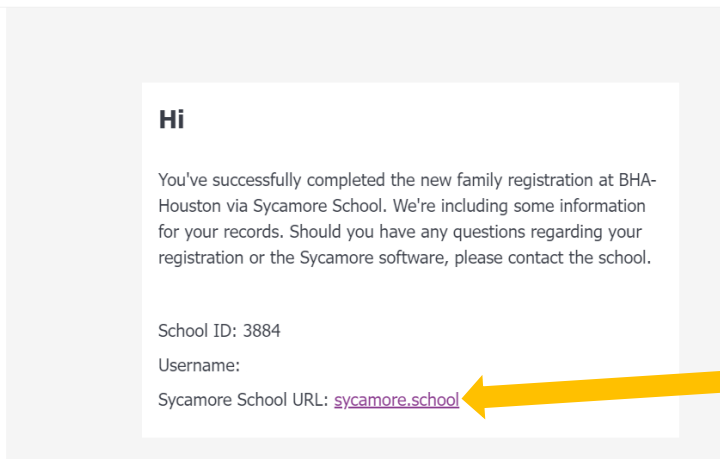
Confirm Password / 0 / 16

I agree to the Sycamore Education [Terms of Service, Acceptable Use Policy and Privacy Policy.](#)

SAVE

After clicking SAVE, another email will be sent with your login details:

New Account Created for BHA-Houston



Click on the link to open your admission page.

Click on the link to open the admission page on Sycamore:

**BHA-Houston**

**Admissions**

As-salāmu 'alaykum

If you have any questions regarding admissions, please email [admission@bhahouston.org](mailto:admission@bhahouston.org)

**2023-24 School Year**

[ADD NEW STUDENT](#)

First Save the students name and the grade they will be entering in the 2023-24 school year. Please note BHA-Houston's cut-off date for Toddler and Montessori program:

- Toddler: must be 15 months old by Oct 1<sup>st</sup>, 2023
- Pre-school: must be 3 years old by Oct 1<sup>st</sup>, 2023
- Pre-kindergarten: must be 4 years old by Oct 1<sup>st</sup>, 2023.
- Kindergarten: must be 5 years old by Oct 1<sup>st</sup>, 2023

**Add New Student** ×

**Student Information**  
Enter the student's name and select the grade level into which the student is applying.

First Name  0 / 36

Last Name  0 / 36

Application Grade

[CANCEL](#) [SAVE](#)

Once you have entered the student and grade for 2023-24 school year, you will be able to start the enrollment process.

**Welcome**

As-salāmu 'alaikum

Please complete the steps and pay the admission fees to start the new enrollment process. There are 2 steps to the Sycamore enrollment. Step 2 will follow after testing process.

If you have any questions regarding admissions, please email [admission@bhahouston.org](mailto:admission@bhahouston.org)

**CONTINUE**

- 1 Welcome
- 2 Student General Information
- 3 Student Additional Information
- 4 Attachments
- 5 Requested Documents
- 6 Family General Information
- 7 Family Contacts
- 8 Family Additional Information

Activate Windows  
Go to Settings to activate Windows

Continue to complete the application.

**Student General Information**

**Student Name**

First Name \* 5 / 36

Middle Name 0 / 24

Last Name \* 4 / 36

**Student Basic information**

Date of Birth \* Application Grade \*

Gender \* X ▼

Ethnicity \* X ▼

Race X ▼

**BACK CONTINUE**

Please complete all fields.

Under Attachments, please Click the link to follow the steps.

Click the link to follow the steps to submitting the enrollment fees.

**Attachments**

Title	Description
<a href="#">Record Release Form</a>	Previous school records release form
<a href="#">2023-24 New-enrollment fees</a>	Application, new family enrollment and testing fee
<a href="#">BHA-Houston Fee Structure &amp; School Dues 2023-24</a>	Breakdown of BHA-Houston's fee structure & school dues

[BACK](#) [CONTINUE](#)

Please upload any documents required.

**Requested Documents**

Title
<a href="#">Birth Certificate</a>
<a href="#">Immunization Records</a>
<a href="#">Parents/Guardians ID</a>

**Immunization Records**

Updated Immunization Records

File

[CANCEL](#) [SAVE](#)

We require all families to enter at least one non-primary Emergency contact information. Families can add as many as needed.

**Family Contacts**

[NEW CONTACT](#)

One non-primary Emergency Contact is required.

Name	Primary	Emergency
	✓	✓

[BACK](#) [CONTINUE](#)

Once all steps have been completed, click review. This section will show you if you have any documents or information missing to complete.

 Review

The following information must be corrected before the application can be submitted:

Requested Documents

Immunization Records

Parents/Guardians ID

[BACK](#) [CONTINUE](#)

 Review

The following information must be corrected before the application can be submitted:

Student Additional Information

Allergies

Medical Alert

Medical Insurance Company

Student's Physician

Physician's address

Physician's Telephone

Student's first Language

Family/Secondary Language

Type of Student

Photo consent

Agreements

Medical & Health Policy

Medication consent form

Family General Information

Mailing Address

Mailing City

If at any time you would like to come back and complete the process later, you may do so by clicking continue. This will take you back to the enrollment page.

**2023-24 School Year**

Entrance  
Not Submitted

**Entrance Application**

Applying for 2nd in 2023-24 School Year

Not Submitted

 [CONTINUE](#)

Click submit when complete. You have completed step 1 of the admission process.

The next step is testing (except toddlers). You will receive an email from admissions with the details of the testing date and time.

\*\*\*Please note if spaces are full, your child will be waitlisted until a space becomes available. If a space is not made available by the last week of June, you will be contacted for further instructions\*\*\*

Once the testing is complete, the results will be reviewed, and a decision will be made for Approval or Provisional approval for the admission of your child(ren). If your child's admission is approved, you will receive an acceptance letter and be required to complete the final step on Sycamore.

If your child's admission is considered provisional based on the testing results, your child will be re-tested in two months.

Please email [admission@bhahouston.org](mailto:admission@bhahouston.org) if you have any questions, concerns or issues in completing the enrollment process.