



## **NPN School Directory – Online Change Request Form**

So many Chicago families rely on NPN’s School Directory data and annual School Fair to help them make their school search decisions. As your information changes, please tell us about it! We would like our members to have access to the most current information.

To make updates: Complete only the fields that need to be changed and email to [schooldbase@nnpnparents.org](mailto:schooldbase@nnpnparents.org).

If you want to check your current School Directory data, please download the School eDirectory at: <http://nnpnparents.org/school-help>. Please also see the completed sample Directory School listing below this table for your reference.

### **Change Request Form**

School Name (required)		
Your Name (required)		
Your Email (required)		
Submitted by (required)	School Administrator	<u>Select One:</u>
	School Parent Association	
	NPN Parent Member	
	Other	
School Address		
City		
Zip Code		
School Email		
School Website		
Contact Name for Parents		
Contact Phone for Parents		
NPN Contact Name	<u>You may provide up to three names:</u>	
NPN Contact Phone		
NPN Contact email	<u>You may provide up to three email contacts:</u>	
Age Groups		<u>Select all that apply:</u>
	Newborn	
	Age 1-2 years old	
	Age 2-3 years old	
	Age 3-4 years old	
Age 4-5 years old		



	Age 5 and older	
Open House (Dates, Time & Description)		
Application Description		
Application Due Date		
Annual Tuition		
Financial Assistance		
Entrance Requirements		
Teacher: Student Ratio		
School Hours		
Before/After School		
Language Classes		
Student Total		
Class Size		
Racial-Ethnic Stats %		
Test Scores		
Activities		
Special Needs		
Parent Groups		
Other School Notes		

### **Sample School Listing**

School Name (required)	NPN Elementary School	
Your Name (required)	Kathy Luppo	
Your Email (required)	<a href="mailto:kluppo@school.com">kluppo@school.com</a>	
Submitted by (required)	School Administrator	<i>Select One:</i> <input checked="" type="checkbox"/>
	School Parent Association	<input type="checkbox"/>
	NPN Parent Member	<input type="checkbox"/>
	Other	<input type="checkbox"/>
School Address	1234 Washington St.	

City	Chicago, IL	
Zip Code	60610	
School Email	<a href="mailto:admissions@school.com">admissions@school.com</a>	
School Website	www.myschool.com	
Contact Name for Parents	John Doe	
Contact Phone for Parents	(312) 555-5555	
NPN Contact Name	Kathy Luppo, John Doe	
NPN Contact Phone	(312) 555-5555 x55	
NPN Contact email	kluppo@school.com; jdoe@school.com	
Age Groups		<i>Select all that apply:</i>
	Newborn	
	Age 1-2 years old	
	Age 2-3 years old	
	Age 3-4 years old	<b>X</b>
	Age 4-5 years old	<b>X</b>
	Age 5 and older	<b>X</b>
Open House (Dates, Time & Description)	2/14/11, 4/30/11 9:30-11:30 AM	
Application Description	Non-refundable \$150 fee.	
Application Due Date	02/01/12	
Annual Tuition	\$4,000 - \$6,000	
Financial Assistance	Needs based.	
Entrance Requirements	PreK: Age 3 or 4 by Sept 1. K: Age 5 by Sept. 1	
Teacher: Student Ratio	1:10	
School Hours	8:30 AM – 2:45 PM	
Before/After School	Before school starts 7:00 AM After School ends 6:00 PM Fee based enrichment programs.	
Language Classes	Spanish, French, and Mandarin.	
Student Total	250	
Class Size	20	
Racial-Ethnic Stats %	20% African-American 20% Asian 20% Hispanic 20% White 20% Multiracial.	
Test Scores	ISAT 3 <sup>rd</sup> Grade 80% Reading 85% Math 4 <sup>th</sup> Grade 82% Reading 83% Math 5 <sup>th</sup> Grade 95% Reading	



	90% Math.
Activities	Athletics, Band, Choir, Dance, Drama, Electronics, Yearbook.
Special Needs	Counselor on staff full time.
Parent Groups	Friends of School
Other School Notes	Organic school breakfast and lunch.

