

## 1) Log-in to [oneapp.force.com](https://oneapp.force.com)

If you submitted an application online, you already have a parent portal account. Contact [oneapp@enrollnola.org](mailto:oneapp@enrollnola.org) or visit a Family Resource Center if you are having issues accessing your results.

## 2) Click “My School Placements”

Carefully read the instructions regarding required next steps.

## 3) Register at your assigned school

Once you have received your placement results, **you must register at your assigned school by July 27, 2018.**

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)
- Final report card/ proof of grade promotion

### EARLY CHILDHOOD

- Immunization records
- Parent identification

Please note that you may be required to re-verify your eligibility at the time of registration, therefore you may be asked for additional information by the school or center. Only eligible families may complete registration and attend their assigned program for the upcoming school year.

If you have a Medicaid card, recent dental or physical exam results, or other proof of insurance, please bring those with you upon registration. These documents are not required for school placement, but may be requested by Head Start programs.

You can let the school know you intend to register through the OneApp parent portal ([OneApp.Force.com](https://OneApp.Force.com)). Simply log in, click on “My Placements” on the top menu bar, and follow the instructions on that webpage. Unlike registration, claiming your seat in the portal is not required. If you claim your child’s seat in the parent portal, you are still required to register at the school.