

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.

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Let's get started!

Email Sign up with phone

Create password

**Sign Up**

Already have an account?

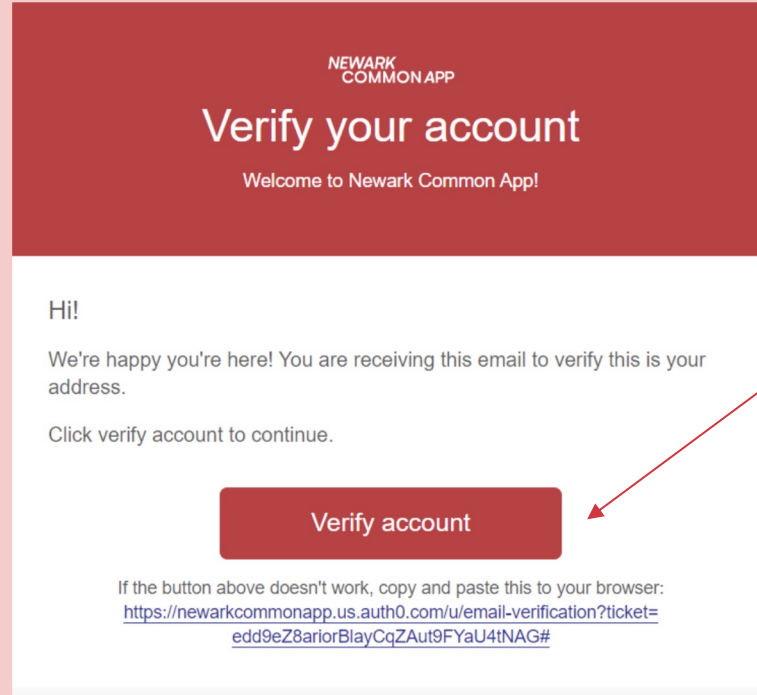
**Log In**

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 2025.

# 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 ▼

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 2025
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?

Mark Rodriguez ▼

Add new student

For what enrollment period?

Fall 2025 ▼

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, 2025.  
To be eligible for PK-4 your child must be 4 by October 1, 2025 and to be eligible for PK-3 your child must be 3 by October 1, 2025.

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

Student Address \*

-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



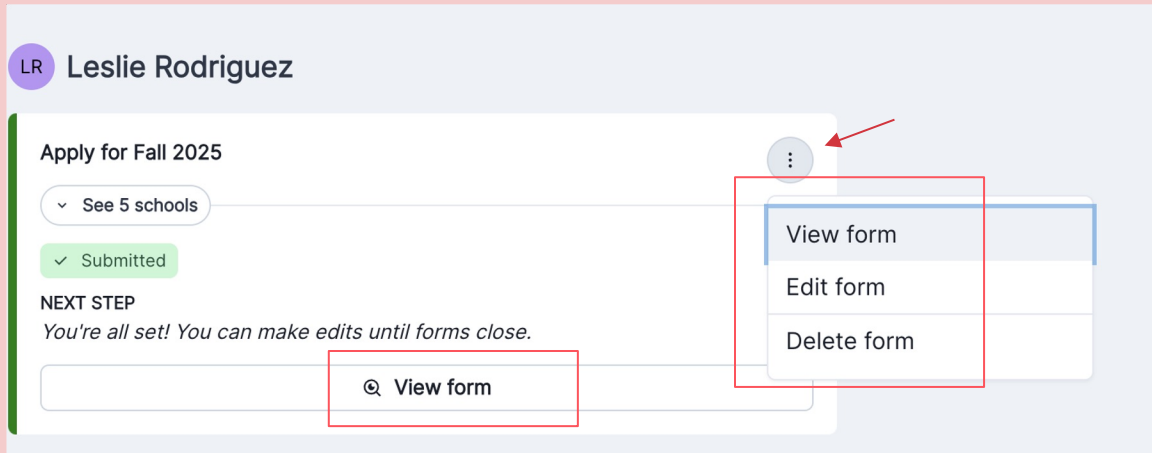
# View or edit your application

-You can view or edit your application for the Fall 2025 school year anytime until the deadline on **March 17, 2025**

-Click on the 3 dots to get a drop down box - 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.***



The screenshot displays the user profile for Leslie Rodriguez (LR) on the Newark Common App. Under the heading "Apply for Fall 2025", there are two buttons: "See 5 schools" and "Submitted". Below these is a "NEXT STEP" section with the text "You're all set! You can make edits until forms close." At the bottom, there is a "View form" button with a magnifying glass icon. A red arrow points to a three-dot menu icon in the top right corner of the application card, which has opened a dropdown menu containing three options: "View form", "Edit form", and "Delete form". Red boxes highlight the "View form" button in the dropdown menu and the "View form" button at the bottom of the card.

**Waiting for your offer**

**Match Release Letters will go out:  
April 10, 2025.**

**You can log back into your account on  
April 10th 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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A photograph of two young girls jumping joyfully in front of a building with large 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 pants, also with her arms outstretched and a smile. The background is a light-colored stone or brick wall with several windows.

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***THANK YOU.***

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