

To the Parent/Guardian of
<student name>
<address 1>
<address 2>

Dear <Parent/guardian>,

The Newburgh Enlarged City School District welcomes you and your child into Goldback Nation! You are receiving this letter because you are currently enrolled in one of our UPK opportunities. It is the time of year in which you will need to ensure your student is enrolled in kindergarten and make an elementary school choice. This is a very important decision as your child will be in the school through grade 5 or grade 8 depending upon your placement. The Newburgh Enlarged City School District currently has seven elementary schools and two K-8 schools. Additional information about the schools and their various programs can be found at our NECSD website newburghschools.org.

This year, school selection will take place utilizing our Infinite Campus Parent Portal Application which can be downloaded free from your app store of choice. Enclosed are instructions for activating your Parent Portal account. You will need your personalized Activation Key (listed below) to begin. If you have difficulty accessing your Parent Portal, you may send an email to newburghportal@necsd.net for assistance. The school selection process does not guarantee the school you choose. Once choices are made, all students are entered into a lottery. However, because you will be making three choices, the chances are high that you will receive one of them. You will receive the results of the lottery mid-July if you **submit prior to May 15, 2022**. If you submit after the deadline you may not have a placement by the first day of school.

Please be prepared to provide a supplementary proof of residency when our Registration Specialist contacts you to complete the process.

Once you activate your Parent Portal Account, follow the steps below:

- Choose “menu” (left side of screen)
- Choose “Registration”
- Choose “Submit” upon completion of the application

Activation Key: <GUID>

Through the Work of All,

Christina Castellane Clويدt, Ed.D.
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