

Louisiana Believes

**Louisiana Scholarship Program
2014-15 Application Process Round 2
Statewide Schools**

Key Dates

Week of April 14

Schools confirm
Round 2
participation

Week of April 21

Main Round
Scholarship letters
mailed to students

Week of June 2

Round 2 letters mailed to
students;
6/6: Main Round Registration
Deadline

March

April

May

June &
Beyond

Round 2 Application

April 21: Released
May 9: Deadline

Waitlist Period

School Participation in Round 2

- During the week of April 14, the Department will notify schools of the total number of Main Round seats awarded to their school by grade
- Schools must inform the Scholarship Team if they would like to revise the grades in which they are accepting applications for Round 2.
- Schools will also have to confirm their designated Point of Contact (POC) for Round 2.
- The Scholarship Team will send out a survey the week of **April 14th** to collect this information from schools.
- Schools can begin viewing their scholarship student rosters in SchoolForce beginning the week of April 21

School Participation in Round 2

- **Opting Out:** Schools may opt out of Round 2 if they have filled their available seats and/or do not wish to accept any additional students in Round 2. If schools do not participate in Round 2, they will not generate a wait list or back fill vacated seats.
- **Adding Grades:** If schools did not fill their seats in the Main Round they may open up additional grade level seats in Round 2; however, schools still may not exceed their match targets.

How to View Rosters in SEE

https://leads3.doe.louisiana.gov/ - Scholarships for Educational Excellence - Windows Internet Explorer

SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE

Covered School District | Unacceptable School | Participating School | Student | Report | Processing Codes | Load | Rollover

Applicant Verification | SEE Schools | School Reports

Beginning School Year: 2014 | School Type: ALL | District: ALL | Export: Acrobat (PDF) file

School: 674001 Angles Academy

- Seats by Schools
- Funding
- Payment
- SEE Roster
- Awarded Student Letters
- Denied Student Letters
- Waiting List Student Letters
- Site Letters
- Site Labels

Print

DIRECTIONS:

1. Log into SEE
2. Select 2014 as the beginning school year
3. Click “SEE Roster”
4. Under Export, select your preferred file format (PDF, Excel, etc).
5. Click “Print” to print and/or download your roster

Who is Eligible to Apply in Round 2?

- New Applicants: Students who did not apply in the Main Round may submit an application in Round 2.
- Main Round Applicants: Students who applied in the Main Round and were not matched to a school or are unsatisfied with their match may update their application with new school choices in Round 2.

*Students deemed eligible in Round 1 do not need to resubmit eligibility documentation.

How do students apply in Round 2?

Submitting Application:

- All applicants may submit an application online; or,
- Submit a hard copy application to a participating scholarship school.

Continuing Students:

- Current scholarship students should only submit an application if they want to transfer to a new school for the 2014-15 school year.
- All students that are transitioning from elementary school to a new school for middle or high school MUST complete a new application. If parents do not complete an application indicating new school choices, the student will not be considered for a new placement.
- If you have students in a transition grade, please make sure their parents are aware of this requirement.

Eligibility:

- All new applicants must verify their eligibility.
- Continuing LA Scholarship Program students do not need to re-verify residency or income.
- Students who were deemed eligible in the Main Round also do not need to re-verify eligibility.

How are Main Round Applicants Treated in the System?

- All Main Round applicants will be available for editing in Round 2.
- Only students wanting to change their choices need to submit a Round 2 application.
- Students awarded a Scholarship in the Main Round will continue to hold that seat unless they submit a Round 2 application and receive a new award. However, if they receive a new award in Round 2, they give up their seat at their current/Main Round school.

How Is Eligibility Determined?

Student eligibility requirements do not change in Round 2.

An **applicant is eligible** if they reside in Louisiana and:

- 1) Are a current Scholarship or NSECD student; or
 - 2) Are an entering first-time kindergarten student and meet the income requirement; or
 - 3) Are attending a C / D / F / T school and meet the income requirement
- **New applicants for Round 2:**
 - Must submit proper eligibility documentation before the application deadline, May 9th.
 - **Students deemed eligible in the Main Round:**
 - Do not have to resubmit eligibility documentation in Round 2.

How are Applicants Assigned to Schools?

Eligible applicants **receive priority** to a nonpublic school listed on their application if they:

- 1) Are a **current NSECD student** at that school (if applicable)
- 2) Are a **sibling of a currently attending student** at that school
- 3) Are a **current scholarship student** in a transition grade
- 4) Reside in the same parish as the school (if applicable)
- 5) Attend a D, F, or T school
- 6) Attend a C public school
- 7) Are a continuing scholarship student seeking to transfer schools

When Is the Student Registration Deadline?

- Students awarded a scholarship in the Main Round will be required to register at their match school by **June 6**.
- If a student does not meet the registration deadline, they may lose their guarantee to a seat at that school.
- Schools can choose to keep students on their roster who do not meet the registration deadline, or fill those seats with students from their waitlist.
- Schools must notify LDE following the June 6 deadline whether or not to remove students who have not registered.
- The Round 2 registration deadline will be **August 8**.

Changes Based on Main Round Feedback

- ✓ **All participating scholarship schools will be able to update applications for all applicants** in Round 2. However, schools are not required to enter applications if they are not participating in Round 2 or do not have seats available in a specific grade.
- ✓ **Email confirmation messages** sent to parents have been updated with Round 2 information and will now provide a student's current eligibility status.
- ✓ **Updated language on the statewide application will make it clear that families must provide the income from a Budget Sheet or benefits statement** they are receiving through government assistance programs. Schools should not enter \$0 for a student's household income.

LDE Communications to Schools and Families

- **Demand Reports:** Schools will receive weekly demand reports every Monday, beginning April 28, one week after the Round 2 application opens.
- **Eligibility Verification Rosters:** On April 28 and May 5, schools will receive a list of all first choice student applicants received for Round 2 with applicant eligibility status and contact information listed.
- **E-mail Reminders:** Families will receive a weekly e-mail every Thursday, beginning April 24, reminding them to submit eligibility documentation (if they have not already done so).

Next Steps

Schools:

- Review 2014-15 student award numbers and rosters
- Contact families to notify them of their awards
- Conduct scholarship student registration; ensure students provide proper eligibility documentation upon enrollment
- Inform LDE of participation in Round 2
- Market schools to families to maximize the number of applicants
- Review applications and confirm eligibility
- Begin accepting and entering applications April 21
- Hold paper applications until the lottery is run (after which schools may destroy student applications)

Louisiana Department of Education:

- Send award notifications to families
- Send weekly communications to schools and families
- Provide support to schools throughout the process

Questions? Contact Us!

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