

## Adding or Removing Sites on an Existing Application

### Login to the Parent Portal

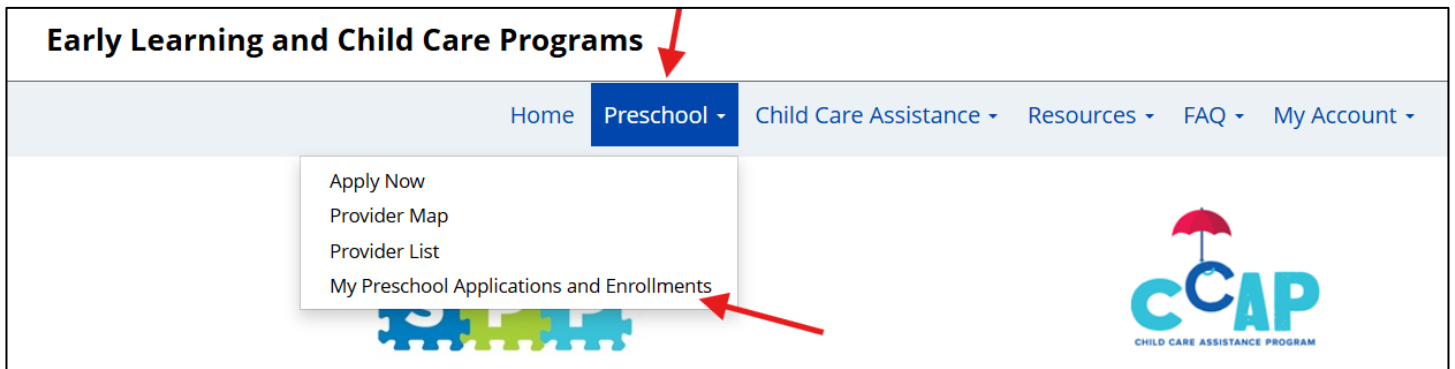
Login to the [Parent Portal](#) using same credentials (username and password) from when you first applied.

**Forgot password?** Select “Forgot Password” to receive an email to reset. Be sure to check your spam folder.

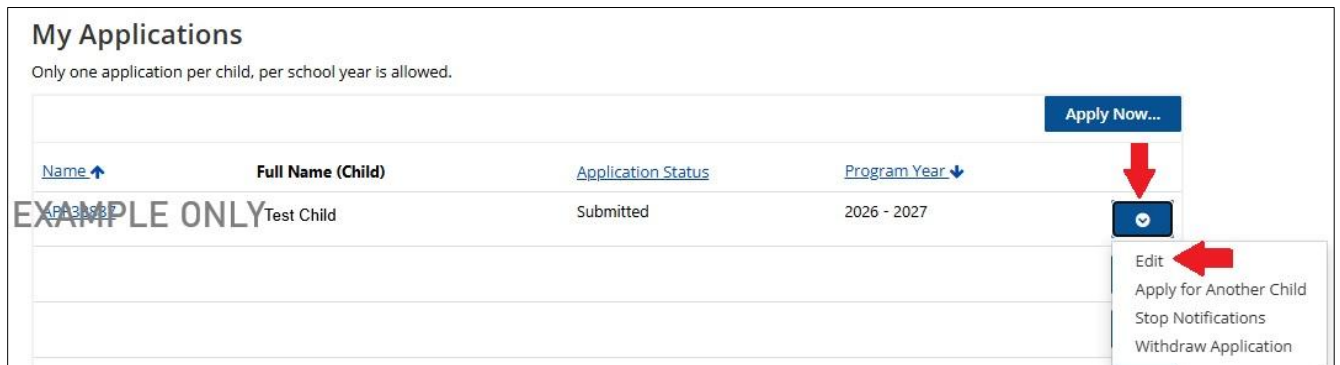
**Forgot username?** Try your email address or contact SPP team at [preschool@seattle.gov](mailto:preschool@seattle.gov) or 206-386-1050.

### Find and Edit Your Application

1. After logging in, click on the *Preschool* drop down menu and then select *My Preschool Applications and Enrollments*.



2. Under the *My Applications* header, find the application you wish to edit, push the down arrow button and then select *Edit*. Please note, the screenshot below is just an example; it is not a picture from your child’s application.



Name <a href="#">↑</a>	Full Name (Child)	Application Status	Program Year <a href="#">↓</a>	Apply Now...
EXAMPLE ONLY	Test Child	Submitted	2026 - 2027	<div style="border: 1px solid black; padding: 2px;"> <span>▼</span> <ul style="list-style-type: none"> <li>Edit</li> <li>Apply for Another Child</li> <li>Stop Notifications</li> <li>Withdraw Application</li> </ul> </div>

3. On the *Review & Submit* page go to the *Location Options* section and then click *Edit*. Please note, the screenshot below is just an example; it is not a picture from your child’s application.



- Find the sites you would like to add or remove on the map and add or remove them on your application by clicking *Select/Unselect*. You will then see that site added or removed on the list of *Selected Providers* below the map. You can use the filters to help narrow down the sites displayed on the map. For a site that shows *Refer Me*, that site completes their own enrollment, please contact them directly. Please note, the screenshot below is just an example; it is not a picture from your child's application.

**Save & Back to Review**

**My Location:**

**Street Address**  
700 5TH AVE

**City**  
SEATTLE

**Zip Code**  
98104

**Filter Providers:**

**Preschool Location**  
--Any--  
Seattle Public Schools Building  
Child Care Center  
Family Child Care (Home Based)

**Region**  
--Any--  
Northwest  
Northeast  
Central  
Southwest  
Southeast

**Waitlist/Enrollment Managed By**  
--Any--

Minimal or No Waitlist  
 Extended Care Provided  
 Dual Language Program  
 Transportation Offered  
 ECEAP/Head Start

**Selected Providers:**

- To remove a selected site from your application, you can also go to the *Selected Providers* list, and uncheck the box next to the site name. Please note, the screenshot below is just an example; it is not a picture from your child's application.

**Selected Providers:**  
You will be added to a waitlist and contacted if/when a seat is available. (Sites are not listed in rank order)

SCCS - SWEL +

YMCA - Hallows +

- After you have added/removed all desired sites, click *Save & Back to Review*. Then select *Submit*.

