Apply for preschool and family day-care

This manual is for parents/guardians who want to apply for a place in a preschool or in family day-care via the Municipality of Norrköping’s e-service.

The manual describes how to apply without logging into the e-service.

To be able to apply, you need a Swedish personal identity number and an e-mail address.

The e-service can be found at this address:
http://utb24fsk.norrkoping.se/
Apply for a place in a preschool

Step 1

Click on the checkbox **Sök Förskola** (Find preschool).
Step 2 - Search for a preschool

How to search for a preschool.

You can search in several different ways.

- You can search by the area you live in.
- You can search by activity, for example, preschool or family day-care.
- You can choose to search for municipal preschools only or independent preschools only.
- You can search on a map.
- You can search by the name of the preschool you are interested in.

Once you have filled in your selections, click on Sök (Search).

If you don’t make any selections, your search results will show all the preschools in the municipality.
Step 3 - Select preschool

Your search results will appear at the bottom of the page.

Click on Lägg till (Add) to select a preschool. You can select more than one preschool. You can be in the queue for a maximum of 3 preschools.

Click on Visa mer (Show more) if you want to know more about a particular preschool.

When you click on Visa mer, a popup window is displayed. This window shows you the preschool's address. It also contains a link to the preschool's own page on the website www.norrkoping.se

The window also shows you who is responsible for the queue at that preschool, and how you can contact this person.
Step 4 - Start your application

Once you have made your selections, click on the Påbörja ansökan (Start your application) button.
Step 5 - Personal identity number (personnummer)

This is where you fill in your personal identity number and your child's personal identity number. You can also fill in the personal identity number of the child's other guardian(s). If you have several children, you will need to make several applications, one for each child.

When you are finished, click on Nästa (Next).

Fill in your personal identity number here.

Fill in your child's personal identity number here.

If the child has more legal guardians, fill in the personal identity numbers of the child's other guardians here.

When you are finished, click on Nästa (Next).
Step 6 - Your contact details

You can enter your phone number and your e-mail address here.

You must have an e-mail address in order to apply. This is because all the information about your application will be sent to you by e-mail.

When you are finished, click on Nästa (Next).

Fill in your home phone number here.

Fill in your mobile phone number here.

If you have a phone number at your workplace that goes only to you, fill in the number here.

Fill in your e-mail address here. You must enter the same e-mail address in both boxes.

When you are finished, click on Nästa (Next).
Step 7 - Select the order of the preschools

Select a preschool by clicking on the arrow in the list. **Alternativ 1** (Preference 1) is your first preference for the preschool for your child. You must select at least one preschool.

You may be in the queue for a maximum of 3 preschools. When you are finished, click on **Nästa** (Next).

Click on the arrow to see the list of preschools you selected. **Select the preschool that is your first preference as Alternativ 1.**

If you have selected several preschools, you can add them as **Alternativ 2** and **Alternativ 3**. Add the preschools in your order of preference.

When you are finished, click on **Nästa** (Next).
Step 8 - Information about the placement

Enter here the date you want your child to start preschool. You must indicate why you want a preschool place. Select the **Typ av placering** (Type of placement) from the drop-down list.

You must select the language that you speak at home (the child's mother tongue).

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Here you enter when you want your child to start preschool.

Click on the arrow and select the preschool you want.

Click on the arrow and select the language you speak at home.
Step 9 - Information about the placement - Other matters

Does your child have siblings who are already attending a preschool or family day-care unit?
Select **Ja** (Yes) or **Nej** (No) using the drop-down arrow.

Have you recently moved to Norrköping? Enter your new address in Norrköping in the box. Enter the date you moved to Norrköping.

Click on **Nästa** (Next).
Step 10 - Confirm your application

Review your application to make sure that all the information you entered is correct and as you intended. You can change any of the information here if you click on the pen symbol.

Once you are satisfied that all the details are correct, click on **Bekräfta ansökan** (Confirm application) at the bottom of the page.
**Step 11 - Application sent**

You will be notified by e-mail.

If you have some form of e-identification, you will be able to log in and follow your case on **Min sida** (My page).