



# New Albany Early Learning Center

## 2020-2021 Preschool Part 1: Online Pre-Registration Process

First come, first served.

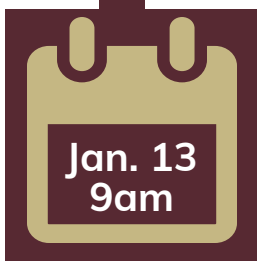


### Prepare for Pre-Registration Create an Account in GoSignMeUp

Parents can create an account now or at any time before January 13 to be ready for the opening of pre-registration at 9 am on Monday, January 13, 2019. Visit [www.napls.us/pkpreregister](http://www.napls.us/pkpreregister) to create an account.

Enter all the required information for your child.

- Enter **PK2020** in the required PowerSchool ID field.
- In the "Required Information Box" select "other" for each required answer.
- Ignore the sections referencing Eagles Nest/Day Camp.



### Pre-Register Your Child for Preschool Beginning Monday, January 13, 2019 at 9am.

1. Choose your preschool option
2. Agree to non-refundable statement notice
3. Click "Add to cart"
4. Click "Checkout"
5. Review your order
6. Enter your payment information

\*If you are waitlisted, please see instructions below for payment information

7. Place Order Now



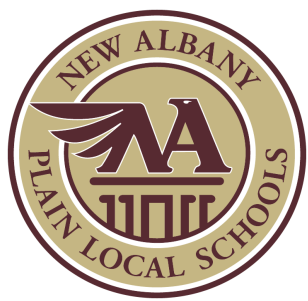
### Program Confirmation

If you secured a space you will receive a confirmation email with instructions on the next step in the enrollment process. Please read the email closely. If you did not receive an email, please contact Ginger Collins at [collins.1@napls.us](mailto:collins.1@napls.us) or 614-413-8700.

### Waitlist

If the program fills all available spots, parents will have the option to be placed on a wait list that will have a set number of spaces. Parents should follow the steps to pre-register but when checking out select the "Preschool Wait list" payment option.

If a space becomes available, you will receive a confirmation email. At that time you will need to log into your GoSignMeUp account and submit your pre-registration fee. Your space is not secure until the non-refundable pre-registration fee is made.



# New Albany Early Learning Center

## 2020-2021 Preschool Part 2: Online Enrollment & Document Verification



### Step 1

## Self-Verification Form

You will complete this form online. Once submitted you will receive an email with the required school code and a link to begin the next step.

### Step 2

## Application for Enrollment

Fill out the form as required. Refer to your previous email to obtain the school code required to complete this form. Once submitted, parents will receive an email within 24 hours with instructions on creating your child's PowerSchool Account.

### Step 3

## Create a PowerSchool Account

After creating a PowerSchool Account, log in and click on "Ecollect forms" to complete the 10 required forms.

### Step 4

## Complete 10 Required Ecollect Forms

Once the 10 required Ecollect forms are submitted, you will receive an email with a link to schedule your Document Verification Appointment on March 12 or 13.

### Step 5

## Document Verification Appointment

Plan on at least 15 minutes for your appointment and bring the required deposit and documents to the appointment. Please have your supporting documents ready to be copied by the staff upon your arrival at the **Annex Building, 79 N. High Street, New Albany (NOT THE ELC)**

- \$375 Deposit (checks only, made payable to NAPLS)
- Two proofs of New Albany School District residency
- Gas or electric bill (unpaid/current original)
- Plus one of the following:
  - Mortgage deed signed or Apartment Lease (list all occupants)
  - Real Estate Tax Statement
  - Voter Registration Card
- Original birth certificate with raised seal (or passport)
- Immunization records
- Custody papers (if applicable) - Entire document is required by state law
- Parent Identification (Driver's License or Passport)
- You will also sign the District Enrollment Requirement Form.

Learn more: Visit [www.napls.us/enrollfaq](http://www.napls.us/enrollfaq)