

**Step-By-Step Instructions
for Preschool Pre-Registration
with New NAPLS Program Registration System**

Create your family account

1. Enter parent 1 information
2. Make sure to check the box to "Opt In to Text messages"
3. Add a second parent/guardian if applicable
4. Enter the residential address of child(ren)
5. Enter your child's information, including their date of birth and grade they will be entering into in the Fall of 2023.
6. You may add any additional children to your family account by clicking on "+ add another student"
7. Once finished adding student(s) click on "Continue to Enrollment Options" to enroll your child(ren)

Program Registration

  

New Family Enrollment for New Albany Plain LSD

Thank you for your interest in our programs! Please fill out the required forms below and submit the required, non-refundable registration fee at the end to confirm your commitment. If you have any questions or concerns, please contact us at programs@napls.us.

* are mandatory fields

Parent 1 information

First name * Please fill out this field.

Last name * Please fill out this field.

E-mail address * Please fill out this field.

Relationship * Please select an item in the list.

Cell phone

Opt in to text message notifications

Work phone

+ ADD SECOND PARENT...

Home address

INTERNATIO... ADDRESS

Address * Please fill out this field.

Apt, Suite, Bldg.

City * Please fill out this field.

Zip * Please fill out this field.

State * Please select an item in the list.

Home phone * Please fill out this field.

Student information

First name * Please fill out this field.

Last name * Please fill out this field.

Gender * Please select an item in the list.

Date of birth * Please fill out this field.

Grade entering, Fall 2022 * Please select an item in the list.

Additional questions

Are parents custodial parent/guardians? * Please select an item in the list.

* are mandatory fields

+ ADD ANOTHER STUDENT...



CONTINUE TO ENROLLMENT OPTIONS

Enroll your child.

1. Click on the "+ Add Options" to select the preschool program you want to enroll your child.
2. Click "Save & Continue"

3. The required credit card processing fee will be automatically added to your enrollment at checkout.
4. Click "Save & Continue" to go to checkout

Checkout

1. On the check out page, click on payment method to add your credit card.
2. Read and click the box to agree to the terms and conditions
3. Add your signature
4. Click on "Submit Enrollment Request" to complete pre-registration

	Amount
Pre-Registration Preschool 2022-2023 (Morning Preschool)	\$125.00
Credit Card Processing Fee	\$5.00
Subtotal	\$130.00
Total	\$130.00

*Please note: Preschool families will receive a confirmation email within 48 business hours with required forms and instructions to begin the Preschool enrollment process at NAPLS. If you do not receive an email, please contact Elise Carpenter at carpenter.10@napls.us or 614-413-8700.