



NEWSLETTER

IMPT: 12/8 ENROLLMENT NEWS

All,

Since this year's application opened on November 2, we've had over 6,100 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.

ACTION REQUIRED

8th Grade Application Collection

Last week, our team began sharing weekly progress reports on 8th /transitional grade application collection, so you can track how many of your transitioning students still need to complete a OneApp. 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 also begin weekly shout-outs highlighting the schools who have already done exceptional work in supporting their 8th graders through the high school transition process:

Percentage of schools' transitioning student body who submitted applications as of week of 12/7:

School Name	Current Completion %
James M. Singleton Charter School	88.24%
ReNEW Schaumburg Elementary	78.16%
Paul Habans Charter School	75.76%
Martin Behrman Charter School Academy of Creative Arts & Sciences	72.37%
KIPP Central City Academy	71.84%

James Singleton is at an 88% completion rate! We'd like to thank all of these schools for their exemplary work. Please remember that the early window deadline is next Friday, December 18. The application deadline for the Main Round is only a couple months away, on February 27. Starting next week, we will begin sharing all schools' completion rates for a citywide perspective on transitional grade application collection. We appreciate everybody's work on this crucial endeavor.

Upcoming Target-Setting and Projections Action

Our team will be reaching out with important information and guidance regarding the target-setting and projections process before we break for the holidays. Please be on the lookout for this important communication. In the meantime, do not hesitate to reach out to our team with any questions: support@enrollnola.org.

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. Please also reach out with any questions about updating the Systems Integration process.



UPDATES & MATERIALS

FRCs Closed & All-Staff Meeting

Our entire team will be out of the office Thursday, December 10, for professional development. All Family Resource Centers will be closed for the entirety of Thursday, and will reopen on Friday, December 11 at regular operating hours (8 AM – 4:30 PM). We will respond to all emails and calls as soon as possible.

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 with any questions.

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 12/2/2015. The grade 11 Round Robin cycle was reset on 11/09/2015. The grade 12 Round Robin cycle was reset on 11/19/2015.

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	Round Robin Not Initiated			30
1	Round Robin Not Initiated			21
2	Round Robin Not Initiated			8
3	Round Robin Not Initiated			21
4	Round Robin Not Initiated			20
5	Round Robin Not Initiated			20
6	Round Robin Not Initiated			23
7	Round Robin Not Initiated			9
8	Round Robin Not Initiated			17
9	7	5	6	6
10	Round Robin Not Initiated			5
11	2	1	10	5
12	2	1	5	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.

Tips for Conserving Your Hard Copy Applications

- 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 support@enrollnola.org with any questions or concerns.

Thank you,
Aimee

