

All,

*Since this year's application opened on November 2, we've had over 7,100 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.*

#### *IMPT: 2016-2017 Target Setting Process*

*As in years past, in January we will ask you to provide your enrollment targets for next year. For the first time 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. While we know this information may change over time, we're asking for this information so that we can take a more longitudinal view to citywide planning, which will help us better identify gaps between the "supply" of seats and the need for seats. We know that many of you have already considered your enrollment targets over multiple years, but if you have not and would like to discuss this, please let us know.*

*Below is the timeline for this year's target setting process:*

- *Week of January 18: EnrollNOLA will distribute school and system-level data to assist schools in setting their 10/1/16 enrollment target and corresponding OneApp match target.*
- *February 5: Deadline to submit your 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*

*As we continue this work together, we acknowledge that we need to consider ways to better regulate the supply of seats in the system given both demand and local demographics. For example, we know that kindergarten recruitment and enrollment has been especially challenging this year. As we plan for next year, we want to take a more proactive approach that we hope will result in better alignment of supply and demand. The attached document, entitled "Kindergarten Oversupply Strategy," outlines the way we will approach 2016-17 kindergarten targets in particular. In early January we will invite you to a meeting where we can discuss this proposal, and the data that it relies on, in more detail. Please look for a meeting invitation in the coming weeks.*

## ***ACTION REQUIRED***

### 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) by EOD Thursday, December 17, so we can adjust printing quantities accordingly. We appreciate everybody's efforts to boost online applications this year. We expect to distribute updated applications in early January.

## UPDATES & MATERIALS

### YOC – EnrollNOLA Collaboration

In an effort to bolster efforts to reduce truancy and chronic absenteeism, EnrollNOLA will be coordinating with the YOC to reach out to families that have been dropped by their schools as no shows, with the goal encouraging re-enrolling these students in school and identifying barriers to re-enrollment. Schools should continue to follow attendance and truancy procedures and are encouraged to reach out to the YOC for support. EnrollNOLA will be reviewing discharge data with the YOC so that we can better understand the extent to which schools are following protocols and utilizing YOC services for truant and chronically absent students. Please email [YOCinfo@rsdla.net](mailto:YOCinfo@rsdla.net) with any questions about the referral process.

### 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 12/15/2015. The grade 11 Round Robin cycle was reset on 12/14/2015. The grade 12 Round Robin cycle was reset on 11/19/2015.

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K		<i>Round Robin Not Initiated</i>		29
1		<i>Round Robin Not Initiated</i>		20
2		<i>Round Robin Not Initiated</i>		9
3		<i>Round Robin Not Initiated</i>		20
4		<i>Round Robin Not Initiated</i>		20
5		<i>Round Robin Not Initiated</i>		20
6		<i>Round Robin Not Initiated</i>		22
7		<i>Round Robin Not Initiated</i>		18
8		<i>Round Robin Not Initiated</i>		8
9	8	7	0	9
10		<i>Round Robin Not Initiated</i>		5
11	3	1	0	13
12	2	2	7	6

### **IMPORTANT REMINDERS**

#### System Integration Update- GUID

As the State has moved to the GUID (“globally unique identifier”) as the primary way in which students are identified, we are going to replace the “Local ID” that schools are currently sending with the GUID. Please note that the Local ID is currently the second data element in the export. This means schools should stop sending their Local IDs as the second data element, and instead send the GUID.



The order the data elements are sent is very important so GUID will have to be sent as the second element. OneApp ID will continue to be the first element, and first name will be the third element (all fields besides “Local ID” are sent in the same order that they are currently being sent).

- PowerSchool users can update this by editing their current Autosend and replacing GUID with Local ID in the export.
- JPAMS users do not need to make an update and EnrollNOLA will reach out to EdGear to implement this change

There is an archived version of Local ID saved on the student record for schools to access. This will no longer update automatically since it will be excluded from the export. If you would like to update this en masse periodically, please reach out to [enrollmentsupport@rsdla.net](mailto:enrollmentsupport@rsdla.net). Please also reach out with any questions about updating the Systems Integration process.

#### Update: Students Returning from Expulsion

In the last month, the Enrollment Transitions Team sent welcome back letters to approximately 140 students eligible to return to their prior school following the completion of their expulsion term(s). As a reminder, students who are eligible to return to their prior school will automatically be reassigned once their expulsion term is complete, unless they choose to remain at Crescent Leadership Academy or their alternative placement. Please expect to hear from the Transitions Team in the next couple weeks with an update on the number of returning or newly placed students that will join your school community starting next semester. Contact [stella.cziment@rsdla.net](mailto:stella.cziment@rsdla.net) with any questions.

#### 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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