



School Choice Registration

Frequently Asked Questions

[This is ONLY for the online enrollment process December 28th - January 20th.](#)

1. How do I determine which school I would like my child to attend?

A family guide containing elementary and secondary school information is available online at www.natronaschools.org under the parents/students tab on enrollment. The guide features all NCS D schools with information about curriculum, programs, and school philosophies.

Open House Nights will also be scheduled in January and can be found on 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. Where do I go to enroll my child?

- **NEW students** - Online Registration (OLR) for students new to NCS D
 - Visit natronaschools.org, select the School Readiness and Enrollment tab, and select Enrollment.
 - Click on the New Student Enrollment (blue gear) and follow the steps to enter all of your student's information. This process can be completed starting December 5, 2022.
 - After you have completed this process, a Parent Portal account will be created for you. It may take up to a week for you to receive your Parent Portal account. You then can move on to School Choice Registration (STEP TWO) starting December 28th, 2022.
- **SCHOOL CHOICE REGISTRATION:**
 - From **December 28, 2022 through January 20, 2023**, you will use your Parent Portal to make choices for 2023-2024. You will log on to your Infinite Campus Campus Parent Portal, select the three lines on the upper left, select More, and then select Choice for NEXT Year 2023 - 2024. This is where you will put your top choices for your student.
 - Please call 307-253-5306 if you need help with your Parent Portal. You must follow the information in the first bullet to get your student into the system and get a Parent Portal.

3. Do I need to go online to submit my CHOICES for schools?

You need to go to your Parent Portal to request a school **from December 28, 2022-January 20, 2023** if:

- Your child is enrolling in kindergarten. Even if your child attends a NCS D preschool. (Follow the All students - SCHOOL CHOICE bullet above for this.)
- Your child is wanting to change schools for the upcoming year (if space is available). (Follow the All students - SCHOOL CHOICE bullet above for this.)
- Your child is moving into middle school (6th gr.) or high school (9th gr.). (Follow the All students - SCHOOL CHOICE bullet above for this.)

- Your child is enrolling into the District for the first time or if they have been enrolled previously, left the district, and then have returned. (Follow both the New students - Entering Information into the System AND the All students - SCHOOL CHOICE bullet above for this.)

4. Do I need to fill out new enrollment choices for all of my children if only one child is changing schools?

No, you only need to choose different enrollment choices for the child(ren) who is (are) moving schools. Use the All students - SCHOOL CHOICE bullet as described in #2 above **ONLY** for the child(ren) needing a choice. Students will remain in their current school unless you choose differently.

5. 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 select choices requesting a second year of preschool or a kindergarten option. **There is no preference given for having previously attended a preschool.** (Follow the All students - SCHOOL CHOICE bullet above for this.)

6. 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 in. In addition, **it is important to understand that your child may lose his/her spot at their current school if there is no space available at any of your new choices and their current school fills up as well.**

7. 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, 2nd, 3rd, or 4th choice **as long as the parent has gone online and requested the preferred school(s) again during the School Choice Registration period.**

8. Is my child placed in a school during the School Choice Registration process on a first-come, first-served basis?

No. Any parent that completes the School Choice request process within the established dates (December 30, 2021-January 24, 2022) has an equal opportunity for his or her child to receive his/her first choice.

Preference is given for the following circumstances only to choices made during the choice window (December 30, 2021-January 24, 2022):

- Student is already enrolled at the school and not changing enrollment
- Student in a district program offering (Example: FLS, BASE, ILS, GT, DLI, ELL)
- Student has a sibling already enrolled at the school who will be remaining at the school
- Student has a parent/guardian employed at the school at the time of the school choice selection
- Student chooses the school closest to their primary household address

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

Please visit the District Enrollment Office, 970 N. Glenn Rd. 7:30 a.m. - 4:30 p.m. or any district school during normal business hours.

10. My older child is already in school. Can I send another child to the same school? Preference for children is given to sibling(s) of students currently attending the school who will remain at that school the following year. **Preferences are only assured through the duration of the School Choice Registration process.** Once the School Choice Registration process is complete, preferences will be honored on a space-available basis only.

11. **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 school choice 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 location, siblings, or parents/guardians working at the school no longer apply.** Families can schedule your child for a Kindergarten Screening where you can visit with highly-qualified educators on Kindergarten information and next steps for your child. Also, don't forget to check out our helpful [Kindergarten Readiness Guide](#) for more information and resources.

12. **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 primary household. A student will only receive preference points if a sibling as defined above is listed on their primary household. For questions about your primary household please call the enrollment office at 307-253-5306.

13. **I am an 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 works a minimum of 10 hours per week; and b) **During the School Choice Registration process only.**

14. **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.

15. **What if I change my mind regarding school choices after I have submitted the application? Can I go back in and change it?**
You can go back on to your Parent Portal and make new choices during the choice window (December 28, 2022-January 20, 2023). Please note the most recent choices made will be the ones we look at.

16. **What if I change my mind after the School Choice Registration window (after January 20th, 2023)?**
Your student will be put on the After the Fact List and be placed into a school after all of those that made their changes during the enrollment window if space is available.

17. **How do Dual Language Immersion (DLI) choices work?**
DLI will be a different choice than regular programming at a school and must be selected separately to be considered. You must attend a Parent Information meeting and sign an electronic commitment form if you wish for your child to be considered for the DLI program. See the NCSd website for dates for the DLI parent meetings.

Nondiscrimination Policy

NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, religion, sexual orientation, or disability in employment, treatment, admission, or access to educational programs and activities.

The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. Natrona County School District does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). The following person(s) have been designated to handle inquiries regarding the Non-Discrimination Policies of Natrona County School District.

504 Coordinator - Todd Burns

970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445

todd_burns@natronaschools.org

Title IX Coordinator - Dillon Fuller

970 N. Glenn Rd., Casper, WY 82601, or (307) 253-5445

dillon_fuller@natronaschools.org

Or you may also contact:

The Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue, Cheyenne, WY 82002-0050 or 307-777-7673