



NEWSLETTER

**IMPT: 01/05 ENROLLMENT NEWS**

All,

Welcome back. We hope everybody had a wonderful holiday and is having a great start of the semester. Since this year's application opened on November 2, we've had over 8,500 applications submitted. We hope everybody is having a smooth Main Round so far. Please contact [support@enrollnola.org](mailto: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](http://EnrollNOLA.org). Please screen every paper application received and return them if a family has applied for a pre-kindergarten program.

## ***ACTION REQUIRED***

### Meeting Opportunity: Demographics and Projections

As we plan for next year, we want to take a more proactive approach that we hope will result in better alignment of citywide supply and demand of open seats. The attached document, entitled "Kindergarten Oversupply Strategy," outlines the way we will approach 2016-17 kindergarten targets in particular. If you would like to participate in a discussion about enrollment projections and the data driving strategic decisions around them, please join us on **Thursday, January 14, from 4 PM – 6:30 PM, at McDonogh 42 Charter School, 1651 N. Tonti Street.** All are welcome.

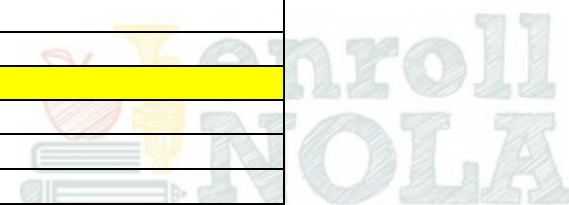
### 8th Grade Application Collection

With just under 8 weeks 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 the top 5 schools in completion % that are all above 85% Completion: James Singleton, Paul Habans, Esperanza, Samuel Green, and KIPP Central City Academy.

School Name	Application % Completion
Akili Academy of New Orleans	57%
Alice Harte Charter School	49%
Andrew H. Wilson Charter School	51%
ARISE Academy	53%
Benjamin Franklin Elementary Mathematics and Science School	47%
Dwight D. Eisenhower Academy of Global Studies	34%
E. P. Harney Spirit of Excellence Academy	57%
ENCORE Academy	20%
<b>Esperanza Charter School</b>	<b>88%</b>
Fannie C. Williams Charter School	70%
FirstLine Schools: Arthur Ashe Charter School	45%
FirstLine Schools: Langston Hughes Academy	72%
FirstLine Schools: Phillis Wheatley Community School	48%
<b>FirstLine Schools: Samuel J Green Charter School</b>	<b>87%</b>
Gentilly Terrace Charter School	79%
Harriet Tubman Charter School	30%
International School of Louisiana: Camp (French)	13%
International School of Louisiana: Camp (Spanish)	14%
<b>James M. Singleton Charter School</b>	<b>97%</b>
Joseph A. Craig Charter School	11%
KIPP Believe	57%
<b>KIPP Central City Academy</b>	<b>85%</b>
KIPP Central City Primary	5%
KIPP Leadership	65%
KIPP McDonogh 15	72%
Lafayette Academy Charter School	42%
Martin Behrman Charter School Academy of Creative Arts and Sciences	79%
Mary D. Coghill Elementary School	62%
Mary McLeod Bethune Elementary School of Literature and Technology	29%
McDonogh #32 Literacy Charter School	19%
McDonogh #42 Elementary Charter School	54%
Medard H. Nelson Charter School	46%
Mildred Osborne Charter School	21%
Milestone Academy	28%
<b>Paul Habans Charter School</b>	<b>91%</b>
Pierre A. Capdau Charter School	52%
ReNEW Cultural Arts Academy	58%
ReNEW Dolores T. Aaron Academy	24%
ReNEW Schaumburg Elementary	81%



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](mailto:kenneth.erisman@rsdla.net)) with a description of what you did.

## ***UPDATES & MATERIALS***

### Post-Holiday Movement

As an FYI to schools, our Family Resource Centers are experiencing increased post-holiday traffic as new students enter the district. This is a trend we have seen historically in students' mid-year movement. We can expect new placements to remain high over the next several weeks, but to diminish as we move into February and March. We thank you in advance for your flexibility in incorporating these new students into your school community. Prior year data suggests that the new placements in January are almost completely offset by exiting students. Last year in January 576 placements were made and 564 students were exited. So schools should not expect a significant increase in overall enrollment, and understand that many of the new students are filling recently vacated seats.

We will continue to provide weekly updates on the status of the Round Robin in each grade. If you have questions regarding data on student movement, or on the mid-year placement process, please reach out to [support@enrollnola.org](mailto:support@enrollnola.org).

### FRC Phone Lines Temporarily Down

Please note that our Crocker and Livingston Family Resource Centers are currently experiencing telephone issues. Families can still reach our OPSB Family Resource Center via the 877-343-4773 number. However, due to the high volume of calls and our limited telephone access, families or school staff may experience a longer wait than usual. We are working as quickly as possible to resolve the issue and appreciate your patience.

### 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](mailto: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 1/5/2016. The grade 11 Round Robin cycle was reset on 12/14/2015. The grade 12 Round Robin cycle was reset on 11/19/2015.

<b>Grade</b>	<b>Cycle</b>	<b>Exemptions</b>	<b>Schools Chosen</b>	<b>Schools Remaining</b>
<i>K</i>		<i>Round Robin Not Initiated</i>		<i>29</i>
<i>1</i>		<i>Round Robin Not Initiated</i>		<i>19</i>
<i>2</i>		<i>Round Robin Not Initiated</i>		<i>8</i>
<i>3</i>		<i>Round Robin Not Initiated</i>		<i>18</i>
<i>4</i>		<i>Round Robin Not Initiated</i>		<i>19</i>
<i>5</i>		<i>Round Robin Not Initiated</i>		<i>20</i>
<i>6</i>		<i>Round Robin Not Initiated</i>		<i>21</i>
<i>7</i>		<i>Round Robin Not Initiated</i>		<i>9</i>
<i>8</i>		<i>Round Robin Not Initiated</i>		<i>15</i>
<b>9</b>	<b>10</b>	<b>6</b>	<b>1</b>	<b>8</b>
<i>10</i>		<i>Round Robin Not Initiated</i>		<i>5</i>
<b>11</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>9</b>
<b>12</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>5</b>



## ***IMPORTANT REMINDERS***

### IMPT: 2016-2017 Target Setting Process

As a reminder, this month we will begin reaching out to schools for enrollment targets for next year. This year we are also going to ask you to provide October 1 targets over the next five years, rather than just targets for next year, with the goal of taking a more longitudinal view to citywide planning. We hope this will help identify gaps between the “supply” of seats and the need for seats. Below is the timeline for this year’s target setting process:

- Week of January 18: school and system-level data distributed to schools to assist in setting 10/1/16 and OneApp match targets.
- February 5: Deadline to submit initial targets to EnrollNOLA
- Month of February: EnrollNOLA will review submitted targets and conduct follow-up with schools
- End of February: Targets will be finalized and system-wide data will be shared

### Application Reprint

We’re happy to announce that we’ll begin the process of reprinting the application with updated SPS scores before the holiday break. As usual, we’re looking to encourage as many families as possible to complete the online application. Nearly 70% of the K-12 applications that we have received to date have been submitted on-line, including over 1000 applications to PK4! If you feel **you do not need additional hard copy applications, please reach out to [aimee.grainer@rsdla.net](mailto:aimee.grainer@rsdla.net)**. We appreciate everybody’s efforts to boost online applications this year. We expect to distribute updated applications early this month.

### 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.

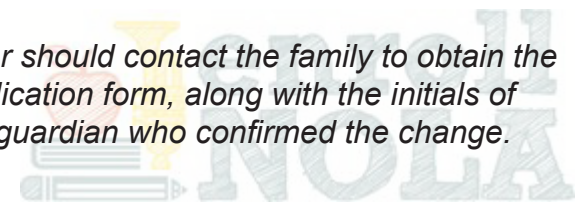
#### **Why is this important?**

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](mailto:support@enrollnola.org) with any questions or concerns.

Thank you,  
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