

## Who should fill out an application?

- Students who are enrolling in school for the first time.
- Students who are in the last grade of their current school and need a new school for next year.
- Students who want to change schools for next year.

***Students who want to stay in their current school should not apply.***

Note that students from outside of Newark may only apply to charter schools. However, Newark residents have first priority to be matched to charter schools in Newark, except for siblings and for enrollment in Region of Residence Charter Schools (e.g. Philip's Academy Charter School) that serve multiple communities. No students from outside Newark are eligible to apply or attend NPS district and magnet schools.

## What should I know about the application?

- The application is not first-come-first-served. Apply at any time between December 4, 2017 – February 16, 2018.
- List schools in order of your true preferences to have the best chance of getting into your preferred schools.
  - Only apply to schools you would like your child to attend – your child could be matched to any school you select. We will attempt to match your child to the highest possible choice.

### ***If your child is in a transition grade (e.g. 8th grade at K-8 schools) and needs a new school:***

- Choose up to 8 schools on the application in order of your preference. The more schools you choose, the more likely your child will be able to attend a school of your choice.
- We recommend that you include a mix of schools, including some that may be more in-demand and harder to get into and others that may have more seats available.

### ***If your child is in a non-transition grade (your child's school serves their next grade level):***

- Only apply to schools you prefer over your child's current school.
- If your child is not matched to a new school, s/he is automatically enrolled to stay at his/her current school next year.
- If your child is matched to a new school, s/he gives up his/her seat at his/her current school.

### ***If you are submitting an application for 1 of your children and would like your child to join his/her sibling at a school the sibling already attends:***

- Select the sibling's school first and write in the sibling's information on the application

### ***If you are submitting an application for more than 1 child and would like to keep all children together at a new school:***

- Use the same parent login to submit all applications. If you apply on paper, list the same parent name for all children.
- Select the same school choices in the same order for all children. This will ensure that siblings' applications are considered together.
- If you want the siblings to stay together even if that means they might both get matched to a lower choice school, list schools in the same order *and* select the checkbox that states "Keep siblings at same school above all else".

## How can I learn more about schools and the application process?

- Visit [www.newarkenrolls.org](http://www.newarkenrolls.org) to review the School Guidebook, videos, and additional information.
- Attend the school fair at Barringer High School Saturday December 9, 10:00am – 2:00pm.

## Newark Enrolls Application

- **What is the Newark Enrolls application?**
  - The Newark Enrolls application is the application families must use to apply to all Newark District Schools and participating Newark charter schools. The online and paper version can be found at [www.newarkenrolls.org](http://www.newarkenrolls.org). On each student’s application, a family can list up to 8 choices in the order of their preference.
- **What schools participate in the Newark Enrolls process?**
  - All district Newark Public Schools, including Magnet Schools, 4 Early Childhood Schools, and most Newark Charter Schools. Visit [www.newarkenrolls.org](http://www.newarkenrolls.org) for more information about the participating schools.
- **Do I need to apply to schools in Newark using the Newark Enrolls application?**
  - Yes, all families must use the Newark Enrolls application to apply to Newark District schools and participating charter schools in Newark if they are seeking a new school for their child next year.
  - Students who want to stay in their current school **do not** need to apply
  - Please note that there are a few public schools in Newark that do not participate in Newark Enrolls. Please refer to the School Guidebook for a list of these schools.
- **How many schools can I apply to?**
  - Families can apply up to 8 schools, but do not need to select 8 choices
- **How are students matched to schools?**
  - The Newark Enrolls process is designed to match students to the schools they want most.
  - Each family that applies to school in Newark ranks their school choices. This is necessary because many schools are in high demand, and do not have enough seats for everyone who would like to attend.
  - If a student applies to a school that has more seats than applicants, s/he will be matched to that school.
  - In many schools in Newark, though, there are more applicants than open seats. In these cases, the district must use a fair process to assign those seats to the students who apply.
  - When there are more applicants than seats, the enrollment process “breaks the tie” by applying neutral rules:
    - Do you have a sibling at the school?
    - Do you live in the neighborhood?
    - Do you need special education services only available at certain schools?

### ***The matching process for PK-8 schools (district and charter):***

- To fairly assign the school’s open seats, each student is given a random number.
- Then applicants are sorted into priority groups: first siblings, then neighborhood, then all others.
  - Students who have siblings are matched first, in order of their random number.
  - If there are still seats available after all siblings are matched, applicants who live in the neighborhood are then matched, in order of their random number.
  - Finally, if there are still seats available after all neighborhood students are matched, applicants who do not live in the neighborhood are matched last, based on their random number, up to the number of available seats.
- Note that some PK-8 charter schools are barred from applying neighborhood preference due to their receipt of restrictive federal funds. In these cases, siblings are matched first, then all others, based on their random number, up to the number of available seats.

### ***The matching process for unscreened high schools (charter and district, excluding magnets):***

- To fairly assign the school’s open seats, each student is first given a random number.
- Then applicants are sorted into priority groups: first siblings, then all others.
- Students who have siblings are matched first, in order of their random number.

- If there are still seats available after all siblings are matched, all remaining applicants are matched based on their random number, up to the number of available seats.

***The matching process for NPS magnet high schools:***

- To fairly assign the school's open seats, each applicant is first given a random number.
- The students are sorted into priority groups based on the magnet school's ranking of their applicants. For example, a magnet school may rank all its applicants into 3 groups: high, medium, low.
  - All students who are in the high rank group are admitted first, in order of their random number.
  - If there are still seats available after all high rank students are matched, applicants from the medium rank group are then admitted, in order of their random number.
  - Finally, if there are still seats available after the medium rank group applicants are matched, students from the low rank group are matched, based on their random number, up to the number of available seats.
- Each magnet school determines their rankings differently; some magnet schools create ranking groups (like the example above), while others give every applicant a unique ranking (e.g., #1 – #2000).
- All magnet schools consider grades, attendance and PARCC scores. Some may also require an audition or an interview in their ranking criteria.
- **Sibling priority does not apply to magnet schools.**

Across all three matching processes outlined above (PK – 8, unscreened high school, magnet high schools), a final preference is provided to applicants who have IEPs and applicants who are eligible for free lunch in cases where these student populations are under-represented in the school/grade level they are applying to when compared to the city-wide average.

• **How many choices should I list on my application?**

***If your child is in a transition grade (e.g. 8th grade at K-8 schools) and needs a new school OR if your child is new and needs a new school:***

- Choose up to 8 schools on the application in order of your preference. The more schools you choose, the more likely your child will be able to attend a school of your choice.
- We recommend that you include a mix of schools, including some that may be more in-demand and harder to get into and others that may have more seats available. Please see the School Guidebook for information about the demand for each school during last year's process.

***If your child is in a non-transition grade (your child's school serves their next grade level):***

- Only apply to schools you prefer over your child's current school.
- If your child is not matched to a new school, s/he is automatically enrolled to stay at his/her current school next year.
- If your child is matched to a new school, s/he gives up his/her seat at his/her current school.

• **Does the order in which I list my school choices on the application matter?**

- Yes, the order in which you list school choices matters. Families should select schools in order of your preference.

• **Will schools be able to see how I ranked them?**

- No, schools will not be able to see how families ranked them on the application.

• **Will the school my child is currently enrolled in be notified that I am submitting an application through Newark Enrolls?**

- Yes, schools can view applications for their current students.

• **What do I need to apply?**

- If your child already attends public school in Newark, families will need the following information:
  - 6 digit NPS Student ID number or 9 digit Enrollment ID
  - Date of birth

- Contact information, including home address and phone number
- If applying to a Head Start Program you will need to provide additional information in your application.
- For students who currently attend non-district schools and are interested in applying to Magnet schools you will need to submit attendance, grades, and standardized test scores as well as provide documentation of this information. For more information please see our School Guidebook.
  - For students applying to public school in Newark for the first time, you will not need an ID number
- **Where can I find my child’s student ID number?**
  - NPS District Students: The NPS student ID is your PowerSchool ID (lunch ID)
  - Charter and Pre-K Students: Your child’s enrollment ID will be provided to you by your child’s current school.
  - If you do not know your child’s ID number, please ask your current school or call the Contact Center: (973) 733-7333.
- **Can I get a paper copy of the application?**
  - Yes, the paper application is located at [www.newarkenrolls.org](http://www.newarkenrolls.org). Families can also go to any participating school and ask for paper application. The paper and online application are available in English, Spanish and Portuguese. You can also visit the Contact Center at 2 Cedar Street, Room 918.
- **What if I don’t have access to a computer?**
  - Families who would like a paper application can pick one up at any participating school. The Contact Center at 2 Cedar Street, room 918 will also have paper copies available for families in English, Spanish and Portuguese.
- **If I have more than one child, do I need to create a separate application for each child?**
  - Yes, you will need to submit an application for each child that is looking for a new school option. The application will allow you to link applications and navigate between each child’s application. If you would like your children to be placed in the same new school, select the same school choices in the same order for all children.
- **How can I make sure my children stay together in the same school, or are matched to the same new school?**
  - There are two ways for families to try to keep their children together:
    - Existing Siblings: If you have a child who is already in a school and you would like your other children to also attend that school, please complete the application and select the sibling’s school first. On the application, please check off “sibling currently at this school” and provide the name and grade level of the sibling.
    - New Siblings: If you are submitting an application for more than 1 child and would like to keep all children together at a new school
      - Use the same parent login to submit all applications. If you apply on paper, list the same parent name for all children.
      - Select the same school choices in the same order for all children. This will ensure that siblings’ applications are considered together.
      - If you want the siblings to stay together even if that means they might both get matched to a lower choice school, list schools in the same order *and* select the checkbox that says “match sibling to same school above all else?” for each child you would like to have together in the same school.
- **If I apply early, will my child have a better chance of being admitted?**
  - No, families can apply anytime during the application window. All applications are processed at the same time after the application window has closed.
- **How can I find NPS and Charter schools near me?**

- Use the guidebook (maps included) at [www.newarkenrolls.org](http://www.newarkenrolls.org).
- **Can I apply if I am not a Newark resident?**
  - Students who live outside of Newark who are interested in attending a participating Newark charter school should apply through this application. For almost all charter schools in Newark, Newark residents have first priority, but students living outside of Newark may have an opportunity to enroll after all Newark residents are matched. Students living outside of Newark will not be matched to participating charter schools until after matches have been made for Newark students.
  - For one participating charter school, Philip's Academy, students from Newark, East Orange, and Irvington have equal priority. Applications to Philip's Academy from East Orange and Irvington students will be processed at the same time as Newark applicants.
  - Siblings of current students at participating charter students are an exception. These students will have a priority to attend their sibling's school at all participating charter schools.
- **My contact information has changed, including my email address. How do I change that information?**
  - During the application window you can access your online application and make edits to your contact information or application choices any time.

## Newark Enrolls Process

- **What is the deadline for the application?**
  - The application opens on December 4, 2017 and closes on February 16, 2018.
- **Can I change the order of my schools on the application?**
  - Families can access and change their online application any time, and as many times as they would like between December 4, 2017 through February 16, 2018.
- **What if I miss the application deadline?**
  - This year, Newark Enrolls will only have one application round and will close on February 16, 2018. Families who miss the application window will be able to access the family enrollment portal at [www.newarkenrolls.org](http://www.newarkenrolls.org) or family support center to find school options beginning April 30, 2018.
- **When and how will I receive my match results?**
  - All families will receive a match letter to the address they shared on the application. Starting April 20, 2018, families will also be able to view match results and their letter by logging in to the [www.newarkenrolls.org](http://www.newarkenrolls.org) website with the same user name and password they used to submit the application. If the applicant currently attends a participating school, families may also inquire with school staff. Families can also call the Contact Center at 973-733-7333.
- **What can I do if I no longer want my child to attend a school I was selected and matched to?**
  - Please only apply to schools you would like your child to attend. If you are happy with your child's current school you do not need to apply. If you are matched to a school that will no longer work for you, you will have an opportunity to explore other school options. Families will be able to access the family enrollment portal at [www.newarkenrolls.org](http://www.newarkenrolls.org) or family support center to find other school options beginning April 30, 2018.
- **I am only interested in 1 school. If I only list that 1 school on the application, am I guaranteed a spot there?**
  - No. Because of very high demand at some schools in certain grades, we are unable to guarantee families a spot at any one school. Listing only one school does not increase your chances of getting matched there. If your child needs a new school for next year we recommend listing as many schools as possible on the application.
- **Can my student be matched to a school that isn't listed on his/her application?**
  - This occurs only in cases where a student who needs a new school (e.g. 8<sup>th</sup> grader entering high school) lists schools on his/her application that are in high demand (e.g. magnets) and there is no space available at any school listed.

- In these cases, to make sure that every child who needs a school has one, applicants who were not matched to a school on their application are matched to the NPS school closest to their home that has seats available.
- Applicants are never matched to a charter school unless they list it on their application.

## Special Education and English Language Learners

- **My child has a disability. What should my family know about the enrollment process?**
  - Your child is entitled to a free and appropriate education at public schools in Newark, which applies to both district and charter schools. Families are encouraged work closely with their Child Study Team as they consider school options for their child.
  - Whether your child is matched to a charter school or a NPS District school, that school's system will ensure that your child receives the services he or she needs, as outlined in statute NJSA 18A:46-1.
  - Families of students with a limited set of low-incidence disabilities can expect to receive additional support from their Child Study Team in making school choices.
- **Do special education students need to complete a different application?**
  - No, students with an IEP do not need to complete a separate application. Families should indicate on the application that their child has an IEP.
- **My child is an English Language Learner. What should my family know about the enrollment process?**
  - Students who qualify for ESL or Bilingual programming may apply to any school. However, not all schools have ESL or Bilingual programming. The staff at your child's school can help your family understand which schools provide ESL.
- **Do English Language Learners need to complete a different application?**
  - No, English Language learners do not need to complete a different application.
- **Where can non-English speakers receive assistance in their home language with questions about the application?**
  - The online and paper applications are available in Spanish and Portuguese. If families have questions about the application and how to fill it out we encourage them to call the Contact Center at (973) 733-7333 or visit at 2 Cedar Street, Room 918, where they can receive additional support in their home language.
- **Is the Newark Enrolls application available in other languages?**
  - Yes, this year the Newark Enrolls application is available in English, Spanish and Portuguese.

## Additional Questions

### What is a charter school?

- Charter schools are public schools that are not operated by the District. Charter schools are free of charge and are open to all students living in the city. Charter schools are located throughout Newark and serve all grades. Students are matched to Charter schools the same way they are matched to District schools.

### Do charter schools have admissions criteria?

- No, by law, charter schools cannot have admissions criteria and are open to all Newark students. Charter schools do not see any academic or other information about applicants to their schools.

## Fast Facts about Universal Enrollment

- **How many students sought a new school placement through the enrollment process last year?**
  - Most students chose to stay in their current school: 93% of students not in a transition grade chose to remain at their current school. 2,937 students sought a new school through the enrollment process.
- **How many families overall participated in the enrollment process last year?**
  - In total, 11,275 Newark students participated in the process
    - 2,885 rising Kindergarteners
    - 2,829 rising 9<sup>th</sup> graders
  - Most students whose school offered their next grade chose to stay in their current school: 93.4%
- **How many families get into their top choice? Or any of their top 3 choices?**
  - Last year, 73% of Kindergarten families got their first choice. 95% of Kindergarten families got one of their top 3 choices.
  - For 9th graders – 70% got a top 3 choice and 35% got their first choice. This is because the majority of families apply to a magnet school as their first choice and there are not enough magnet seats for all of the students who apply to them.
- **How many families choose to go to a school in their neighborhood and how many choose to go somewhere else?**
  - 37% of families applying for Kindergarten ranked a neighborhood school first.
  - 14% of Kindergarten families list an NPS school outside of their neighborhood first.
  - 49% of Kindergarten families list a charter school first.
- **I heard there were students outside of my neighborhood that got a seat in a school that I wanted. How does the neighborhood preference work?**
  - The neighborhood preference applies to PK-8th grade schools only at all NPS schools and some charters.
  - Seats in these schools are prioritized for siblings first and then all remaining seats (100%) are prioritized for students who live in the neighborhood.
- **Are siblings usually matched together?**
  - For students who applied to schools where a sibling currently attends, 94% matched to sibling's school.
  - For families with multiple children who applied to attend a new school together, in 71% of these families, all siblings were matched to the same school.