All,

The OneApp deadline is 4 weeks away.

As the deadline approaches, make sure you continue to promptly data-enter any applications received, validate that all students in transitional grades have submitted applications, and alert the Enrollment Team if you have any questions or concerns. Please take time to review the application collection memo at the bottom of this newsletter. Thank you for all your work to make this enrollment season a success.

Since this year's application opened on November 2, we've had over 11,200 applications submitted. We hope everybody is having a smooth Main Round so far. Please contact support@enrollnola.org with any enrollment concerns.

Please remember: the OneApp application for students infant – pre-k4 is ONLINE ONLY. Do not accept applications for students who are entering pre-k3, pre-k4, or an early childhood program for students ages infant- 4. These families should be directed to complete their application online at EnrollNOLA.org. Please screen every paper application received and return them if a family has applied for a pre-kindergarten program.

The OneApp animation is live! Please share this video with your staff, and your prospective and transitional students and families: https://vimeo.com/152375695

IMPT POLICY MEMOS

Student Enrollment & Records

We have received accounts that some families are being barred from enrolling due to issues with student record transfers. It is without question in the best interests of students that they be able to attend school as promptly as possible after being assigned. Therefore, receiving schools must provisionally enroll students in the most age-appropriate grade setting until final student records are available, and sending schools must send student records immediately upon request. We understand that this may be difficult, particularly in high school grades where scheduling is dependent upon credits accrued, and we appreciate your flexibility. Please reach out to our team if we can be of assistance in cases like these or in other challenging enrollment situations.

Please refer to the following in the Superintendents' Policy on Admissions, Transfers and Re-admissions for policy guidance:

I: A :h. No student who has been appropriately assigned by OPSB or EnrollNOLA or registered by a school may be turned away by the school to which the student is registered / assigned.

I: A j: If a student is entering an Orleans Parish public school from another school system in the United States, that student will be registered according to his/her last grade placement in his/her last school based on submission of the appropriate educational records. If no records are available, the student will be placed in the age-appropriate grade level. In these cases, the principal or his/her designee of the receiving school will then determine an appropriate grade placement upon receipt of the appropriate educational records.

ACTION REQUIRED

<u>Application Reprint Ready for Pick Up</u>
The application reprint with updated SPS scores and Letter Grades has arrived. As before, the supply is very limited. We strongly recommend that schools encourage families to submit applications online wherever possible. To help conserve your hard copy books, we're creating a one-pager you may print and distribute in lieu of applications, attached here.

If you would still like a small supply of hard copy applications, please designate a team member to come pick up your supply from our OPSB Family Resource Center as soon as possible. Details follow. If you'll be setting up application computer stations and will not need hard copies, please contact aimee.grainer@rsdla.net. Please note that for schools who serve Pre-K4, the ECE application is **online only**.

Distribution Details

OPSB Family Resource Center
3520 General DeGaulle Dr., Suite 1101
New Orleans, 70114

Distribution will take place:
Monday – Friday, 9 AM – 12 PM, and **1 PM – 4 PM**.

Tips for Conserving Your Hard Copy Books

·   Set up computer stations for families to submit applications online.
·   Hand out the EnrollNOLA one-pager with instructions for applying online, attached here.
·   Mark several hard copy applications as school / reference copies, so you can reserve a supply.
·   If a large family needs applications for several students, copy just the application pages, one for each student, and provide those with a single copy of the catalog.
·   Please note that a PDF of the application will be available online in English, Spanish, and Vietnamese for the entire Main Round.

<u>8th Grade Application Collection</u>
With ONE MONTH left in the Main Round, we still have many students in transitional grades who have not yet completed OneApps. We'd like to take this opportunity to remind schools that it is critically important that all students in transitional grades participate in the Main Round. Submitting a Main Round application helps ensure students are assigned to a preferred school.

As we did last year, our team will be sharing reports of all schools' progress in collecting applications from their transitioning students in each week's newsletter. In addition to tracking completion percentage, we will also be sharing the average number of choices entered on the application by transitional grade students. It is critical that transitional grade applicants list many choices to increase their likelihood of being assigned to a preferred school.

We'd also like to use this time to highlight the schools who have already done exceptional work in supporting their 8th graders through the high school transition process. Congratulations to Akili, who this week is at a 100% completion rate! We'd also like to shout out all schools with 95%+ completion: Akili Academy, ReNEW Schaumburg, Arthur Ashe, James Singleton, Paul Habans, and Gentilly Terrace. Another shout out goes to the schools whose transitional students on average list 5+ choices: ARISE, Success, Andrew Wilson, Osborne, Milestone, and ENCORE. All schools should encourage transitional students to list up to 8 choices.

School Name	Completion %	Avg. # of Choices
Akili Academy of New Orleans	100%	4.0
ReNEW Schaumburg Elementary	99%	3.6
FirstLine Schools: Arthur Ashe Charter School	98%	4.8
James M. Singleton Charter School	97%	4.4
Paul Habans Charter School	97%	3.8
Gentilly Terrace Charter School	96%	4.6
Fannie C. Williams Charter School	93%	4.9
KIPP Central City Academy	93%	2.1
FirstLine Schools: Samuel J Green Charter School	92%	5.4
Esperanza Charter School	91%	2.8
Martin Behrman Charter School Academy of Creative Arts and Sciences	87%	3.2
E. P. Harney Spirit of Excellence Academy	86%	4.0
KIPP McDonogh 15	85%	3.2
FirstLine Schools: Langston Hughes Academy	85%	4.6
ARISE Academy	84%	6.8
Pierre A. Capdau Charter School	84%	4.6
KIPP Believe	81%	3.7
McDonogh #32 Literacy Charter School	78%	3.6
Success Preparatory Academy	77%	5.2
Dwight D. Eisenhower Academy of Global Studies	76%	3.3
ReNEW Cultural Arts Academy	76%	4.2

School Name	Completion %	Avg. # of Choices
KIPP Leadership	75%	3.4
Alice Harte Charter School	75%	2.8
Mary D. Coghill Elementary School	72%	4.0
Andrew H. Wilson Charter School	71%	5.2
ReNEW: McDonogh City Park Academy	67%	4.0
Benjamin Franklin Elementary Mathematics and Science School	63%	3.6
Lafayette Academy Charter School	62%	4.3
William J. Fischer Accelerated Academy	60%	3.4
Joseph A. Craig Charter School	57%	4.6
Harriet Tubman Charter School	56%	3.8
McDonogh #42 Elementary Charter School	56%	3.3
ReNEW SciTech Academy	56%	3.5
Medard H. Nelson Charter School	55%	3.5

As we approach the deadline, our team will begin reaching out to schools with low completion rates.

If you held an event or initiative over the past few weeks that has proven quite successful in enhancing your school's completion rate, we would like to include you in the next newsletter. Please reach out to Ken Erisman (kenneth.erisman@rsdla.net) with a description of what you did. Thank you to all our schools for their continued hard work to support our transitioning students.

enroll NOLA

UPDATES & MATERIALS

ULGNO Schools Expo
The Urban League of Greater New Orleans Schools Expo will take place Saturday, February 13, 10 AM – 2 PM. Each year, the Expo offers New Orleans families an unrivaled opportunity to discover their school options, meet school representatives, and engage with community organizations in one venue. Please ensure your families are aware that the Expo is free and open to the public, and that enrollment staff will be available to assist in filling out applications, or to answer OneApp questions or concerns. We will also have a computer lab set up to help families apply online. We look forward to seeing everybody there. A detailed flier is attached to this newsletter.

OneApp Animation
We're excited to announce that EnrollNOLA's new animation walking through the OneApp placement process launched last week. This animation was developed in response to community feedback that the placement process is difficult to understand and communicate, a fact that has historically led to some mistrust and misrepresentation among our families. We're hopeful that this animation will increase trust in the process and give students and families greater confidence and understanding as they participate in OneApp.

You can access the video through our homepage, www.EnrollNOLA.org. We appreciate your help spreading the word about its release. The animation is available in English, Spanish, and Vietnamese. Thank you to all schools for the feedback and conversation they have provided over the years, which helped us create this valuable tool.

Round Robin Update
The table below shows the current status of the Round Robin cycles for each grade. Note the Round Robin grades that have fewer than 10 school choices remaining (highlighted yellow). The Round Robin will be reset in these grades when there are only 4 school choices remaining and all non-exempt schools will re-open a Round Robin seat. Schools have the option of submitting an exemption request for future Round Robin cycles.

Schools with current Round Robin exemptions are detailed on the schools' password protected webpage. If you do not have access to that page, please email support@enrollnola.org. Refer to previous enrollment communications for more information on the exemption request process.

The grade 9 Round Robin cycle was reset on 1/26/2016. The grade 11 Round Robin cycle was reset on 1/14/2016. The grade 12 Round Robin cycle was reset on 1/7/2016.

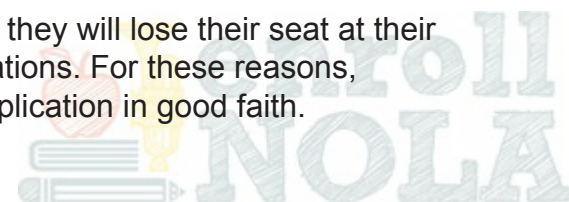| Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K		*Round Robin Not Initiated*		30
1		*Round Robin Not Initiated*		21
2		*Round Robin Not Initiated*		9
3		*Round Robin Not Initiated*		12
4		*Round Robin Not Initiated*		19
5		*Round Robin Not Initiated*		20
6		*Round Robin Not Initiated*		23
7		*Round Robin Not Initiated*		7
8		*Round Robin Not Initiated*		12
9	13	5	0	12
10		*Round Robin Not Initiated*		6
11	4	2	6	11
12	3	2	4	9

IMPORTANT REMINDERS

Reminder: School Application Collection Policies
With the Main Round in full swing, we'd like to take this opportunity to remind schools that families should always complete their application independently so their preferences are honored.

Why is this important?
If a parent submits an application and their student is assigned to one of their selections, they will lose their seat at their current school. Additionally, newly submitted applications overwrite previously submitted applications. For these reasons, we want to be certain that a parent is only being placed elsewhere if they have submitted an application in good faith.

What do schools need to know?

We will hold schools accountable if they fill out any part of the application for a parent (except the "Accepted By" portion, which the school is required to complete). Applications should not be pre-populated with school choices and the application should only have the parent's handwriting on it.

If a staff member identifies an error on a student's application, the staff member should contact the family to obtain the correct information. The staff member should then note the change on the application form, along with the initials of the staff member making the change, the date of change, and name of parent/guardian who confirmed the change.

If a parent alleges that a school submitted any portion of an application on their behalf, we will honor the parent's wishes. We will take very seriously any allegation that an application was entered on behalf of a family that they did not willingly submit, and will take action accordingly.

What will happen if these expectations are not followed?

The Offices of Student Enrollment and Charter Accountability may issue a Notice of Breach if schools are improperly entering applications. Schools risk losing the privilege to accept and data enter applications at their school sites in the future. Please communicate these expectations to any staff participating in recruitment activities. All paper applications must be saved and made available to the Office of Student Enrollment upon request.

How can we avoid potential discrepancies about applications?

We want to urge schools to encourage families to apply online. This enables the family to get an email receipt and to receive a notification of their placement immediately upon roster finalization. It also removes any ambiguity if an application is challenged in the future. We encourage schools to set up computer stations at recruiting events for families to complete online applications. As we increase the percentage of applications submitted online, we will improve communications with families, increase application data quality, streamline processes, and save money on print materials. All of this will help increase our overall operational efficiency, *reduce enrollment timelines, better serve families, and assist schools.*

Please email support@enrollnola.org with any questions or concerns.

Thank you,
Aimee