NEWARK COMMON APP

Parent Guide

Learn how to apply, accept/decline an offer on your Newark Common App account.

Welcome to the Newark Common App Parent Guide

Please follow along to create a Newark Common App application for your student.

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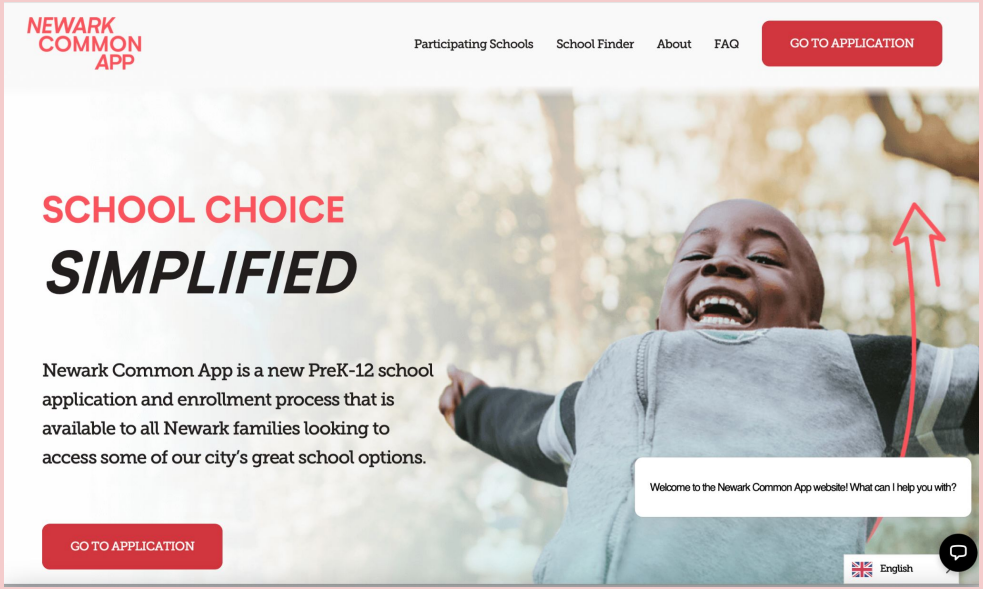
Getting started…



Visit us at www.newarkcommonapp.org to get started on your student's application. Click the *"GO TO APPLICATION"* tab to get started.

You can always email us at info@newarkcommonapp.org if you have any questions.

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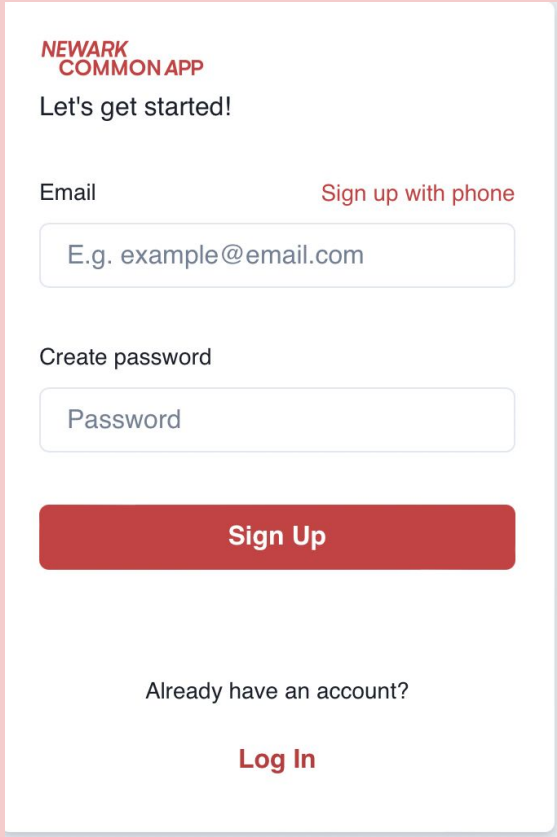
Creating your parent account.



Once you click on the "**GO TO APPLICATION**" tab, you will be directed to this page create an account.

You can create an account with your email address or your cell phone number.

- If you create an account using your email address, you will receive a verification email to verify your email address.
-If you create an account with your cell number, you will not need to create a password.

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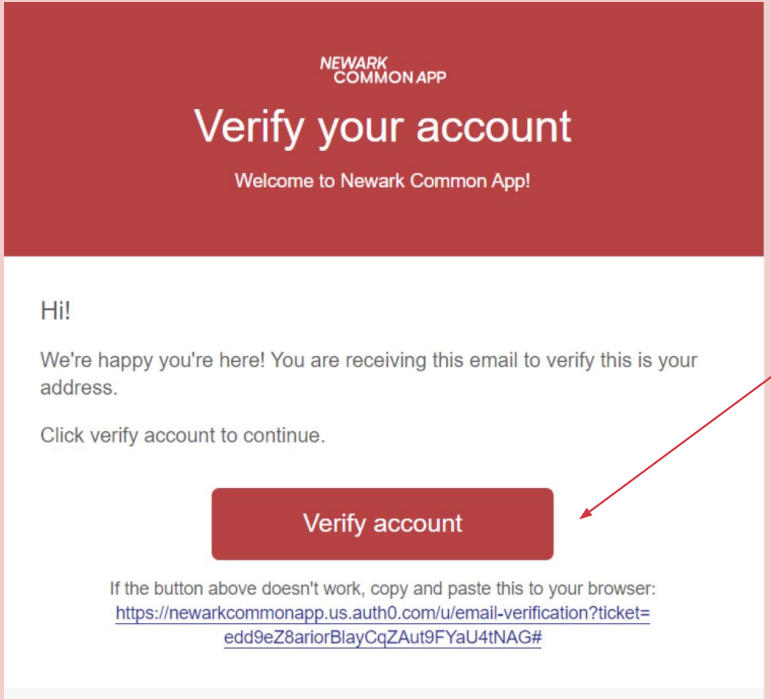
Creating your parent account.



Click “Verify account”

You should receive a confirmation email/text depending on how you applied stating that you submitted an application for Fall 2024.

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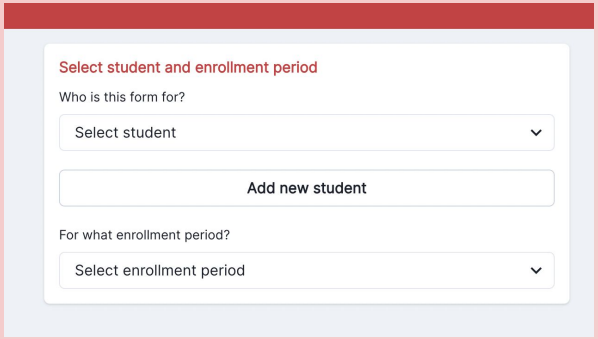
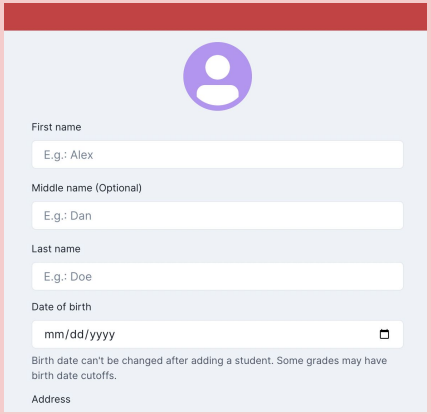
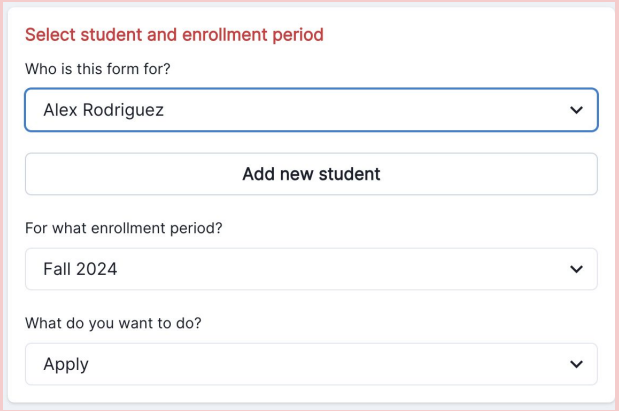
Add students to your account and begin the application.



1. *Click add new student and fill in the student's information.*
2. *Once done, in "Who is this form for" you click on the student's name.*
3. *Choose the enrollment period- Fall 2024*
4. *Drop down to "Apply"*
5. *Click "Next"*





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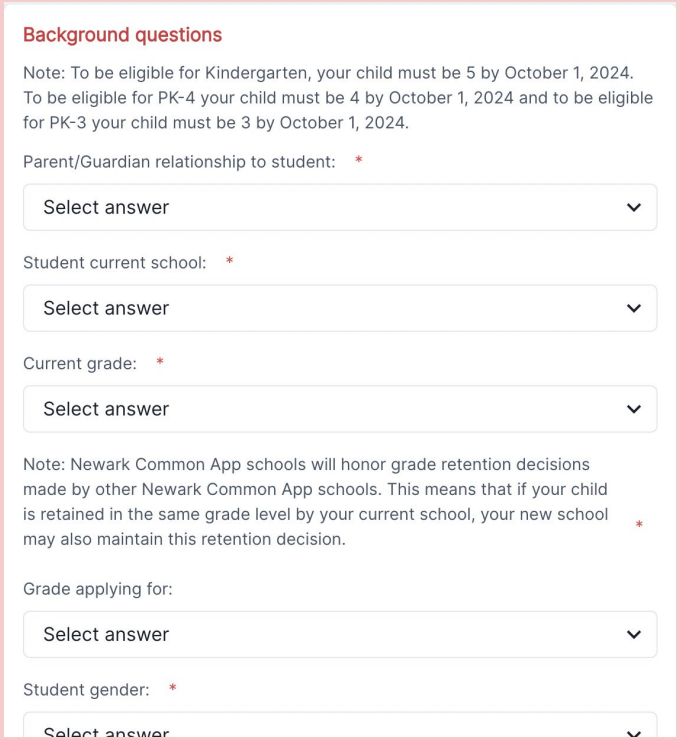
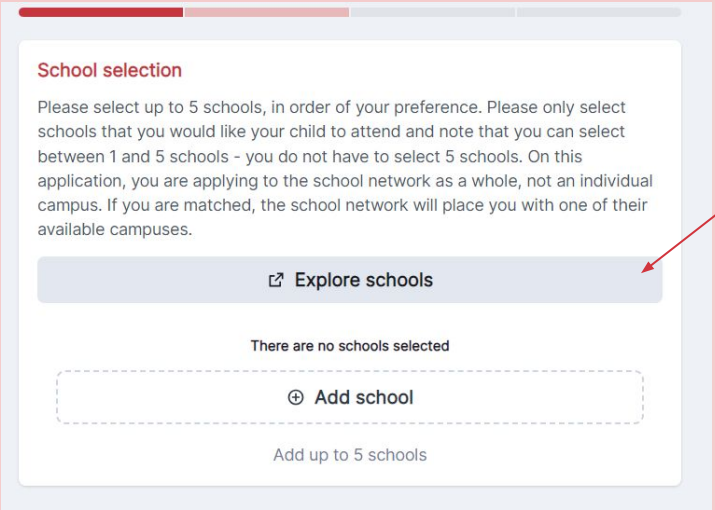
Complete the application (1 of 2)



-Begin with “Background questions”
-Add up to 5 schools in order of your preference - the system will not allow you to apply to your current school, because you do not need to apply in order to stay at your current school.



*Use the Explore Schools button to learn more about schools.

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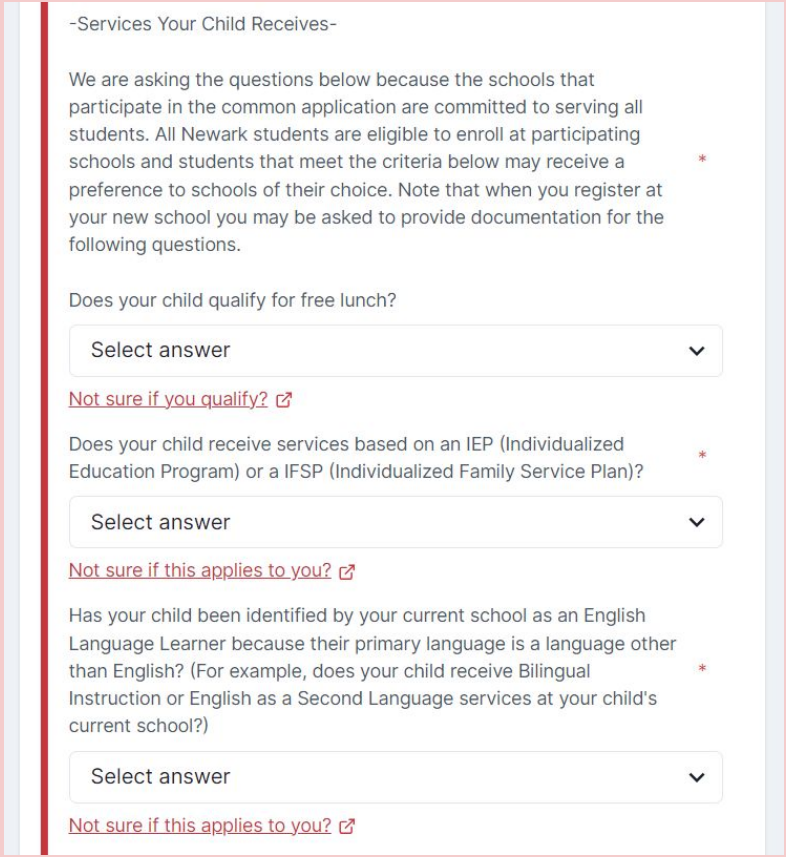
Complete the application (2 of 2)


-Services Your Child Receives-

We are asking the questions below because the schools that participate in the common application are committed to serving all students. All Newark students are eligible to enroll at participating schools and students that meet the criteria below may receive a preference to schools of their choice. Note that when you register at your new school you may be asked to provide documentation for the following questions. *

Does your child qualify for free lunch?

Select answer

Not sure if you qualify?

Does your child receive services based on an IEP (Individualized Education Program) or a IFSP (Individualized Family Service Plan)? *

Select answer

Not sure if this applies to you?

Has your child been identified by your current school as an English Language Learner because their primary language is a language other than English? (For example, does your child receive Bilingual Instruction or English as a Second Language services at your child's current school?) *

Select answer

Not sure if this applies to you?

-Answer additional questions about siblings and services your child receives.

-Make sure to indicate if your child has a sibling already attending one of the schools you are applying for

-Continue until you reach the confirmation page
-Sign the bottom and submit your application

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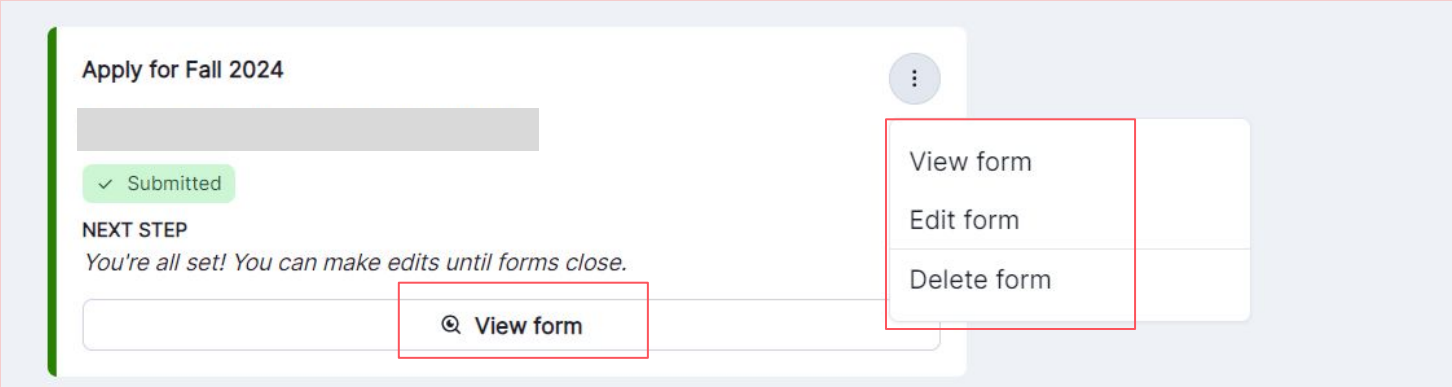
View or edit your application

-You can view or edit your application for the fall 2024 school year anytime until the deadline on **March 11, 2024**
-Use the view button to see your application, use the edit button to make changes, or “delete form” if you no longer wish to submit an application

-If you edit your application you must re-submit the application!

If you do not re-submit your application will stay in draft form and we will not be able to process the application to match your child to the schools of your choice.



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Waiting for your offer

Match Release Letters will go out: April 8, 2024.

You can log back into your account on April 8th to view and accept the seat your student has been offered.

Follow to the next slides to learn more about how to accept an offer.

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Congratulations!

You have received an offer from the Newark Common App!

Please follow along to accept your student's offer.

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Congratulations on receiving an offer!

You have accepted an offer from Newark Common App for Alex Rodriguez, for grade 2 for Fall 2024!
Your school will contact you with more information about where and how to register as well as your campus assignment (if your school has multiple locations).

You can review the status of Alex Rodriguez's application anytime: View application

If you need help, please contact info@newarkcommonapp.org.

-Newark Common App Enrollment Team

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Estimado/a Leslie Comesanas,

¡Ha aceptado una oferta de Newark Common App para Alex Rodriguez, para el grado 2 para Fall 2024!
Su escuela lo/a contactará con más información sobre dónde y cómo registrarse, al igual que la asignación de campus (si su escuela tiene múltiples ubicaciones).

Puede revisar el estado de la aplicacion de en cualquier momento: Ver aplicacion

Si necesita ayuda, por favor contacte a info@newarkcommonapp.org.

-Equipo de admisiones de Newark Common App

Depending on how you created your NCA account, you should receive an offer notification through email or text.

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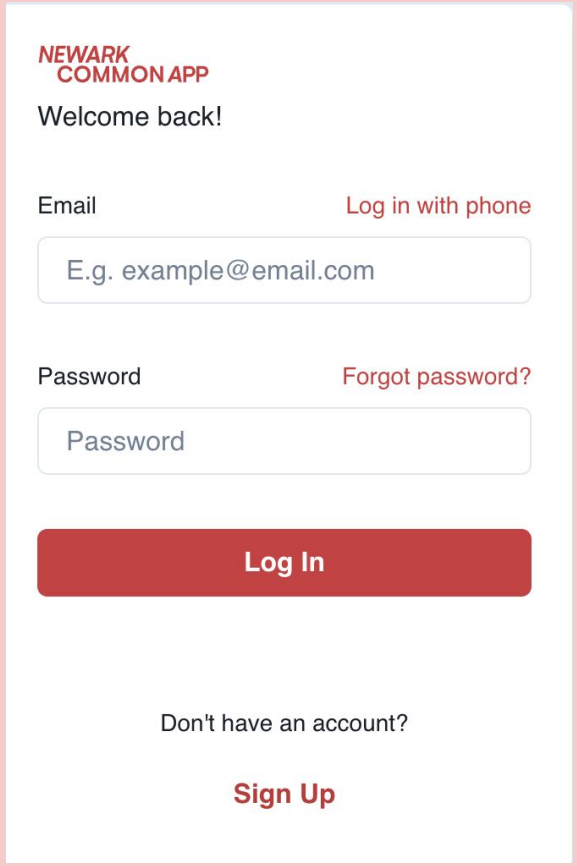
Newark Common App account



To accept your offer, you need to log in to your Newark Common App and use the email/phone number and password you used to create the account.

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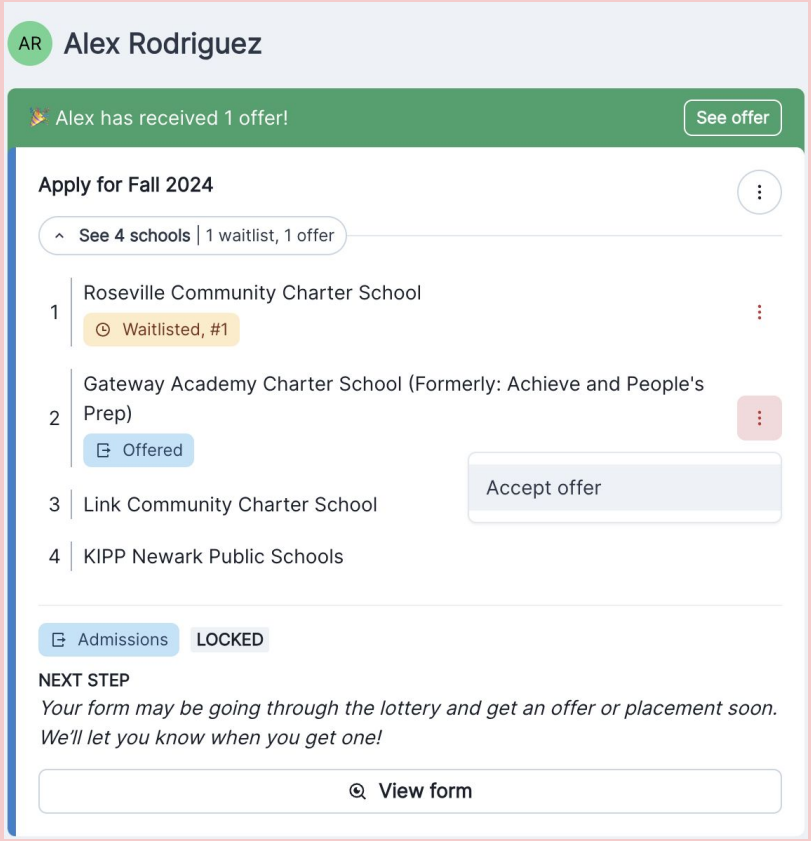
Accepting an Offer



- Once logged into your NCA account look for your offer from the list.

- If you have multiple students, you can scroll down and click on their initials to see their offer.

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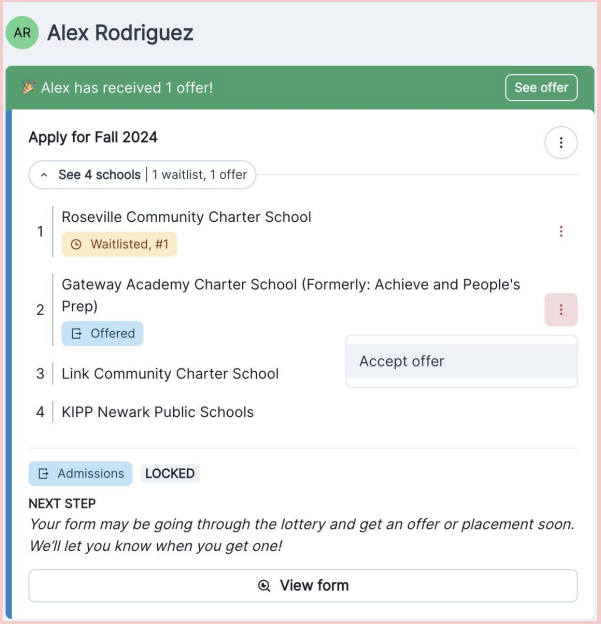
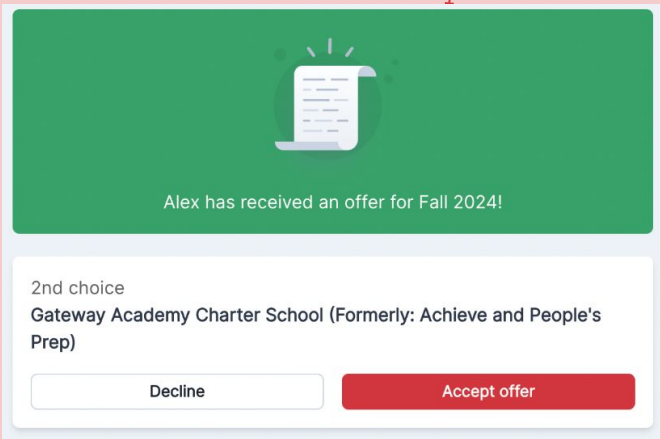
Accepting an Offer

You can accept your offer one of 2 ways:

1. **Click the 3 dots to accept your offer.**
2. **Click the green *See offer* tab to open a separate box.**





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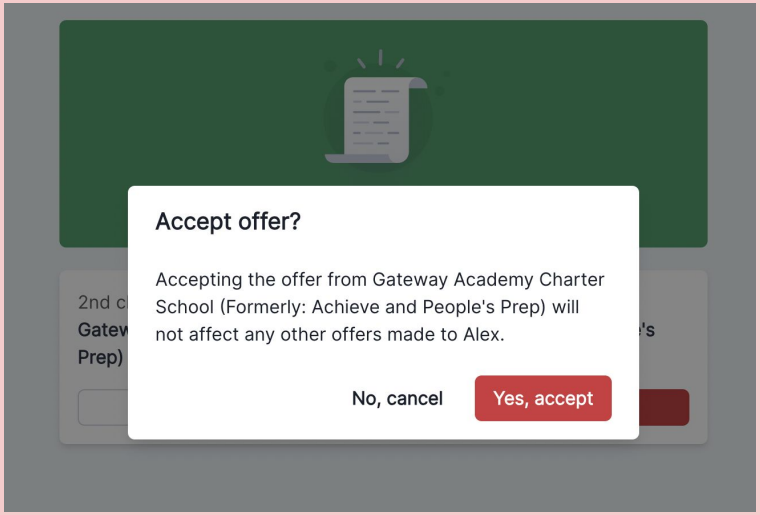
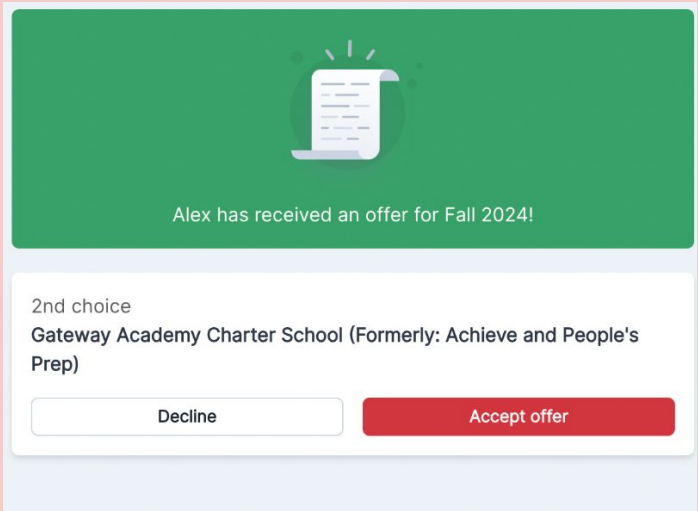
Accepting an Offer



- Click *Yes, accept*



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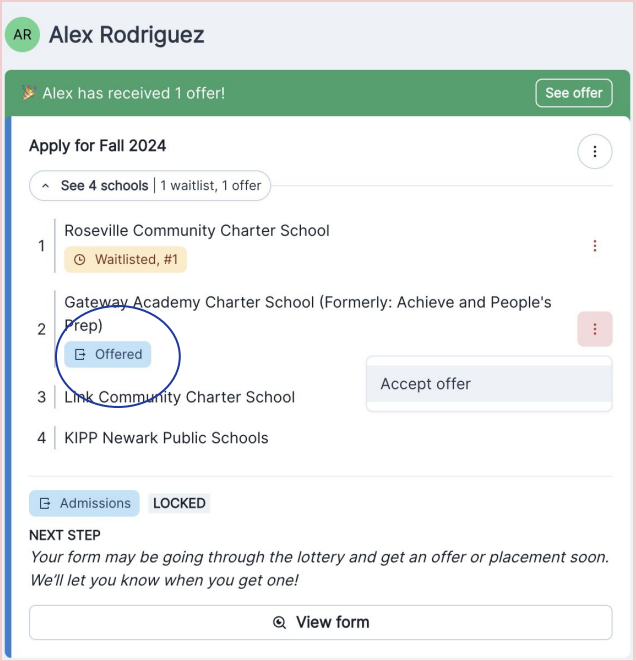
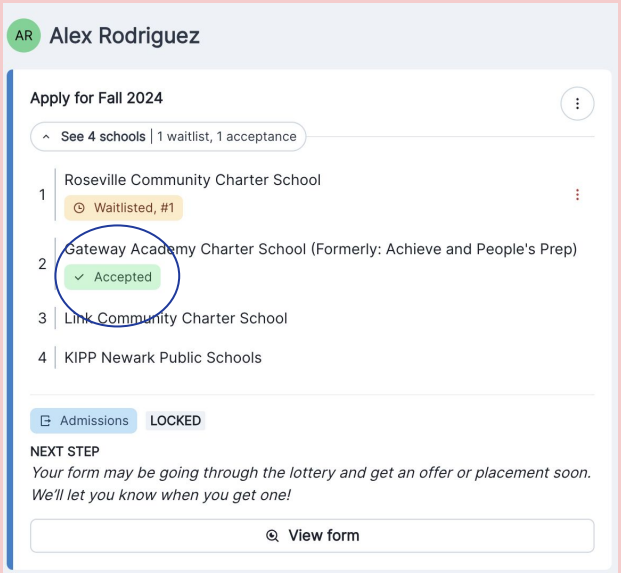
Accepting an Offer





- You will see your tab has changed from a blue *Offered* to a green *Accepted*.

- Your school will then contact you for next steps.

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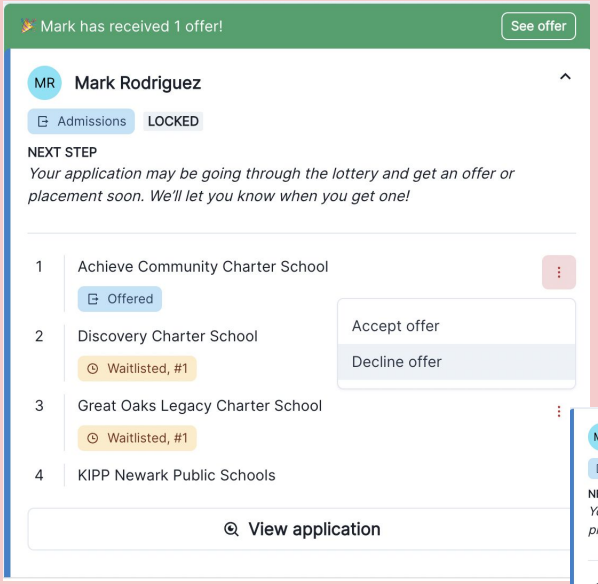
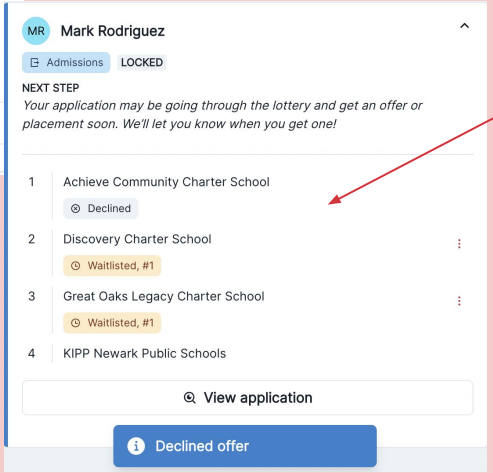
Declining an Offer

Caution: once you decline an offer, you cannot change the status back to accept an offer.



1. Click the 3 dots to decline your offer.
2. You will see your tab has changed from a blue *Offered* to a gray *Declined*.



3.

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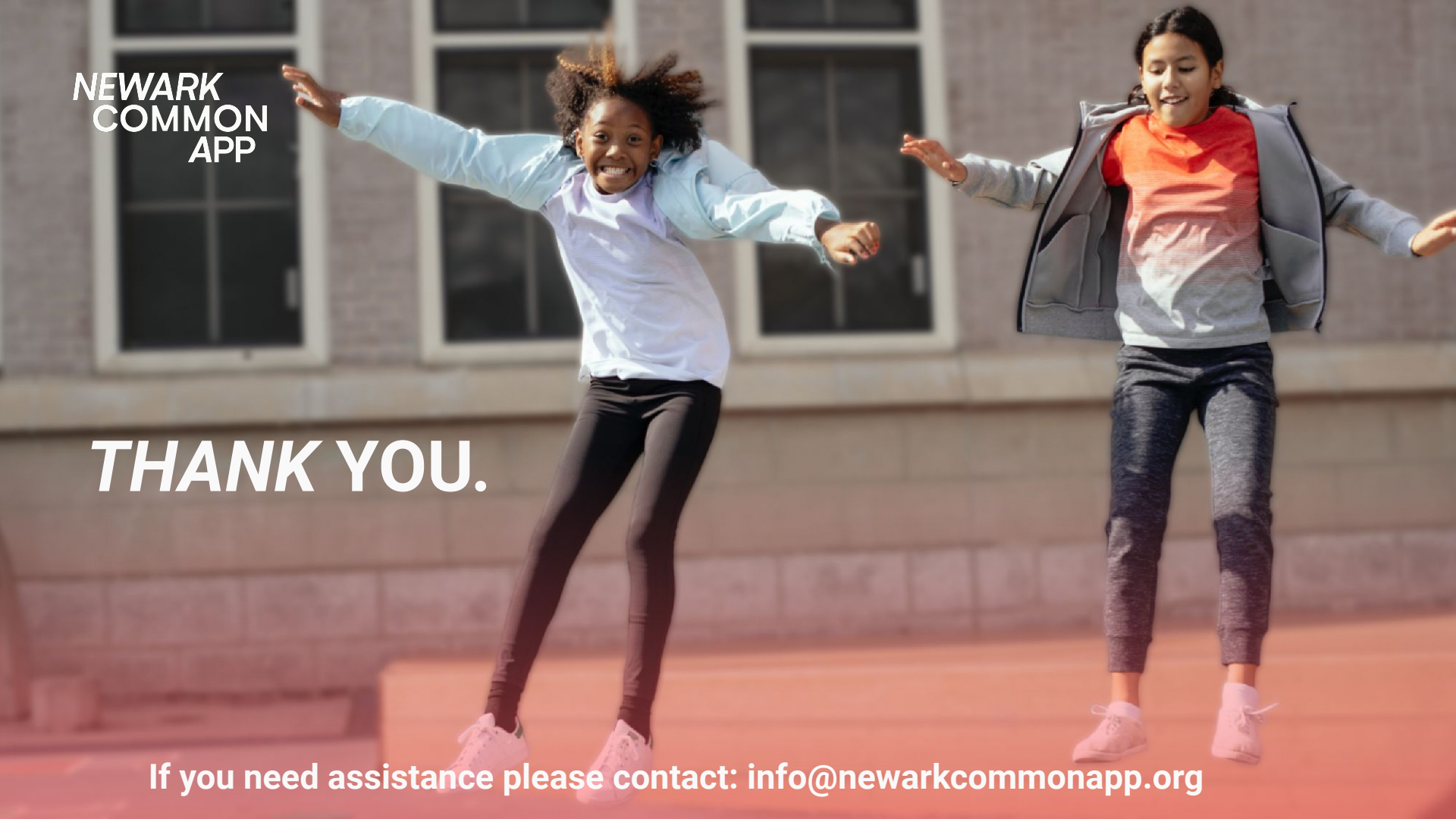
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THANK YOU.
If you need assistance please contact: info@newarkcommonapp.org