

Orleans Parish School Board & Recovery School District
Student Enrollment Procedures for Schools

Date: August 2014

Subject: Enrollment Policy for Schools

- Schools maintain responsibility for registering students and collecting all registration documents and materials.
- All student placement will occur at EnrollNOLA Family Resource Centers and not at school sites. Students seeking to transfer must follow transfer procedures outlined in the enrollment policy governing Admissions, Re-admissions and Transfers.
- All students assigned to a school via the OneApp process must be admitted to the school. Exceptions to this include:
 - o If the family does not complete registration within the first 5 days of school, at which point the school can request a discharge
 - o If the student is retained and the school does not serve the appropriate grade level, school personnel should reach out to OSE to help secure a new placement.
 - o If the student is retained and the school cannot accommodate the student, school personnel should reach out to OSE to discuss the options available.
- All students referred to the school by the Office of Student Enrollment outside of the OneApp process must be admitted to the school. Exceptions to this include:
 - o If the student was previously expelled from the school, or involved in a documented incident with another enrolled student / staff member, school personnel should reach out to OSE to discuss the appropriateness of the placement and discuss options available.
- When requesting that a student be discharged, a school is responsible for:
 - o Indicating the reason for the discharge and providing the appropriate drop code.
 - o Maintaining a record of supporting documentation for the discharge (i.e. if the student is being discharged as having left the state, the school must have proof that the student has enrolled at a school out of state) that can be produced upon request.
- Office of Student Enrollment will use SchoolForce to determine that there seats available for a new student / transferring student in the following ways:
 - o Prior to October 1: A school will be deemed as having a seat available if, for a particular grade level, their current active roster in SchoolForce is lower than the 10/1/14 projected enrollment for that grade.
 - o After October 1: A school can choose from one of the two following options (for each grade level served):
 1. To continue to accept students until they reach their projected enrollment for that grade level, or
 2. To close enrollment and enter the "round robin" for that grade level.When there are fewer than 5 schools in a particular grade level with seats available via option 1 above, OSE will begin placing children via "Round Robin." This means the following:
 - For the grade level in question, all schools serving that grade level will be listed as having 1 seat available for a new student / approved transfer. Once that seat is filled, the school will not be asked to accommodate another student in that grade for the remainder of that "Round Robin" round.
 - For any particular grade, the next "Round Robin" round begins when there are fewer than 5 schools remaining in the current round. Those 5 schools will be listed as having 2 seats (from the original round and from the new round).If a school leader would like to request to be exempted from a "Round Robin" round for a particular grade level, that exemption must be requested and approved prior to a student being assigned. Once assigned, the school cannot deny admission to the student.
- Students seeking a school placement who were discharged on or after October 1, 2014 will be placed at their last school of record, pending seat availability.
 - o The readmitted student will count as a Round Robin placement for schools who have not received a Round Robin placement that cycle. For schools who have previously received a Round Robin placement that cycle, the readmitted student will credit the next cycle of Round Robin for that grade level.
 - o Schools receiving more than 2 readmitted students in one grade level during the same Round Robin cycle will work with the Office of Student Enrollment to determine placements for additional students.
 - o Schools with an exemption from Round Robin in the applicable grade level will be exempt from readmission of students. The readmitted student, in this case, will be treated as a new enrollee.