

# 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 <i>(pending USDOJ)</i>	
Student Registration Deadline	5/13	
Round 2 Application Window	4/18 – 5/27	
Round 2 Roster Available	Early July <i>(pending USDOJ)</i>	
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
<b>Add this amount for each additional family member</b>	\$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.

## Appendix: Entering Applications in the SEE System in LEADS

# Accessing the SEE Portal

The screenshot shows a web browser window titled "LEADS Portal" with the URL "https://leads3.doe.louisiana.gov/ptl/". The browser's address bar and navigation buttons are visible. Below the browser, the website header features the Louisiana State Seal and the text "LEADS Louisiana Educational Accountability Data System". A navigation menu includes "LEADS APPLICATION PORTAL", "User Guides", and a dropdown menu for "Annual Financial Report". A red box highlights the link "SEE - Scholarships for Educ. Excellence" in the application portal. To the right, an "ADDITIONAL LINKS" section lists various resources like "LEADS News", "Timelines", "Security Request Form", "Contact Us", "Check Response Time", "Browser Popularity", and "OnBase - Hyland ActiveX Control Software Installer". At the bottom right, there is a checkbox labeled "Show all systems.".

# Application Entry

1. Select "Student"

Participating School **Student** Report

Apply Update View Enroll

2. Select "Apply"

Beginning School Session Year: 2014 ▼

Student Social Security Number:  Submit

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:

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  Black

Street Address:  Apartment Number:  (leave blank if none)

Zip Code:  City:

Student School District:

School Attended Last Year:

Prior Year SEE Student: N

Student Grade:

Multiple Birth Siblings:

First Name	Middle Name	Last Name	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: This section is for MULTIPLE BIRTH sibling information only (i.e., twins).

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

# Parent & Sibling Information

## Parent Information

Parent/Guardian Last Name:	<input type="text"/>		
Parent/Guardian First Name:	<input type="text"/>		
Parent/Guardian Middle Initial:	<input type="text"/>	Suffix:	<input type="text"/>
Relationship to Student:	<input type="text"/>		
Mailing Address:	<input type="text"/>	(include Apt.# if applicable)	
Zip Code:	<input type="text"/>	City:	<input type="text"/>
Home Phone: (999-999-9999)	<input type="text"/>	Cell Phone:	<input type="text"/> (999-999-9999)
E-mail Address:	<input type="text"/>		
Family Household Income:	<input type="text"/>	Number in Household:	<input type="text"/>
How did you hear about this program?:	<input type="text" value="-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 Middle Name:	Sibling Last Name:	Social Security Number:	School Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> ▼

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

## School Selection

First Choice:  ▼

Second Choice:  ▼

Third Choice:  ▼

Fourth Choice:  ▼

Fifth Choice:  ▼

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

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

# Accessing the LEADS Portal


## How do I access the LEADS portal?

- Website: <https://leads3.doe.louisiana.gov/PTL/>
- Username: *Your username may not be your SiteCode.* If you are unsure, e-mail [studentscholarships@la.gov](mailto: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:**

1. Click the Chrome menu  on the browser toolbar.
2. Select **Settings**.
3. Click **Show advanced settings**.
4. in the "Privacy" section, click the **Content settings** button.
5. In the "Pop-ups" section, select "Allow all sites to show pop-ups."

### **Firefox**

1. Click the menu button  and choose **Options**
2. Select the **Content panel**.
3. In the content panel **uncheck** the **block pop-up windows**.

### **Internet Explorer:**

1. Click **Internet Options** on the **Tools** menu to open the **Internet Properties** dialog box.
2. Click the **Privacy** tab
3. Uncheck **Block pop-ups** to turn **Pop-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](mailto:studentscholarships@la.gov)
- Corrie Manieri at [corrie.manieri@la.gov](mailto:corrie.manieri@la.gov)
- Courtney Weply at [courtney.weply@la.gov](mailto:courtney.weply@la.gov)

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