

# Application Guide 2025-2026



# Use this guide and follow the steps carefully when applying for a Early Learning & Childcare seat for your child.

## Note:

Not every child is eligible for a free early learning program seat. Eligibility requirements include parental income, age, residency, and other factors.



Follow These Steps to Successfully Complete Your Application:

### STEP ONE:

Use the Explore NOLA-PS Early Learning Centers and Make a List of Your Top Early Learning Centers

### STEP TWO:

Prepare All Documents for Application So Verification Can Be Seamless

### STEP THREE:

- Visit [EnrollNolaPS.com](https://enrollnolaps.com) and Complete Your NOLA-PS Early Learning Online Application

### STEP FOUR:

Receive Message About Your Application's Progress

## Who Can Apply:

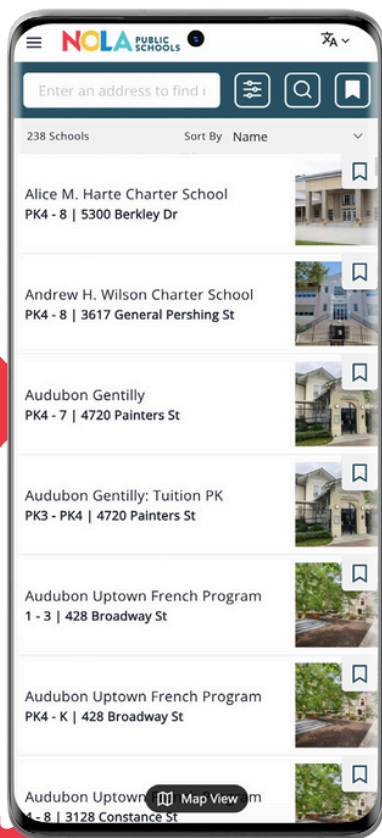
- Residents of Louisiana and Orleans Parish
- Expectant Parent(s) with Children under the age of 5
- Legal Guardians with Children under the age of 5

Family Resource Center: For assistance, email [enroll@nolapublicschools.com](mailto:enroll@nolapublicschools.com) or visit one of the NOLA-PS Family Resource Centers / [EnrollNOLaps.com](https://enrollnolaps.com)

## STEP ONE:

Use the Explore NOLA-PS Early Learning Centers and List the Early Learning Centers You Want Your Child to Attend.

[CLICK HERE FOR THE EXPLORE EARLY LEARNING & CHILD CARE CENTERS](#)



Use the Explore NOLA-PS Early Learning Centers found on [EnrollNolaPS.com](http://EnrollNolaPS.com) and make a list of the top centers you're interested in and rank them based on your family's interest and needs.



Early Learning Gifted and Talented Enrollment Free seats are available for eligible gifted and talented children between 3 and 4 years old.

To qualify, families must have a current Gifted and Talented IEP approved by the NOLA-PS Office of Child Search and a verified Early Learning & Child Care Application.

Gifted and Talented Evaluations can be scheduled at [www.nolapublicschools.com/families/child-search](http://www.nolapublicschools.com/families/child-search).

Family Resource Center: For assistance, email [enroll@nolapublicschools.com](mailto:enroll@nolapublicschools.com) or visit one of the NOLA-PS Family Resource Centers / [EnrollNOLAPS.com](http://EnrollNOLAPS.com)



## STEP TWO:

# Prepare All Documents for Application So Verification Can Be Seamless

*To qualify for a free early childhood seat, families must upload photos of documents through the online application portal at [EnrollNolaPS.com](http://EnrollNolaPS.com) or by receiving assistance at an enrollment event or one of the FRCs operated by NOLA-PS. You must verify your eligibility to receive a placement.*

- **Verify Child (One of the following):**

- Birth Certificate (State or Foreign Issued) **Or**
- Current Passport **Or**
- Visa

- **Verify Parent (One of the following):**

- Valid Driver's License **Or**
- Valid State-Issued ID Card **Or**
- Valid Passport **Or**
- Valid Military ID

- **Verify Residence (One of the following):**

- Current Lease **OR** Mortgage Statement (Please include the signature page of lease agreement)
- Most recent Water Bill **Or**
- Most recent Entergy Bill **Or**
- Most recent Cable Bill **Or**
- Either the parent/guardian name must be on the residency documents or if the parent/guardian lives with another adult who is named on the residency documents, the parent/guardian must upload proof of residency in the resident's name and a photo ID from the person named on the documents.

- **Verify Income (One of the following groups):**

- **For Birth to 3 year old applicants**, provide 4 consecutive check stubs within the previous 45 days, for ALL parent(s) and other adult(s) living in the household, including Social Security Income benefits, if applicable, accompanied by all other applicable income documentation **Or**
- **For 4 year old applicants**, provide 2 consecutive check stubs within the previous 45 days, for ALL parent(s) and other adult(s) living in the household, including Social Security Income benefits, if applicable, accompanied by all other applicable income documentation **Or**
- A statement from the Social Security Administration verifying unearned income for any household member who is a recipient of any SSI benefits **Or**
- Proof of unearned income such as alimony, child support, disability benefits, FITAP/TANF, veteran benefits, etc. **Or**
- Official employer letter stating place of employment, hourly rate of pay & average number of hours worked per week **Or**
- Unemployment Benefits – must submit a Monetary Determination letter from the Workforce Commission **Or**
- Statements of No Income form, if claiming zero income **Or**
- Declaration of irregular Employment, if intermittently or self-employed with no other proof of income to provide



### STEP THREE:

## Visit EnrollNolaPS.com and Complete Your NOLA-PS Early Learning Online Application

Once you've chosen your top early learning program options and prepared your documents, it's time to apply!

- **Log into the Parent Portal.** If it is your first time applying, you will need to create login credentials.
- **Follow the prompts to create your family profile.**
- **Complete Eligibility Check prompts.**
- **Select school choices.**
- **Answer questions and upload documents for eligibility verification directly in the Parent Portal.**

**The application period for early childhood enrollment will open annually during the first week of January. Families will have a 7-week window to submit their applications, with the deadline typically falling around February 21.**

Match results will be available during the last week of April each year. This is when families will be notified of their child's enrollment status and seat placement.

**Remember to apply within this annual window to ensure consideration for your preferred school or program. Applications received after the deadline will be considered during Open Enrollment.**



**The application for 2025 - 2026 period for early childhood enrollment is open from January 6 to February 21. During this time, families can submit their applications for the upcoming school year.**

Match results for LA4, NSECD, Head Start and Early Head Start will be available during the week of April 28. This is when families will be notified of their child's enrollment status and seat placement.

For City Seats, ECEF and CCAP B-3 will receive seat placement during Open Enrollment after receipt of state allocation in June.

**Open Enrollment begins June 2, 2025.**

## STEP THREE:

### Step Three Summary

- Log into the Parent Portal. If it is your first time applying, you will need to create login credentials.
- Follow the prompts to create your family profile.
- Complete Eligibility Check prompts.
- Select school choices.
- Answer questions and upload documents for eligibility verification directly in the Parent Portal.

The application for 2025 - 2026 period  
for early childhood **Main Round**  
**enrollment is open from January 6 to**  
**February 21.**

**Open Enrollment begins June 2, 2025.**



#### What is Main Round Enrollment:

Held once per year, this is when all publicly funded seats become available for all eligible children. If your application is approved and your child is eligible for a free seat, your choices will be included in the match and eligible to be waitlisted.

**Due to the timing of the state's seat allocations, these following funding sources receive placement during main round:**

- Early Head Start
- Head Start
- LA4
- NSECD
- Tuition (Family Pays)

#### What is Open Enrollment:

The period outside of Main Round Enrollment. Applications are accepted for publicly funded seats, but placement is not guaranteed. (Students added to the waitlist behind main round applicants.)

Although all of the funding sources might not be available at the beginning of Open Enrollment due to the timing of the state's seat allocation, this is the enrollment period that will offer them all at various points during the cycle.

[CLICK HERE TO APPLY TODAY](#)

## STEP FOUR:

### Receive Message About Your Application's Progress

- You will receive notification of placement results in your application portal.
- Use the [Enroll NOLA Application Portal](#) to see your results and accept or decline seats.
- When a seat becomes available, and you are next on the list, you will get an offer via text or email.
- If your contact information changes after you apply, contact a Family Resource Center.
- During the Open Enrollment period, add yourself to waitlists or accept open seats. See [Enrollnolaps.com](#) for more information.



### Tracking Your Application Status:

Your verification status can be found on your application dashboard. The following terms will explain your status.



#### IN PROGRESS = ON HOLD

Your application was not processed due to missing documents. Please upload all required documents needed to determine eligibility.

#### SUBMITTED = IN REVIEW

Your application has been submitted and will be reviewed for verification.



#### VERIFIED = YOU QUALIFY!



Your application has been verified. You will be contacted via email or text once a seat becomes available.

#### READY FOR THE LOT T E R Y



Your application was considered in the main round and you have been added to waitlists. We will begin making offers during Open Enrollment.

#### ADMISSIONS



Your application was considered in the main round. Please check your school choices in your parent portal.



#### CANCELED

Your application has been canceled. This may be because your child is not age-eligible or this is a duplicate application. Contact NOLA-PS if you have any questions.



# In-Person Events and NOLA-PS Family Resource Centers

## Types of NOLA-PS In-Person Events:

### Application Hub Events

- **Purpose:** A centralized event where families receive guidance on completing applications, understanding eligibility requirements, and verifying documents.

### Exploration Fairs

- **Purpose:** Introduce families to various school and early learning options available in New Orleans. Schools, childcare centers, and education organizations set up booths to provide information about their programs.
- **Services:** Families can interact with school representatives, learn about different educational models, and gather resources to make informed choices.

### Might Minutes for Tiny Tots

- **Purpose:** Review and discuss application questions for clarity, changes, and retention.
- **Participants:** Parents, guardians, and early childhood providers..

### Verification Events

- **Purpose:** Help families verify their documents and complete applications on the spot.
- **Services:** Staff assist with verifying eligibility documents such as income, residency, and age requirements.

**NOLA-PS operates three Family Resource Centers** to assist families enrolling in NOLA-PS schools and early childhood programs. Our centers are conveniently located across the city and open for walk-in support Monday - Thursday and virtually on Fridays.

If you require assistance, please email [enroll@nolapublicschools.com](mailto:enroll@nolapublicschools.com) or visit one of our Family Resource Centers.

### N.O. EAST LOCATION

Family Resource Center at The NET East  
12000 Haynes Blvd., NOLA 70128

**MONDAY - THURSDAY: 8 - 12; 1 - 4 FRIDAY:  
CLOSED FOR IN-PERSON VISITS**

Virtual Appointments Available

### UPTOWN LOCATION

Family Resource Center at Mahalia Jackson School  
2405 Jackson Ave., NOLA 70113

**MONDAY - THURSDAY: 8 - 12; 1 - 4 FRIDAY:  
CLOSED FOR IN-PERSON VISITS**

Virtual Appointments Available

### WESTBANK LOCATION

Family Resource Center at NOLA-PS Central Office  
2401 Westbend Parkway, NOLA 70114

**MONDAY - THURSDAY: 8 - 12; 1 - 4 FRIDAY:  
CLOSED FOR IN-PERSON VISITS**

Virtual Appointments Available

