



HQA-Spring
Address: 5500 FM 2920 Rd, Spring, TX 77388
Phone: 346-272-0126 Fax: 346-971-5848

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 \(sycamoreschool.com\)](http://Sycamore Education (sycamoreschool.com))

HQA-Spring's school ID is 3884

Username is the family ID provided within the activation email.

Sycamore school

Hello and welcome to Sycamore Education! Please enter your login credentials below to begin.

Sycamore Login

School ID

Username

Password

Language

[Reset Your Password](#)

[Login](#)

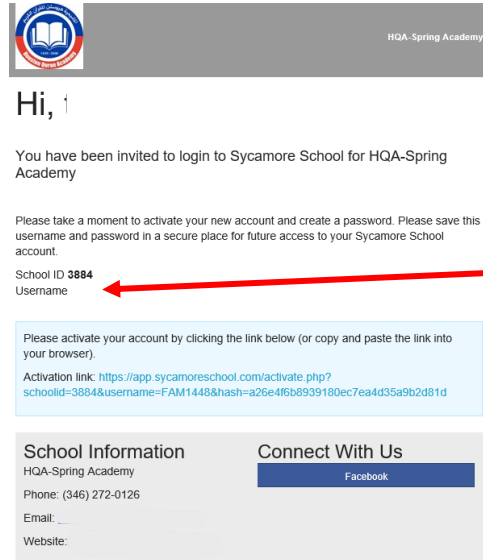


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Accessing & Navigating Sycamore

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:

Sycamore School / Activate Account

New Password **Strength: Great**

It is a good idea to use a strong password that is not used anywhere else.

Confirm New Password **Match**

- Login to Sycamore.

School ID: 3884





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

This is the student's profile page.

My Students Dashboard - Work - Microsoft Edge
 https://app.sycamoreschool.com/mystudent.php?sid=1650828&task=

My Student /

General Documents Grades Schedule Attendance

Information	Upcoming	Profile																								
Student Info First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Goes By: <input type="text"/> Birthday: <input type="text"/> <input type="text"/> <input type="text"/> Works: <input type="text"/> Cell: <input type="text"/> Email: <input type="text"/> URL: <input type="text"/>	Current Assignments Print <table border="1"> <thead> <tr> <th>Due</th> <th>Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> Missing Assignments Print <table border="1"> <thead> <tr> <th>Due</th> <th>Title</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Due	Title											Due	Title											 HW / Assign Calendar Library Service Logs Dropbox
Due	Title																									
Due	Title																									
School Info Code: <input type="text"/> ID: <input type="text"/> Ext ID: <input type="text"/> Status: Current Grade: <input type="text"/> Advisor: <input type="text"/> Locker #: <input type="text"/> Combo #: <input type="text"/> Graduation: <input type="text"/>	Events <table border="1"> <thead> <tr> <th>Date</th> <th>Name</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Date	Name																							
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[Close](#)



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

The screenshot shows the HQA-Spring Academy website interface. The top navigation bar includes 'School Home', 'School Home', and 'Information'. The left-hand navigation menu is expanded to show 'My Family' with sub-links for Information, Contacts, Students, Medical, My School, My Accounting, My Organizer, and Pass-A-Note. The main content area displays 'Headline News', 'Upcoming Events', and 'Highlighted Photos'. The right-hand side shows 'My Students' and a 'Today' section with 'Events', 'Who's On', and 'Lunch'.

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

The screenshot shows the 'Family' section of the HQA-Spring Academy website. The 'Students' tab is selected, displaying a table of student information. A red arrow points to the 'Students' tab.

Code	Name	DOB	Age	Grade
	Test,	<input checked="" type="checkbox"/>		
	Test,	<input checked="" type="checkbox"/>		
Non Current				
	Test,	<input type="checkbox"/>		
	Test,	<input type="checkbox"/>		
	Test,	<input type="checkbox"/>		

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

The screenshot shows the 'Family' section of the HQA-Spring Academy website. The 'General' tab is selected, displaying detailed family information. A red arrow points to the 'General' tab.

Family Information	School Information
Name family, test Formal	Family Code Messenger Secret Word
Mailing Address Address City State Country United States of America Phone	Online Family Directory <input type="checkbox"/> Exclude Phone <input type="checkbox"/> Exclude Cell Phone <input type="checkbox"/> Exclude Mailing Address <input type="checkbox"/> Exclude Email Addresses
Billing Address Name Address City State Zip Country United States of America Phone	



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

The screenshot shows a web browser window titled "My Students Dashboard - Work - Microsoft Edge" with the URL "https://app.sycamoreschool.com/mystudent.php?sid=1651437". The page is titled "My Student /" and has navigation tabs for "General", "Documents", "Grades", "Schedule", and "Attendance". The "Documents" tab is selected and highlighted with a red arrow. The main content area is divided into several sections:

- Information**: A form with fields for First, Middle, Last, Goes By, Birthday, Work, Cell, Email, and URL.
- School Info**: A form with fields for Code, ID, Ext ID, Status (Current), Grade, Advisor, Locker #, Combo #, and Graduation.
- Upcoming**: A table with columns "Due" and "Title" for "Current Assignments".
- Missing Assignments**: A table with columns "Due" and "Title".
- Events**: A table with columns "Date" and "Name".
- Profile**: A sidebar with a profile picture placeholder and buttons for "HW / Assign", "Calendar", "Library", "Service Expo", and "Dropbox".

A "Close" button is located at the bottom center of the dashboard.

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