Email announcements will be sent through Sycamore and the sender shows as Frassati Catholic Academy. If you have not been receiving these emails, please check your Junk Mail.

Please bookmark the link for Sycamore (below) so you have it for easy access. The link is also available on our website homepage. As a reminder, Sycamore works best from a computer. Not all features work well when accessed via phone. Sycamore link: https://app.sycamoreschool.com/index.php?schoolid=3494

To access the areas below, be logged in to your account and begin from your home screen.

Calendar & Documents – You can find upcoming events under the "Calendar" tab and newsletters and documents under the "Documents" tab.

Family Directory – All families are listed in the directory in the way they chose during the enrollment process. If you wish to change how your family is listed, contact the office. To locate the directory:

1. Choose "Front Desk" on the left side of the screen and then "Family Directory".
2. Search by family last name by choosing the first letter of the family last name in the row located near the top of the screen.
3. Search by student by entering the student first name in the box in the upper right corner and then clicking on "Student Search".

Volunteer Hour Tracking – K-8 families are responsible for tracking their own volunteer hours. To do so, follow these steps:

1. Choose "My School", "Service Logs" and then click on the blue "New Log" button on the top right of the screen. A new window will open.
2. Enter the date of the volunteer activity, the number of hours you volunteered and state the activity in the "notes" section. (Example: If you weeded the school garden this summer you would enter 8/10/20, 1 hour and garden.) Click on submit.

Payments – We will be using Sycamore to collect payments for a several types of charges such as tuition, extended day, yearly fundraising obligation and cafeteria purchases.
1. Extended Day – Charges will be added the first week of each month. Payments are due by the 15th.
2. Cafeteria – You will receive a reminder to add funds when your account balance falls below $10.00. To see your cafeteria account balance, choose "My Accounting", "Cafeteria", and then "Account". Activity can be viewed by month.

To make payments on an account, choose "My Accounting", "Summary" and then click on the green payment button next to the account you will be making a payment towards.

Please save this form for future reference.