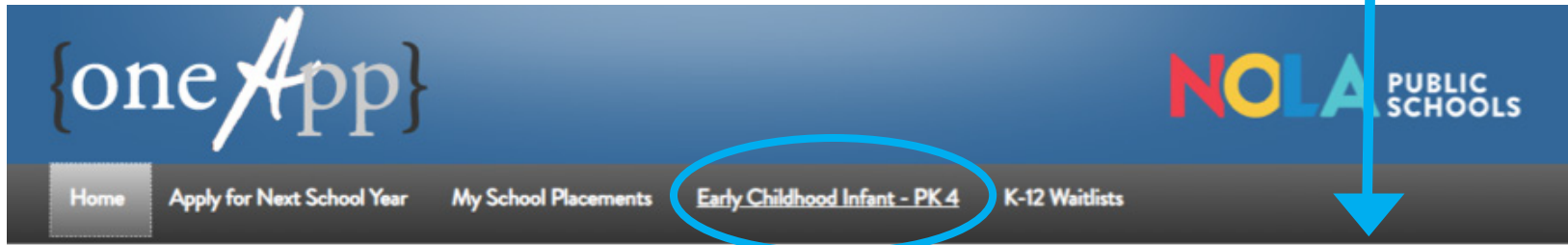


# How to Add or Edit Your Child's Early Childhood Waitlist Choices

## DESKTOP VIEW

1. Log into your Parent Portal account at oneapp.force.com
2. Click on the Early Childhood Infant – PK4 tab on the menu bar

Español aquí  
Tiếng việt ở đây



English Español Tiếng Việt

## Welcome to OneApp, the New Orleans School Enrollment Process

NOLA Public Schools is proud to provide students and families with the opportunity to choose a school that suits their interests and needs. OneApp, the annual New Orleans school enrollment process, allows students to easily apply to all participating schools, using one application.

3. Click on “Manage Waitlist” next to the name of the child you would like to edit waitlists for.  
Only verified students can be added to waitlists. Visit [EnrollNOLA.org](http://EnrollNOLA.org) for instructions on checking eligibility and verifying documents.

### Early Childhood Eligible Students in Your Family

Student Name	OneApp ID	Status	
Emolga Illarmo	701562242		<a href="#">CHECK ELIGIBILITY</a>
Tiny Baby	553876956	Submitted- Verified - 02/19/2020	<a href="#">UPDATE ELIGIBILITY INFO</a> <a href="#">MANAGE WAITLIST</a>

[Click here to manage this student's waitlists](#)

# How to Add or Edit Your Child's Early Childhood Waitlist Choices

## DESKTOP VIEW

### 4. Select your waitlist choices on the Rank Waitlist page

The programs your child is eligible for are listed in the Eligible Programs section.

#### Eligible Programs

Eligible Program Types	Program Description
Child Care Assistance Program (CCAP)	Not included in OneApp <a href="#">Click here</a> for eligibility information and to apply
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.
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.
GT Program	Free program for 3 and 4-year-olds with a Gifted IEP. Orleans Parish residents.

Use dropdown to rank your waitlist choices. PK4 schools with open seats will NOT show in this section. Check [EnrollNOLA.org](http://EnrollNOLA.org) to see which programs have open seats. Students already assigned to a school or center can only add ONE waitlist option. Select save and update after adding your waitlist choices.

#### 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	Program(s) Served	Transportation Services	Distance	Neighborhood	PK Performance
1 --None--					
2 --None--					
3 --None--					

- Select programs / grades may still have open seats. For a list of seat availability and waitlist information, visit [www.EnrollNOLA.org](http://www.EnrollNOLA.org).

New Orleans- Educare (KH)	PK3-PK4	None	5.8 mi	St. Bernard Area/ Project	Proficient
New Orleans- St. John The Baptist Head Start (CCANO)	PK3-PK4	None	3.57 mi	Central City/Magnolia	Proficient

- Select programs / grades may still have open seats. For a list of seat availability and waitlist information, visit [www.EnrollNOLA.org](http://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 still has open seats(s) in your child's grade. Learn more at [www.EnrollNOLA.org](http://www.EnrollNOLA.org).

AN EL **SAVE AND UPDATE**

# How to Add or Edit Your Child's Early Childhood Waitlist Choices

## DESKTOP VIEW

After ranking your waitlist choices, you will be directed to the “Manage Waitlist” page. You can remove choices here, change the order of waitlist options, or accept or decline a waitlist offer.

### 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.

Note: If you remove a waitlist, you will lose your current spot in line. 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	Dr. Peter Dangerfield Head Start (Head Start)	Processing		REMOVE FROM WAITLIST	↑ ↓
2	Educare (Head Start )	Processing		REMOVE FROM WAITLIST	↑ ↓
3	St. John The Baptist Head Start (Head Start)	Processing		REMOVE FROM WAITLIST	↑ ↓

### Previously Accepted Offers

Application Rank	School Name	Offer Status	Current Waitlist Position
	John W. Hoffman Early Learning Center (HS)	Accepted	
	Kingsley House Incorporated (Preschool and School Age Daycare) (Head Start )	Accepted	
1	Carrollton-Dunbar Head Start (Head Start)	Accepted	

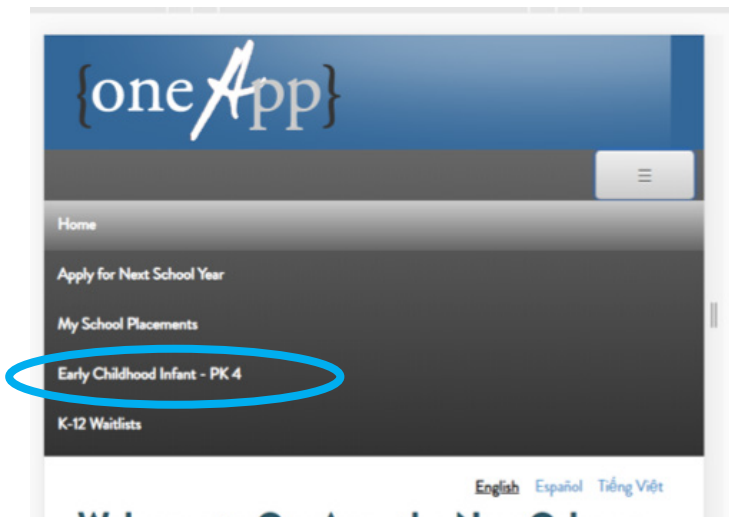
### Offer Status Defined

- Processing - You are not active on waitlists yet. If your offer is processing for more than 3 business days, please contact [oneapp@nolapublicschools.com](mailto:oneapp@nolapublicschools.com).
- Pending - You have 24 hours to accept or decline. You can accept or decline here, respond to the offer email you received, or send an email to [oneapp@nolapublicschools.com](mailto:oneapp@nolapublicschools.com).
- Outstanding - You have a “pending” offer to a different choice.

# How to Add or Edit Your Child's Early Childhood Waitlist Choices

## MOBILE VIEW

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2. Click on the Early Childhood Infant – PK4 tab from the menu bar ☰



3. Click on “Manage Waitlist” next to the name of the child you would like to edit waitlists for. Scroll to the right to see all options. Only verified students can be added to waitlists. Visit [EnrollNOLA.org](http://EnrollNOLA.org) for instructions on checking eligibility and verifying documents.

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School Name	Grade(s) Selected
1 <input type="text" value="New Orleans- Dr. Peter Dangerfield Head Start (TCA)"/>	PK3-PK4
2 <input type="text" value="New Orleans- Educare (KH)"/>	PK3-PK4
3 <input type="text" value="--None--"/>	

- Select programs / grades may still have open seats. For a list of seat availability and waitlist

<input type="text" value="New Orleans- Educare (KH)"/>	PK3-PK4	None
<input type="text" value="New Orleans- St. John The Baptist Head Start (CCANO)"/>	PK3-PK4	None

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## MOBILE VIEW

After ranking your waitlist choices, you will be directed to the “Manage Waitlist” page. You can remove choices here, change the order of waitlist options, or accept or decline a waitlist offer. Scroll to the right to see all options.

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