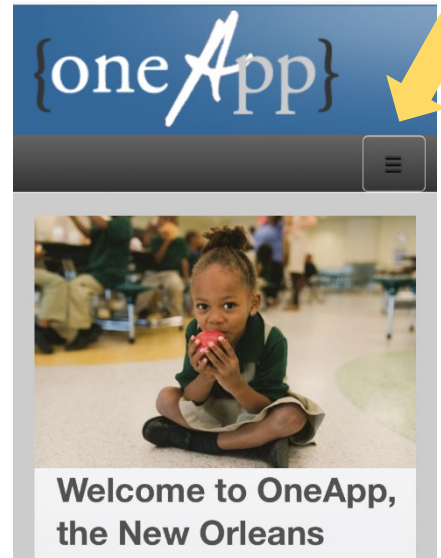


How to Manage Your Child's Early Childhood Waitlists

1. Log into your Parent Portal Account at OneApp.Force.Com.
2. Click on the "PK & Head Start" tab, on the top menu bar.

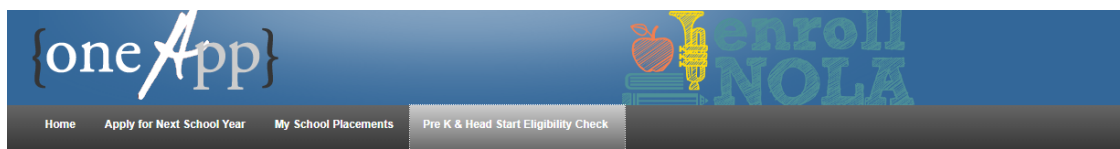


Computer



Phone

3. Click on "Manage Waitlists" next to the name of the child you would like to enroll. If you do not see this button, you have either not yet been verified, not yet checked your eligibility, or both. [Instructions for those steps can be found here.](#)



Welcome to the Early Childhood Eligibility Portal! Use this portal to pre-check your eligibility for the 2019-2020 School year!

Pre-Kindergarten (Infant – 4)

Check Your Current Eligibility.

Welcome to the Early Childhood Eligibility Portal. [Use this portal to check your current eligibility for the 2019-2020 school year.](#)

How to check your eligibility for Early Childhood Open Enrollment:

- The school-aged children in your family are listed to the right. "Early Child Eligible Students" are children within the age range for an Early Childhood Program (6 weeks – 4 years). If you don't see your children listed, click "add student to my family."

Early Childhood Eligible Students in Your Family

Student Name	OneApp ID	Status
		Submitted-Verified - 05/09/2019

Update Eligibility Info Manage Waitlist

K-12 Students in Your Family

Student Name	OneApp ID	Status
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It may take several business days to process verification documents submitted at a Family Resource Center or Head Start Center.

If you're checking on your phone, you will probably have to scroll all the way to the right in order to see the "Manage Waitlist" button.

How to Manage Your Child’s Early Childhood Waitlists

- You will see two main sections once you click “Manage Waitlists.” 1) Eligible Programs: this tells you the program types you’re eligible for. 2) Rank Waitlists: this is where you select the waitlists to which you would like to add your child.

Eligible Programs

Eligible Program Types	Program Description
Pre K 4 program (PK4-Tuition based)	Paid program for 4-year-olds, in a public school. Orleans Parish residents.
LA4 Eligible- PK3 & PK4	Free program for 4-year-olds, in a public school. Orleans Parish residents.
LA 4 program (LA 4) RSD	Pre K 4 program in OneApp participating K-8 school or early learning center, open to all qualifying Orleans Parish residents
Pre K 4 program (PK4 - Type II)	Tuition-based Pre K 4 program in OneApp participating K-8 school or early learning center, open to all Louisiana residents
Head Start	Free program for 3 and 4-year-olds, in an early learning center. Orleans Parish residents.
LA 4 program (LA 4 - Type II)	Free program for 4-year-olds, in a public school. Louisiana residents.
Pre School Expansion Grant	PK4 program in OneApp participating early learning centers, open to all qualifying Orleans Parish residents
Nonpublic Schools Early Childhood Development Program (NSECD)	Free program for 4 year olds, in a nonpublic school. Louisiana residents.
EC Special Needs	Free program for 3 and 4-year-olds with a special needs IEP. Orleans Parish residents.

Rank Waitlists Section

Students who are already assigned to a program may add themselves to up to one (1) waitlist. Students who are not already assigned to a program may add themselves to up to three (3) waitlists. Please add or update your desired waitlist options, in order of preference, and choose save and update to navigate to the manage waitlists page.

School Name	Grade(s) Served	Transportation Services	Distance	Neighborhood	PK Performance
1 --None--					
2 --None--					
3 --None--					

- Pick your waitlists. If your child has a spot at a school, you may add yourself to up to one (1) waitlist. If your child does not have a spot, you may add yourself to up to three (3) waitlists.

Rank Waitlists Section

Students who are already assigned to a program may add themselves to up to one (1) waitlist. Students who are not already assigned to a program may add themselves to up to three (3) waitlists. Please add or update your desired waitlist options, in order of preference, and choose save and update to navigate to the manage waitlists page.

School Name	Grade(s) Served	Transportation Services	Distance	Neighborhood	PK Performance
1 New Orleans- Alice Harte Charter School- Tuition PK	PK4	Yellow Bus- For All Qualifying Students	7.08 mi	Aurora/Walnut Bend/Huntlee Village	Proficient
2 New Orleans- Audubon Charter Gentilly Tuition PK	PK4	Yellow Bus- For Qualifying Orleans Parish Students	3.78 mi	-	
3 New Orleans- Carrollton-Dunbar Head Start (TCA)	PK3-PK4	None	1.46 mi	Hollygrove	Proficient

- Select programs / grades may still have open seats. For a list of seat availability and waitlist information, visit www.EnrollNOLA.org.
- Only full programs with active waitlists will display in the waitlist management tab, above. If you do NOT see your desired program(s) above, this may mean the program does not have open seats(s) in your child’s grade. Learn more at www.EnrollNOLA.org.

Pick your waitlists in order of preference. If you don’t see a school listed, it may have open seats. You can find out which programs have open seats on www.EnrollNOLA.org.

When you add yourself to a waitlist, you will be added to the end of the waitlist. **Make sure to click “Save and Update” when you are finished.**

How to Manage Your Child's Early Childhood Waitlists

- Once you hit "Save and Update," you will be brought to the "Manage Waitlist" page, which displays your chosen waitlists, offer status, and position (if available). What the different "offer statuses" mean is explained in the footnote below your waitlist table.



Manage Waitlists

Eligible, verified students who are already assigned to a program may add themselves to up to one (1) waitlist. Eligible, verified students who are not already assigned to a program may add themselves to up to three (3) waitlists.

Click "remove from waitlist" to remove a choice, "edit waitlist rankings" to add an additional waitlist option, or use the gray arrows to rearrange the order of preference for your waitlist(s). Families may only add program types for which they have already verified.

Please note: If you remove a waitlist, you will lose your current spot in line.

Note: By updating the order of your waitlists, you will not lose your current position.

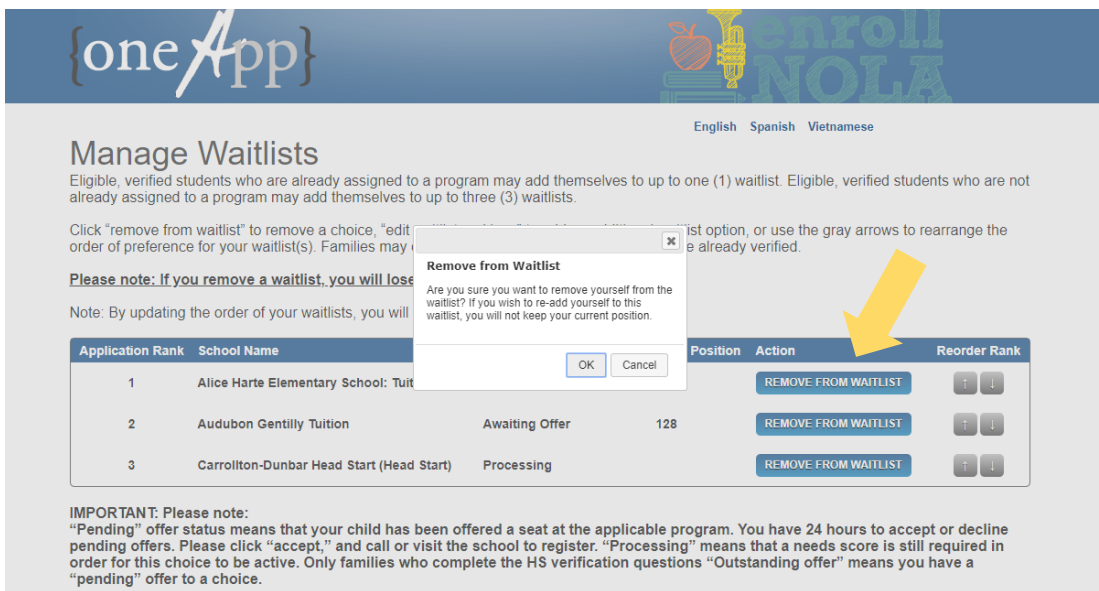
Application Rank	School Name	Offer Status	Current Waitlist Position	Action	Reorder Rank
1	Alice Harte Elementary School: Tuition PK	Awaiting Offer	8	REMOVE FROM WAITLIST	↑ ↓
2	Audubon Gentilly Tuition	Awaiting Offer	128	REMOVE FROM WAITLIST	↑ ↓
3	Carrollton-Dunbar Head Start (Head Start)	Processing		REMOVE FROM WAITLIST	↑ ↓

IMPORTANT: Please note: "Pending" offer status means that your child has been offered a seat at the applicable program. You have 24 hours to accept or decline pending offers. Please click "accept," and call or visit the school to register. "Processing" means that a needs score is still required in order for this choice to be active. Only families who complete the HS verification questions "Outstanding offer" means you have a "pending" offer to a choice.



To Remove Yourself From a Waitlist

- Follow the steps above.
- When you're on the "Manage Waitlists" page, click "Remove From Waitlist" next to the school name of the school from which you'd like to remove your child.



When you hit "remove," you will get a warning message. This says that if you remove yourself you lose your place in line.

How to Manage Your Child’s Early Childhood Waitlists

To Rearrange Your Waitlist Choices

1. Follow the steps above.
2. When you’re on the “Manage Waitlists” page, use the gray arrows to the right of your waitlist choices to rearrange your order of preference. The “up” arrow moves a choice up on your list, the “down” arrow moves a choice down on your list.



Manage Waitlists

Eligible, verified students who are already assigned to a program may add themselves to up to one (1) waitlist. Eligible, verified students who are not already assigned to a program may add themselves to up to three (3) waitlists.

Click “remove from waitlist” to remove a choice, “edit waitlist rankings” to add an additional waitlist option, or use the gray arrows to rearrange the order of preference for your waitlist(s). Families may only add program types for which they have already verified.

Please note: If you remove a waitlist, you will lose your current spot in line

Note: By updating the order of your waitlists, you will not lose your current position.

Application Rank	School Name	Offer Status	Current Waitlist Position	Action	Reorder Rank
1	Audubon Gentilly Tuition	Awaiting Offer	128	REMOVE FROM WAITLIST	↑ ↓
2	Carrollton-Dunbar Head Start (Head Start)	Processing		REMOVE FROM WAITLIST	↑ ↓

IMPORTANT: Please note:
“Pending” offer status means that your child has been offered a seat at the applicable program. You have 24 hours to accept or decline pending offers. Please click “accept,” and call or visit the school to register. “Processing” means that a needs score is still required in order for this choice to be active. Only families who complete the HS verification questions “Outstanding offer” means you have a “pending” offer to a choice.

Rank order matters because if you enroll your child into an open seat at any point this school year, you will be removed from all but your #1 rank waitlist. Make sure your #1 is the waitlist you want to stay on no matter what.