All,

OneApp: Year 5 launched Monday, November 2! Since we opened, we've had over 3000 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.*

POLICY UPDATE

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.

UPDATES & MATERIALS

OneApp Resources for Families
Our team is pleased to share the attached guide to help families successfully navigate the enrollment process, "How to fill out your OneApp." Please share this resource with any family who plans to apply this year, as well as with your faculty and staff who will be helping families complete their applications. As you use this resource, we welcome any feedback on how it could be improved or expanded. This resource will also be available online at EnrollNOLA.org, and at Family Resource Centers soon.

We're reattaching tips for students who are transitioning to high school next year, the OneApp Main Round timeline, and the "Best Practices" one-pager excerpted from the "How-to Guide", as additional resources for your families. If there are any other materials that would be helpful as you provide guidance to families, please reach out to support@enrollnola.org.

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 this week on 11/10/2015. The grade 11 Round Robin cycle was reset this week on 11/9/15.

| Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	Round Robin Not Initiated			29
1	Round Robin Not Initiated			19
2	Round Robin Not Initiated			14
3	Round Robin Not Initiated			19
4	Round Robin Not Initiated			20
5	Round Robin Not Initiated			21
6	Round Robin Not Initiated			22
7	Round Robin Not Initiated			12
8	Round Robin Not Initiated			19
9	5	5	0	11
10	Round Robin Not Initiated			5
11	2	1	2	13
12	1	1	10	5

IMPORTANT REMINDERS

Cumulative Records & Mid-Year Placements
We've received some feedback in the past several weeks that one of the challenges of accepting students mid-year is the difficulty in obtaining student records. In order to mitigate this concern, our team is considering requesting additional documentation such as students' current progress reports / report cards, schedule type, and other pertinent information, on the front-end of the transfer process. As we consider making this process change, we'd value any feedback from school staff and leaders. Please email thoughts or suggestions to stella.cziment@rsdla.net.

YOC Truancy Center Locations and Contact Information
The Youth Opportunity Center (YOC) operates the city's two Truancy Centers, offering a wide-range of services to truant and at-risk students and families. There is a YOC on each bank: the Eastbank center is located at 1331 Kerlerec Street in the former McDonogh 35 building. The Westbank center is co-located with the Family Resource Center at 3520 General DeGaulle Drive, Suite 1101. You can get more information about truancy and other YOC services by emailing YOCinfo@rsdla.net or, calling (504) 218.5386.
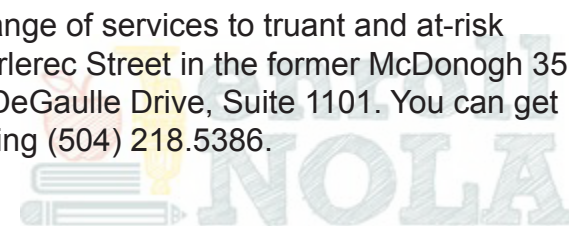
<u>Demand Report Contact List</u>
With the OneApp Main Round fast approaching, we are finalizing this year's Demand Reports, weekly reports summarizing each school's application activity. These reports provide critically valuable information to allow schools to plan, recruit, and understand the OneApp process better. It's important that we have fully up-to-date contact list to ensure that all schools receive their Demand Reports. For each of your schools, please send a primary contact name and email to <u>Kenneth.erisman@rsdla.net</u>. If we do not receive updated contact information, we will use our current contact list. School and CMO leaders can always review the contact list associated with their school(s) prior to and after the opening of the Main Round to request changes or additions.

<u>Pick Up Your PK-12 OneApps</u>
If you have not done so already, please designate a team member to come pick up your application 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 <u>aimee.grainer@rsdla.net</u>. 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.
· 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.

Please email <u>support@enrollnola.org</u> with any questions or concerns.

Thank you,
Aimee