

HOW TO LOOK UP YOUR PLACEMENT RESULTS

I have a parent portal account

- Log-in to **oneapp.force.com**, then click “**My School Placements**”

I DO NOT have a parent portal account

STEP 1: Go to **oneapp.force.com**

STEP 2: Click “**Create an Account**”

You will need a valid email address to continue. The password will be sent to the email you used to open your account. Your username will be the email address you provided.

STEP 3: Click “**Apply for Next School Year**”

STEP 4: Click “**Add Student to Family Profile**”

STEP 5: **Enter your student’s name and OneApp ID**

If you do not have your student’s

OneApp ID, email oneapp@enrollnola.org

or retrieve it from their current school

STEP 6: Click “**My School Placements**”

If you submitted an application online, you already have a parent portal account. Contact oneapp@enrollnola.org if you need help or if you are having issues logging in.

Once you have received your Main Round Placement results, **you must accept your seat at your assigned school by May 12, 2017.**

Below are the list of documents you need to bring to your assigned school:

K12

- Birth certificate
- Immunization records
- Parent identification
- Proof of residency
- IEP / 504 plan (if appropriate)

EARLY CHILDHOOD

- Birth certificate
- Immunization records
- Parent identification
- 2 Proofs of residency (utility bill, rental lease agreement / mortgage, property tax notice, etc.)
- IEP / 504 plan (if appropriate)
- Louisiana Purchase Card Budget Sheet or Benefits Statement (if applicable)
- Proof of income:
 - Last four consecutive paychecks or Letter from employer indicating:
 - 1) Where you are employed, 2) Your hourly rate of pay, 3) Average hours worked a week
 - Most recent Social Security benefits statement, unemployment compensation statement, or pension statements
 - Alimony as shown in court decree or agreement
- Medicaid card or other proof of insurance (insurance is not required to attend)



www.EnrollNOLA.org

ACCEPT YOUR SEAT BY MAY 12!

Failure to accept your seat may result in the loss of your seat assignment.

If you have any questions, email oneapp@enrollnola.org or visit one of our Family Resource Centers