

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...

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Participating Schools School Finder About FAQ **GO TO APPLICATION**

## SCHOOL CHOICE **SIMPLIFIED**

Newark Common App is a new PreK-12 school application and enrollment process that is available to all Newark families looking to access some of our city's great school options.

**GO TO APPLICATION**

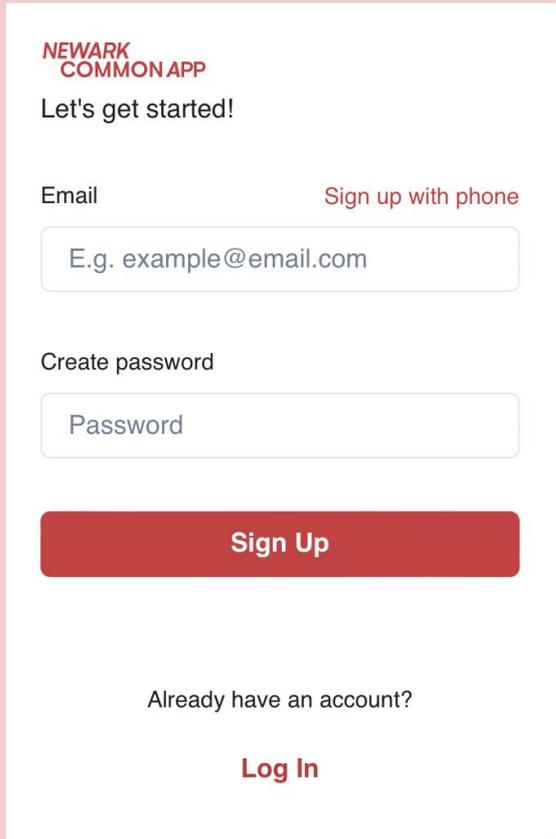
Welcome to the Newark Common App website! What can I help you with?

English

Visit us at [www.newarkcommonapp.org](http://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](mailto:info@newarkcommonapp.org) if you have any questions.*

# Creating your parent account.



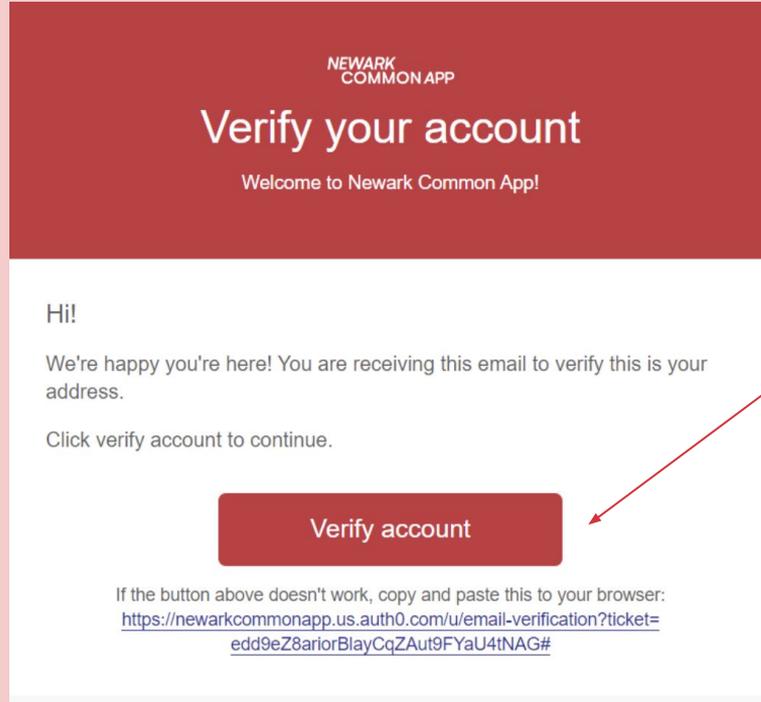
The screenshot shows a white rectangular form on a light red background. At the top left, the text 'NEWARK COMMON APP' is displayed in a dark red font. Below this, the text 'Let's get started!' is centered. There are two options for sign-up: 'Email' and 'Sign up with phone'. The 'Email' option is selected, and a text input field contains the placeholder text 'E.g. example@email.com'. Below the email field, there is a 'Create password' section with a text input field containing the placeholder text 'Password'. A large, dark red button with the text 'Sign Up' in white is positioned below the password field. At the bottom of the form, the text 'Already have an account?' is centered, with a dark red 'Log In' button below it.

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.*

# 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.

# Add students to your account and begin the application.

Select student and enrollment period

Who is this form for?

Select student

Add new student

For what enrollment period?

Select enrollment period

Next

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"

First name

E.g.: Alex

Middle name (Optional)

E.g.: Dan

Last name

E.g.: Doe

Date of birth

mm/dd/yyyy

Birth date can't be changed after adding a student. Some grades may have birth date cutoffs.

Address

Select student and enrollment period

Who is this form for?

Alex Rodriguez

Add new student

For what enrollment period?

Fall 2024

What do you want to do?

Apply

# Complete the application (1 of 2)

## Background questions

Note: To be eligible for Kindergarten, your child must be 5 by October 1, 2024.  
To be eligible for PK-4 your child must be 4 by October 1, 2024 and to be eligible for PK-3 your child must be 3 by October 1, 2024.

Parent/Guardian relationship to student: \*

Select answer

Student current school: \*

Select answer

Current grade: \*

Select answer

Note: Newark Common App schools will honor grade retention decisions made by other Newark Common App schools. This means that if your child is retained in the same grade level by your current school, your new school may also maintain this retention decision. \*

Grade applying for:

Select answer

Student gender: \*

Select answer

-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.

## School selection

Please select up to 5 schools, in order of your preference. Please only select schools that you would like your child to attend and note that you can select between 1 and 5 schools - you do not have to select 5 schools. On this application, you are applying to the school network as a whole, not an individual campus. If you are matched, the school network will place you with one of their available campuses.

🔗 Explore schools

There are no schools selected

⊕ Add school

Add up to 5 schools

\*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

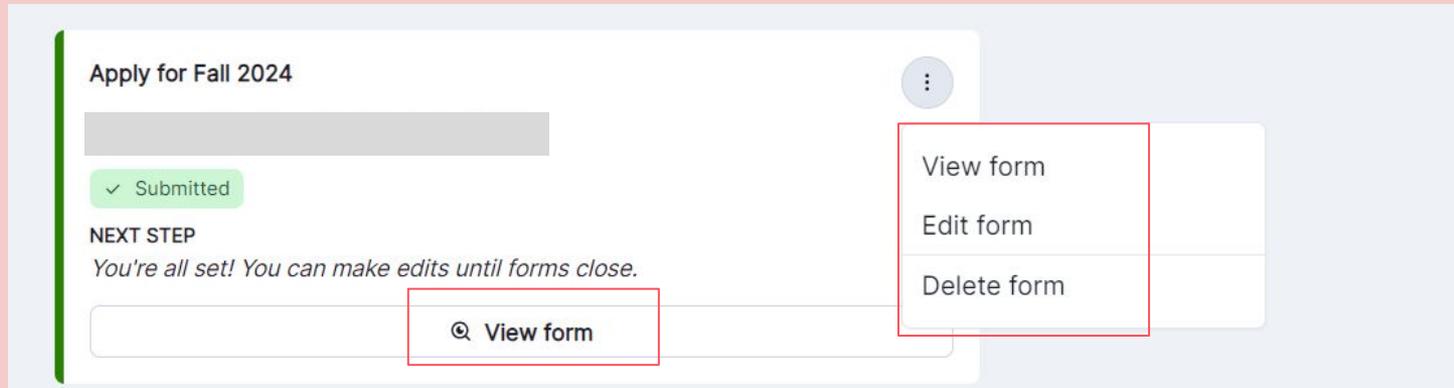
# View or edit your application

-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.***



**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.**

# 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](mailto:info@newarkcommonapp.org).

-Newark Common App Enrollment Team

—

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 aplicación de en cualquier momento: [Ver aplicación](#)

Si necesita ayuda, por favor contacte a [info@newarkcommonapp.org](mailto: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.**

# Newark Common App account

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Welcome back!

Email [Log in with phone](#)

Password [Forgot password?](#)

**Log In**

Don't have an account?

**Sign Up**

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.

# Accepting an Offer

AR Alex Rodriguez

Alex has received 1 offer! [See offer](#)

Apply for Fall 2024

^ See 4 schools | 1 waitlist, 1 offer

1	Roseville Community Charter School	Waitlisted, #1	⋮
2	Gateway Academy Charter School (Formerly: Achieve and People's Prep)	Offered	⋮
3	Link Community Charter School		Accept offer
4	KIPP Newark Public Schools		

Admissions LOCKED

**NEXT STEP**  
Your form may be going through the lottery and get an offer or placement soon.  
We'll let you know when you get one!

[View form](#)

- 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.

# 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.

Alex Rodriguez

Alex has received 1 offer! [See offer](#)

Apply for Fall 2024

See 4 schools | 1 waitlist, 1 offer

- 1 Roseville Community Charter School  
Waitlisted, #1
- 2 Gateway Academy Charter School (Formerly: Achieve and People's Prep)  
Offered
- 3 Link Community Charter School
- 4 KIPP Newark Public Schools

Accept offer

Admissions LOCKED

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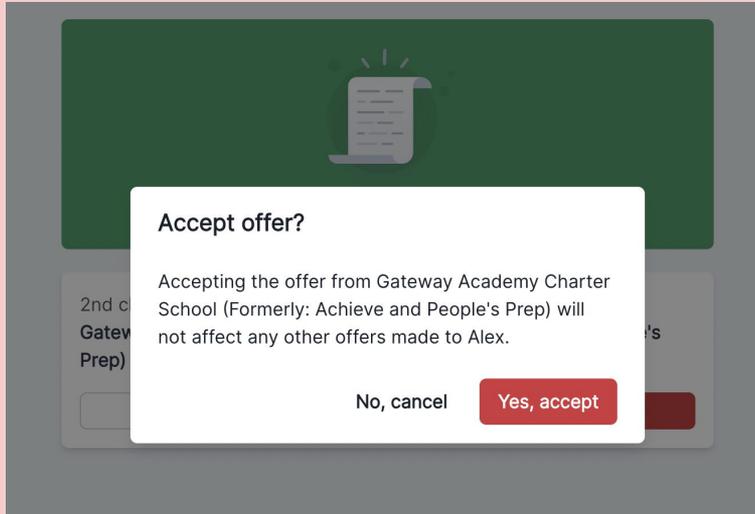
View form

Alex has received an offer for Fall 2024!

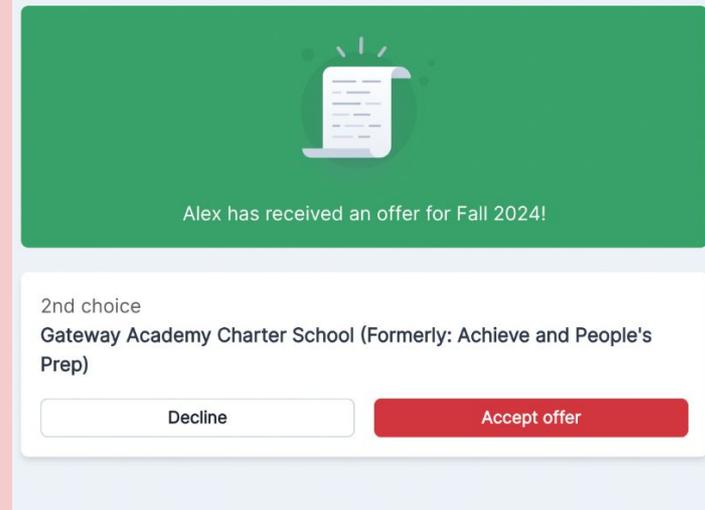
2nd choice  
Gateway Academy Charter School (Formerly: Achieve and People's Prep)

Decline [Accept offer](#)

# Accepting an Offer



- **Click *Yes, accept***



# Accepting an Offer

AR Alex Rodriguez

Alex has received 1 offer! [See offer](#)

Apply for Fall 2024

See 4 schools | 1 waitlist, 1 offer

- Roseville Community Charter School  
Waitlisted, #1
- Gateway Academy Charter School (Formerly: Achieve and People's Prep)  
**Offered**
- Link Community Charter School  
Accept offer
- KIPP Newark Public Schools

Admissions LOCKED

**NEXT STEP**  
Your form may be going through the lottery and get an offer or placement soon. We'll let you know when you get one!

[View form](#)

AR Alex Rodriguez

Apply for Fall 2024

See 4 schools | 1 waitlist, 1 acceptance

- Roseville Community Charter School  
Waitlisted, #1
- Gateway Academy Charter School (Formerly: Achieve and People's Prep)  
**Accepted**
- Link Community Charter School
- KIPP Newark Public Schools

Admissions LOCKED

**NEXT STEP**  
Your form may be going through the lottery and get an offer or placement soon. We'll let you know when you get one!

[View form](#)

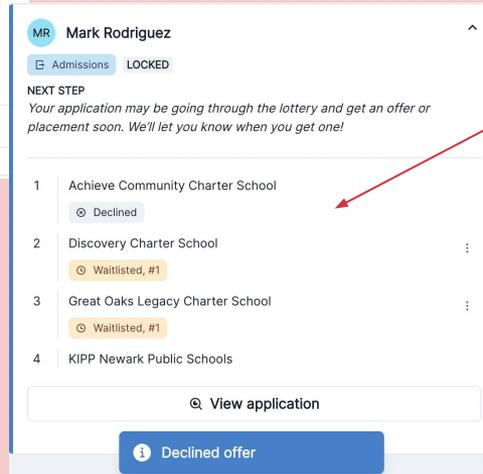
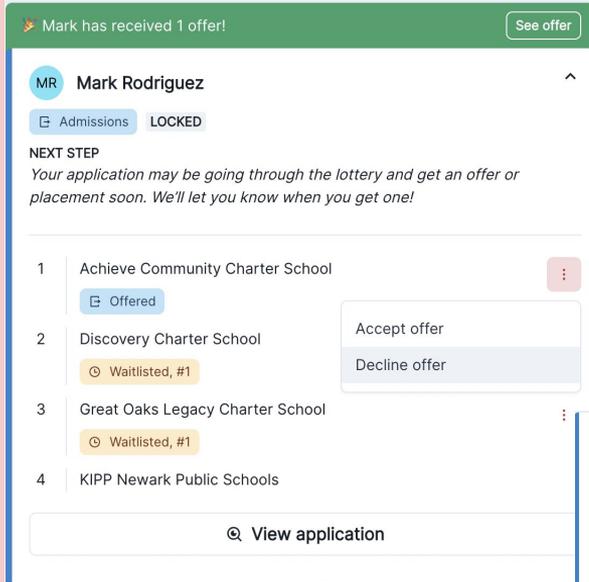
- You will see your tab has changed from a blue *Offered* to a green *Accepted*.

- Your school will then contact you for next steps.

# 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.



A photograph of two young girls jumping joyfully in front of a brick building with several windows. The girl on the left is wearing a light blue jacket over a white t-shirt and black leggings, with her arms outstretched and a wide smile. The girl on the right is wearing a grey jacket over a red t-shirt and dark grey leggings, also with her arms outstretched and a smile. The scene is brightly lit, suggesting a sunny day.

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***THANK YOU.***

**If you need assistance please contact: [info@newarkcommonapp.org](mailto:info@newarkcommonapp.org)**