



Online Enrollment Frequently Asked Questions

[This is ONLY for the 2-week online enrollment process in January.](#)

1. How do I choose a school?

A family guide containing elementary and secondary school information is available online at www.natronaschools.org under the parents/students tab on enrollment.

Each elementary and secondary school hosts an open house or during the open enrollment period. A list of dates is distributed to the community and posted online at www.natronaschools.org. Parents are invited to contact any school to schedule a time to talk with the administrators/staff if there are additional questions.

2. Should I go online to submit my request for schools?

You need to go online to request a school if:

- Your child is enrolling in kindergarten. Even if your child attends a NCSD preschool.
- Your child is enrolling into the District for the first time and if they have been enrolled previously, left the district and then came back.
- Your child is wanting to change schools for the upcoming year.
- Your child is moving into middle school (6th gr.) or high school (9th gr.).

3. What if my child is currently enrolled in Natrona County School District in a preschool?

If your child is currently enrolled in a District preschool, you must go online and complete the enrollment process. **There is no preference given for having attended a preschool.**

4. What happens if my student is currently in a school and I request a different school as my first request for the upcoming school year?

You may request different school(s) other than the one your child is currently enrolled into. In addition, **it is critical that you choose the school your child is currently attending as your second or third choice so that your child does not lose seniority in his/her school.**

5. What if my child is already on a waiting list?

Wait lists are newly generated each year when the student does not get their 1st choice, **as long as the parent has gone online and requested the preferred school(s) again.**

6. Is my child placed in a school during the online process on a first-come, first-served basis?

No. Any parent that completes the online request process within the established dates in January has an equal opportunity for his or her child to receive his/her first choice.

7. I do not have Internet access at home. What do I do?

Please visit any school or the District Enrollment office, 970 N. Glenn Rd. between 7:30 AM and 4:30 PM.

8. My older child is already in school. Can I send another child to the same school?

Preference for children in a) Kindergarten at elementary schools, b) 6th grade in middle level schools; and c) 9th grade in high schools is given to sibling(s) of students currently attending the school. **Preferences are assured through the duration of the online process.** Once the online process is complete, preferences will be honored on a space-available basis only.

9. I'm not sure my child is ready for kindergarten. Can I decide to go online and sign up later?

We recognize that not all children are ready for kindergarten at the same time, and it can be a difficult decision for families to make. However, it is recommended that parents complete the online process during January and, if necessary, withdraw the child later. **If a parent enrolls a kindergarten student after the online request process is complete, the preferences for siblings or employee no longer apply.**

The District has provided a "Parent Guide to Kindergarten Readiness" booklet, which is available on the District website. We recommend you use the booklet to assess your child's readiness, and if you are still not sure if he or she is ready, go online in January and make your school request anyway. Work on some of the kindergarten skills over the next several months with your child. If you don't feel he or she is ready for kindergarten in the fall, you can choose to withdraw him/her at that time.

You will have the option during the enrollment process to request a screening for your incoming kindergartener. The screening will determine if your child qualifies for Classic, Traditional, or Advanced Kindergarten. During the enrollment process please do NOT choose schools solely based on the location of these programs. Parents of students who qualify for Classic or Advanced Kindergarten will be notified and given the option to enroll in the schools that have those specific programs.

10. Define “sibling.”

Sibling is defined as children of the same natural parents; step-parents; co-habiting parents; grandparents; temporary guardians; including those housing homeless children; or children housed by respite care providers living within the same household.

11. I am a NCSd staff member. Does my child receive preference?

Staff members’ children do receive preference under the following guidelines: a) At the school where the staff member work a minimum of 10 hours per week; b) **During the online enrollment process only**; and c) Only at the school’s entry level: kindergarten for elementary, 6th grade in middle-level schools, and 9th grade in high schools.

12. Our student(s) have more than one household. Who is to enter the Enrollment Application?

Enrollment must be entered by the parent/guardian who lives in the primary household with the student.

13. What if I change my mind regarding school choices after I have submitted the application? Can I go back in and change it?

No, you cannot get back into your application nor create a new application. However, you CAN call the Enrollment Office (307) 253-5450 until the end of the enrollment window and ask them to make those changes for you.

14. What if I change my mind after the enrollment window (after January 25th, 2019)?

Your student will be put on the After the Fact List and be placed into a school after those that made their changes during the enrollment window (#14).