

# Kindergarten Online Application Instructions (Current ADA Preschool Student) 2023/2024

1. Log in to the [Application Portal](#).
  - If you do not remember your password, use the 'Reset Password' option at the bottom of the login page. Your username will be the same as your email address. If you are still having trouble logging in, please email [Lora Hollaus](#).
2. Select your rising Kindergarten student from the drop-down menu in the upper right-hand corner.
3. Click on the 'Online Application in Progress' link for the **2023/2024** school year.

The screenshot shows the 'Applicant Profile' page for the 2021/2022 school year. The user is logged in as 'TEST'. A red circle highlights the 'TEST' dropdown menu in the top right corner, labeled 'Step 2'. Below the profile information, there are two tables: 'Applications' and 'Family Information'. The 'Applications' table has a red circle around the row for the 2023/2024 school year, which is labeled 'Online Application in Progress', with the text 'Step 3' below it. The 'Family Information' table shows details for the address: 6700 Canyonpoint Road, Castle Pines, CO.

Year	Status
2023/2024	Online Application in Progress
2022/2023	Online Application in Progress

Family Information	
Addressee	
Address Line 1	6700 Canyonpoint Road
City	Castle Pines
State / Province	CO

4. Complete the application
  - Click 'Save & Next' at the end of each page/section.
  - Fields marked with a red asterisk are required. Please enter N/A if the field is not applicable.
5. After submitting the application, you will return to the Applicant Profile page. Request your teacher recommendation in the 'Teacher Recommendation' section. Enter your child's preschool teacher's name and email address, then press the submit button.

The screenshot shows the 'Applicant Profile' page for the 2021/2022 school year. The user is logged in as 'K TEST 21.22'. A red circle highlights the 'Request' button in the 'Teacher Recommendation' section, labeled 'Step 5'. The 'Applications' table shows the 2021/2022 application as 'Application Received'. The 'Family Information' table shows details for the address: 765 Whitebark Place, Highlands Ranch, CO. The 'Status Update' table shows a list of events: Admissions Test, Open House, Registration Fee Received, and School Records Received. The 'Teacher Recommendation' table shows a row for 'Teacher Recommendation K-1' with a 'Request' button.

Submitted	Date	Description	Year	Scheduled Date
<input type="checkbox"/>		Admissions Test	2021/2022	
<input type="checkbox"/>		Open House	2021/2022	
<input type="checkbox"/>		Registration Fee Received	2021/2022	
<input type="checkbox"/>		School Records Received	2021/2022	

Teacher Recommendation	
Type	Recommendation
Teacher Recommendation K-1	<input type="button" value="Request"/>