Louisiana Believes

2016-2017 Application Process
Statewide Schools

January 19 - February 26, 2016



Today's Agenda

- Application Timeline and Reminders
- Types of Applicant
- Verifying Eligibility
- Main Round vs. Round 2
- Continuing Student Applications
- Communicating with Families
- Entering Applications in SEE
- Communicating with the LDOE

2016-17 Application/Enrollment Timeline

Action	Orleans Date	Statewide Date
Notice of Intent	Process complete	Process complete
Main Round Application Window	11/2 – 2/26	1/19 – 2/26
Main Round Roster Available	Early April (pending USDOJ)	
Student Registration Deadline	5/13	
Round 2 Application Window	4/18 – 5/27	
Round 2 Roster Available	Early July (pending USDOJ)	
Round 2 Student Registration Deadline	7/15	

Application Reminders

- Families can apply online or at a participating school schools may not meet all the families who list their school on the application.
- Sibling priority only applies if the applicant has a sibling enrolled in the Scholarship Program during the 2015-16 school year at the same school to which the sibling is applying.
- Schools should review eligibility documentation and mark the eligibility status of applicants in SEE.
- Schools are required to verify income and residence eligibility only. The Department verifies prior school eligibility.

Types of Student Applicants

New Student Applicants

Must submit an application:

Families can access the application online or complete a paper application and bring it to a participating school.

Must submit eligibility documentation:

The student must meet the residency and income requirements of the program. Each year, the Department outlines the approved forms of documentation that families may submit to prove eligibility. This information can be found on the Scholarship Program's website, application, and application guide.

Continuing Student Applicants

Who wish to remain at their current school:

- Are guaranteed a seat at their current school for the following year, provided they are not in a terminal grade.
- Do not need to submit any additional forms

In a terminal grade:

- Must submit a new application to update their school choices.
- Do not need to resubmit eligibility documentation and will automatically be deemed eligible.
- Receive priority in the lottery process, but they are not guaranteed a new Scholarship seat.

Applying to a different Scholarship school:

- Must submit a new application to change their school choices.
- Do not need to resubmit eligibility documentation and will automatically be deemed eligible.
- Will lose his or her Scholarship to their current school if awarded to a different school for the following year.

2015 Federal Poverty Guidelines

Household Size	Yearly Income	Monthly Income	Bi-Weekly Income	Weekly Income
2	\$39,825	\$3,319	\$1,532	\$766
3	\$50,225	\$4,185	\$1,932	\$966
4	\$60,625	\$5,052	\$2,332	\$1,166
5	\$71,025	\$5,919	\$2,732	\$1,366
6	\$81,425	\$6,785	\$3,132	\$1,566
7	\$91,825	\$7,652	\$3,532	\$1,766
8	\$102,225	\$8,519	\$3,932	\$1,966
Add this amount for each additional family member	\$10,400	\$868	\$400	\$200

Verifying Income Eligibility

The following documents are accepted for INCOME verification:

- 2015 Federal Tax Return, total income
- Most recent unemployment compensation statement
- Alimony as shown in court decree or agreement
- Most recent W-2s from all employers
- Most recent pension statements
- Most recent Social Security benefits statement
- SNAP Benefits statement
- Louisiana Purchase Card Budget Sheet or Benefits Statement

Verifying Residency Eligibility

The following documents are accepted for RESIDENCY verification:

- Rental lease agreement or mortgage
- Electricity/Gas Bill
- Telephone Bill
- Cable/Internet Service Bill
- Sewage/Water Bill
- Current Official Letter from a Government Agency (DSS, DHH)
- Homestead Exemption Notice
- Property Tax Notice

If a family does not own or rent the home they live in (for example, they are temporarily staying with relatives during a housing search) the owner/renter of the house they are living in must submit a notarized letter confirming the family lives with them. They will also be required to submit proof of residence in that person's name.

Verifying Prior School Eligibility

- Students must attend a C, D, F, or T school on both October 1, 2015 and February 1, 2016 in order to be eligible for a Scholarship in school year 2016-2017.
- Due to the delay in public school letter grades, all students will be able to complete and submit an application.
- The LDOE will complete the prior school eligibility check.

Main Round vs. Round 2

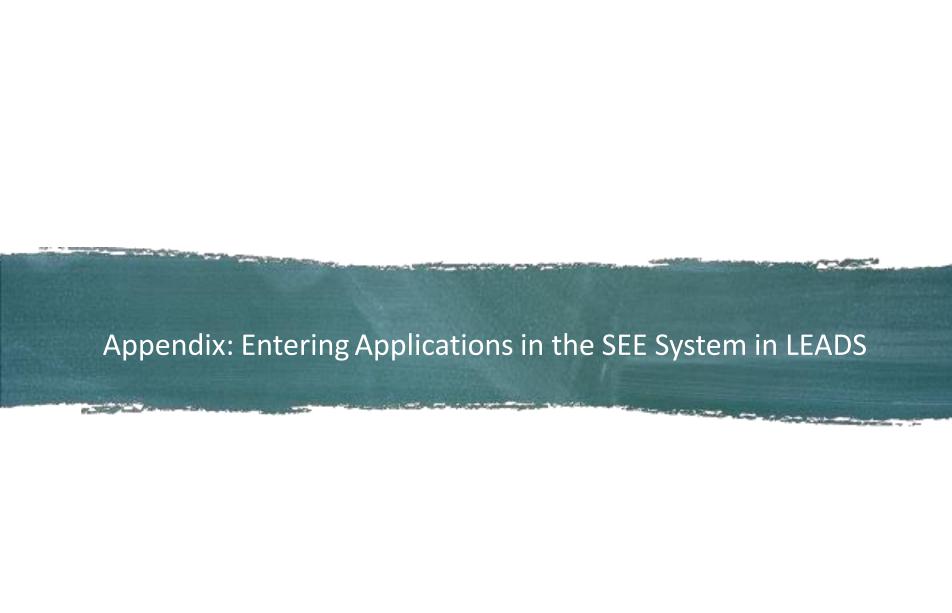
- Applications are not rolled over from the Main Round; families must reapply if they did not receive an award or are unhappy with their award.
 - Please note that if a family chooses to apply during Round 2 and are awarded to a new school they will lose their Main Round placement.
- Eligibility, however, is rolled over, so families that were deemed eligible in the Main Round do not need to re-submit eligibility documentation.
 - Families who were deemed ineligible in the Main Round may re-apply and should re-submit their eligibility documentation if they believe they should have been deemed eligible in the Main Round.

Continuing Student Application Notes

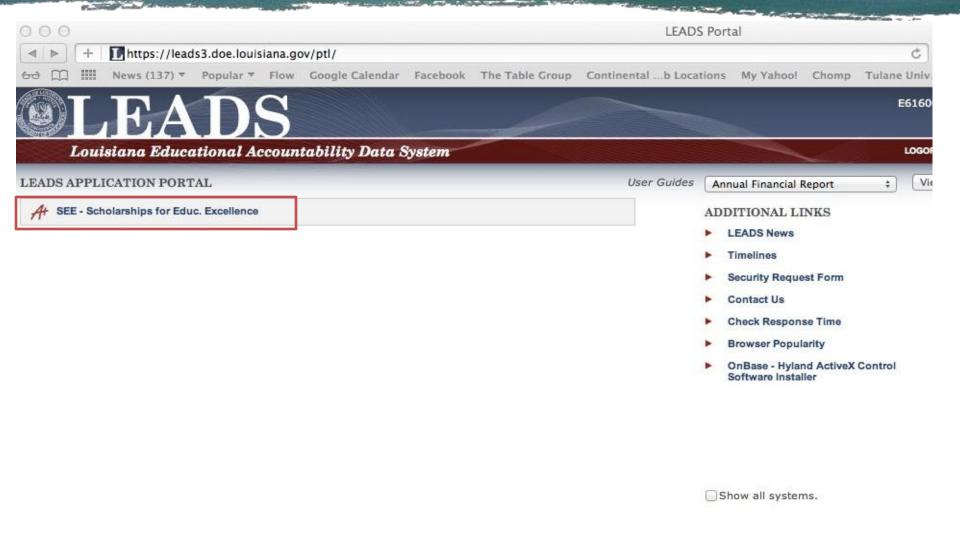
- Continuing Scholarship students are guaranteed to return to your school only if they do not submit an application that results in an award to a different Scholarship school.
- Continuing Scholarship students who are awarded to a new Scholarship school and wish to return to their prior Scholarship school, MUST submit a transfer request to the Department for approval. Approval is contingent on school eligibility and seat availability.

Communicating with Families

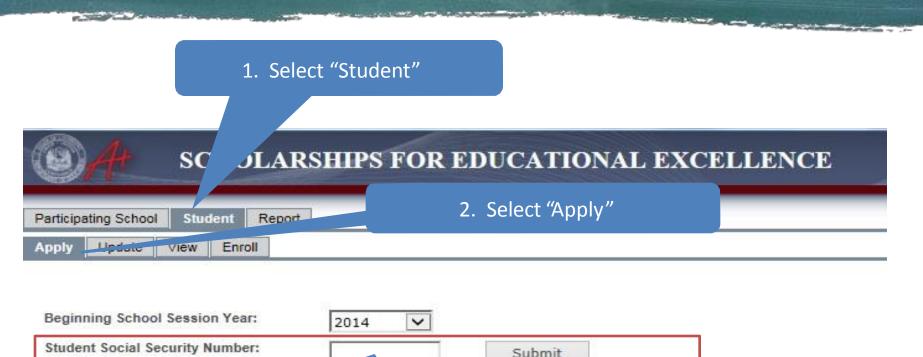
- Schools are not allowed to implement admissions criteria for Scholarship applicants and may not discriminate against any students — such as students with special needs — during the application and registration processes.
- Schools should not inform families that they have been accepted to their school as a Scholarship student prior to awards being made. Students who apply to schools directly and meet admissions criteria may be accepted as a paying student only.
- Scholarship awards can only be made by the Department of Education. If
 a student is not listed on your roster in SEE, you MUST reach out to our
 team before informing the family they can attend your school as a
 Scholarship student. There are no exceptions to this policy.



Accessing the SEE Portal



Application Entry



- 3. Type in applicant's SSN
 - If no SSN exists, click "Next" and complete the application.
 - If the SSN already exists, the family may have already applied at another school or online, or the student is currently enrolled in a scholarship school. Hit "Next" to review and update the application as necessary.
 - Note that parents should submit only one application per student.

Student Information

	Student Information	
Student Last Name:	Prior Year SE	E Student: N
Student First Name:		
Student Middle Initial:	Suffix:	
Date of Birth: (MM/DD/YYYY)		
Gender:	○ Male ○ Female	
Ethnicity: (Hispanic?)	○ Yes ○ No □ Prefer Not to Answer	
Race:	☐ American Indian ☐ Pacific Islander ☐ Asian ☐ White ☐ Bl	ack
Street Address:	Apartment Number: (leave blank i	f none)
Zip Code:	City:	
Student School District:	▽	
School Attended Last Year:	Select one	<u> </u>
Student Grade: Multiple Birth Siblings:	Select First Name Middle Name Last Name	Social Security Number
Note: This section is for MULTIPLE BIRTH sibling information only (i.e., twins).	Previous Next	

Enter or update Student data. Click 'Next/Previous' to cycle through different Sections.

Parent & Sibling Information

Parent/Guardian Last Name:	Parei	nt Information			
Parent/Guardian First Name:					
Parent/Guardian Middle Initial:		Suffix:			
Relationship to Student:					
Mailing Address:		(include Apt.# if applic	able)		
Zip Code:		City:			
Home Phone: (999-999-9999)		Cell Phone:		(999-999-9999)	
E-mail Address:					
Family Household Income:		Number in Household:			
How did you hear about this program?:	-Select-	~			
Sibling Information This information only needs to be entered if a sibling of the applicant attends one of the schools the applicant is requesting.					
Sibling First Name: Sibling Mid	dle Name: Sibling Last Name	e: Social Securi	ty Number:	School Name:	
				-Select-	~
				-Select-	~
				-Select-	~
				-Select-	~
				-Select-	<u>~</u>
	Previous Ne	ext			

Ensure that a separate application is completed for each sibling **and** that each application lists all siblings and their social security numbers.

Income and Residency Verification

We are requesting that you verify the Income and Residency eligibility of each applicant for the Scholarship program. You **DO NOT** need to maintain a copy of verification information until a student registers at your school.

Check the box indicating that you verified a student's income and residency documentation.

Applications are not valid until these are marked "yes." Families who apply online will bring documentation to your school – please look up the student in SEE and mark their eligibility.

Is the student eligible under the income requirement?:	○ Yes ○ No
Is the Student a Resident of Louisiana?:	○ Yes ○ No
Is the Student entering Grades K - 12?:	○ Yes ○ No Eligibility Status: n/a
Special Ed Student:	○ Yes ○ No
Exceptionality:	-Select-

School Selection

First Choice: Select One Second Choice: Select One Third Choice: Select One Fourth Choice: Select One Fifth Choice: Select One Select One

Cancel

Previous

Save

Note: Only schools offering seats in the student's grade for 2015-16 school year will be available in the dropdown menu.

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Click 'Save' to Submit the application. Click 'Cancel' to discard current student updates.

Delete

Accessing the LEADS Portal

How do I access the LEADS portal?

"Allow all sites to show pop-ups."

- Website: https://leads3.doe.louisiana.gov/PTL/
- Username: Your username may not be your SiteCode. If you are unsure, e-mail studentscholarships@la.gov.
- Password: You can reset your password here: https://password.doe.louisiana.gov

I'm logged into the LEADS portal, but I can't see the SEE system.

Usually when you can't access the SEE portal in LEADS, it's because your pop-up blockers are still on. For LEADS to work correctly, they have to be disabled. Below are instructions for disabling pop-up blockers in the most common browsers.

Google Chrome:	Firefox	Internet Explorer:
1. Click the Chrome menu on the	1. Click the menu button and	1. Click Internet Options on
browser toolbar.	choose Options	the Tools menu to open the
2. Select Settings .	2. Select the Content panel .	Internet Properties dialog box.
3. Click Show advanced settings .		2. Click the Privacy tab
4. in the "Privacy" section, click	3. In the content panel uncheck the	•
the Content settings button.	block pop-up windows.	3. Uncheck Block pop-ups to turn Pop-
5. In the "Pop-ups" section, select		up Blocker off.

Communicating with the LDOE

In order to comply with programmatic requirements, schools must follow all instructions in the Scholarship weekly newsletter and in emails from the Scholarship Team.

For support during the application and enrollment process, please contact:

- The Scholarship Team at studentscholarships@la.gov
- Corrie Manieri at corrie.manieri@la.gov
- Courtney Werpy at courtney.wepy@la.gov

Thank you for your hard work and dedication to the students and families of Louisiana!