Sycamore guide for HQA-Spring parents

The purpose of this guide is to provide a basic orientation to HQA-Spring parents on Sycamore and how to login and check grades, attendance & other school related documents.

For login requests and any additional support, please email: admission@hqaspring.org.

Please note HQA-Spring administration do not have access to parents' login information. If you require assistance to re-set your password, you will be sent an activation link. Please follow the steps to **re-set your password within 48 hours** of receiving the activation link.

Please visit the Sycamore website at Sycamore Education (sycamoreschool.com)

HQA-Spring's school ID is 3884

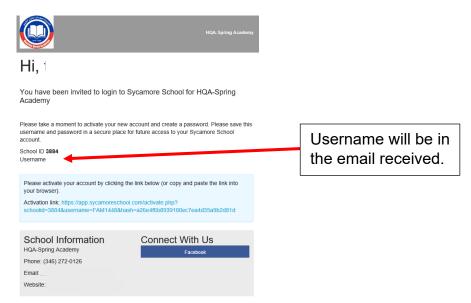Username is the family ID provided within the activation email.

Accessing & Navigating Sycamore

To login to Sycamore, follow the steps below:

➢ Activate your account by clicking on the Sycamore invitation link received in your personal email address.
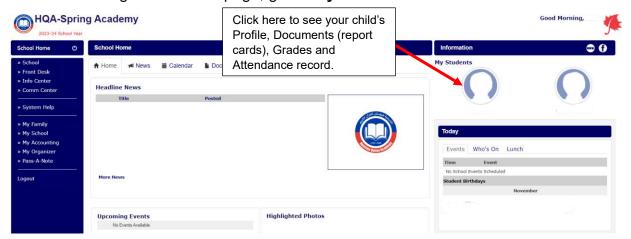

Username will be in the email received.

➢ Re-set your password:

➢ Login to Sycamore.

School ID: 3884

➢ On the right side of the page, go to **'My Students'** and click on Students name.
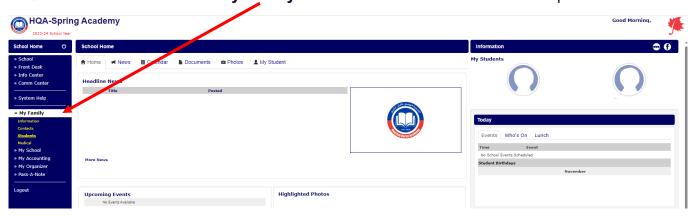

Click here to see your child's Profile, Documents (report cards), Grades and Attendance record.
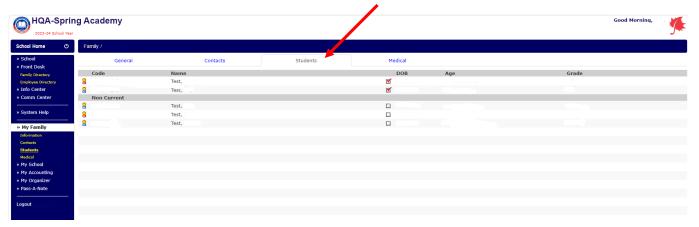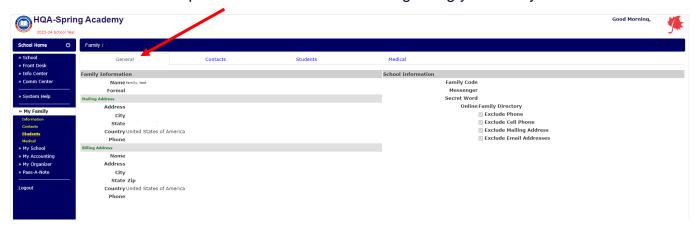
This is the student's profile page.

➢ You can also click on **'My Family'** available on the left-hand-side blue panel.

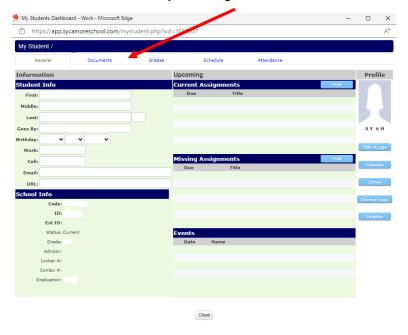➢ Click on **'Students'** tab to view their information.

➢ The '**General**' tab provides further information regarding your family.

➢ Parents can view documents, including report cards and other school documents, grades & attendance by clicking on each tab.

For more information, please contact the school Sycamore administrator at admission@hqaspring.org.