All,

We hope everybody is having a good week so far.

The OneApp deadline is Friday.

…Make sure you:

- Promptly **data-enter** any **applications** received,
- Collect **applications** from 100% of students in **transitional grades**,
- Validate that your **Targets** have been submitted, approved, and **account for continuing students and student attrition.**

Please reach out to us if you have any questions or concerns. Please take time to review the application collection memo at the bottom of this newsletter. Thank you for all your work to make this enrollment season a success. Since this year's application opened on November 2, we've had over 14,230 applications submitted.

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.*

The OneApp animation is live! Please share this video with your staff, and your prospective and transitional students and families: https://vimeo.com/152375695

ACTION REQUIRED

Data-Entry & OneApp Deadline FRIDAY
The OneApp Main Round deadline is this Friday, 2/26. The application portal will close at 11:59 PM Friday night. **It is extremely important that all applications are data-entered by the end of this week**, and that every effort has been made to collect applications from 100% of students in transitional grades. **Schools are responsible for data-entering all applications submitted at their school site. Do not drop off completed applications at a Family Resource Center**. Please ensure students and families are aware that applications will not be accepted after Friday, 2/26. We will follow up with more information soon regarding post-round next steps such as seat acceptance, registration, and student notification. Please be on the lookout for these important communications in upcoming newsletters.

If you have questions or need assistance with data entry, please reach out as soon as possible. **Timely entry of student applications is essential.**

<u>Working Group Opportunity: Geographic Zones</u>
As part of the planning for the 2017-18 OneApp process, we would like to invite a representative from each school / CMO to participate in a working group that will make recommendations for new geographic zones. We expect this working group to meet approximately 4 times throughout the spring and ask that you commit to attending all meetings. The first meeting (of which your school / CMO representative only need to attend one) will be this week: Thursday, 2/25 from 8 AM - 9:30 AM, and will take place in the library at Andrew H. Wilson Charter School, 3617 General Pershing Street, 70125.

If you have not already, please use this doodle to sign up (entering your name and school / CMO name) so we know who to anticipate: http://doodle.com/poll/dfie3e798vgcrtsa.

<u>8th Grade Application Collection</u>
The Main Round closes FRIDAY. No applications will be accepted after February 26, 2016. Please do everything you can to collect any remaining applications from your transitioning students this week.

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. It is also critical that transitional grade applicants list many choices to increase their likelihood of being assigned to a preferred school.

We'd like to highlight the schools who have done exceptional work supporting their 8th graders. Congratulations to Akili, Esperanza, Fannie C. Williams, Arthur Ashe, Martin Behrman, Paul Habans, ReNEW Schaumburg, and Success, all at a 100% completion rate! Another shout out to all schools with 95%+ completion, and to schools whose transitional students on average list 5+ choices. We are excited to say that there are many schools who have passed these milestones. The completion percentage and average number of choices for all schools is listed below:
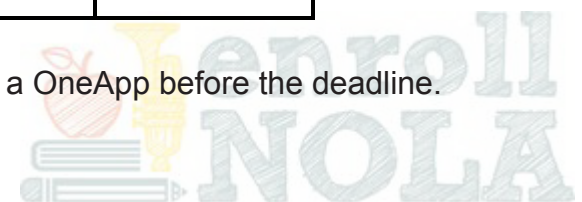
School Name	Completion %	Avg. # of Choices
Akili Academy of New Orleans	100%	4.0
Esperanza Charter School	100%	3.0
Fannie C. Williams Charter School	100%	4.8
FirstLine Schools: Arthur Ashe Charter School	100%	4.8
Martin Behrman Charter School	100%	3.4
Paul Habans Charter School	100%	3.9
ReNEW Schaumburg Elementary	100%	3.7
Success Preparatory Academy	100%	5.3
ARISE Academy	98%	6.7
Alice Harte Charter School	98%	2.8
KIPP Central City Academy	97%	2.0
James M. Singleton Charter School	97%	4.3
Lafayette Academy Charter School	97%	5.0
Gentilly Terrace Charter School	96%	4.5
KIPP McDonogh 15	96%	3.1
McDonogh #42 Elementary Charter School	96%	3.4
FirstLine Schools: Samuel J Green Charter School	95%	5.3
Pierre A. Capdau Charter School	94%	4.6
William J. Fischer Accelerated Academy	93%	3.4
KIPP Leadership	92%	3.3

School Name	Completion %	Avg. # of Choices
KIPP Leadership	92%	3.3
KIPP Believe	92%	3.5
ReNEW Cultural Arts Academy	92%	4.1
ReNEW SciTech Academy	91%	3.7
Andrew H. Wilson Charter School	91%	5.9
Harriet Tubman Charter School	91%	4.1
FirstLine Schools: Langston Hughes Academy	90%	4.8
McDonogh #32 Literacy Charter School	90%	3.9
E. P. Harney Spirit of Excellence Academy	86%	4.2
Dwight D. Eisenhower Academy of Global Studies	86%	3.4
Mildred Osborne Charter School	83%	5.4
ReNEW: McDonogh City Park Academy	83%	4.1
Benjamin Franklin Elementary Mathematics and Science School	82%	4.0
Mary D. Coghill Elementary School	79%	4.1
ReNEW Dolores T. Aaron Academy	76%	3.6
ENCORE Academy	73%	5.4
Joseph A. Craig Charter School	69%	4.6
Medard H. Nelson Charter School	69%	3.6
Mary McLeod Bethune Elementary School	67%	3.9

Please work closely with your 8th grade team and families this week to help them submit a OneApp before the deadline.

UPDATES & MATERIALS

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 2/22/2016. The grade 11 Round Robin cycle was reset on 1/14/2016. The grade 12 Round Robin cycle was reset on 2/7/2016.

The grade 9 Round Robin cycle was reset on 1/26/2016. The grade 11 Round Robin cycle was reset on 1/14/2016. The grade 12 Round Robin cycle was reset on 1/7/2016.

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K		*Round Robin Not Initiated*		28
1		*Round Robin Not Initiated*		18
2		*Round Robin Not Initiated*		6
3		*Round Robin Not Initiated*		13
4		*Round Robin Not Initiated*		18
5		*Round Robin Not Initiated*		20
6		*Round Robin Not Initiated*		20
7		*Round Robin Not Initiated*		8
8		*Round Robin Not Initiated*		13
9	13	5	8	5
10		*Round Robin Not Initiated*		7
11	4	2	8	7
12	3	3	6	7

IMPORTANT REMINDERS

Roster Accuracy
With the match approaching, it is particularly critical that SchoolForce rosters are accurate. All schools should be validating their rosters and making updates as necessary for the next month to ensure the correct students are reassigned to them. The systems integration process did not execute properly the morning of February 16th and the EnrollNOLA analytics team is working with their software developers and schools to resolve that issue.

Feedback: Special Education @ ULGNO Schools Expo
Thank you to all our schools who came out to the Schools' Expo and wore an "Ask Me About Special Education" badge. We appreciate everybody's collaboration in making sure families of students with special needs have access to the information they need. We'd love to hear from you all how many families or community members were encouraged to ask questions, and if you thought this was a helpful way to provide support to those families. We'd also welcome any feedback generally on how our team's support during Expo could be improved.

Free Immunizations
The Greater New Orleans Immunization Network partners with the Ronald McDonald House to offer free immunization services to children. Please share this information with any family who might be in need of these services: http://gnoshots4kids.com/index2.html. Thank you for your help spreading the word.

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.
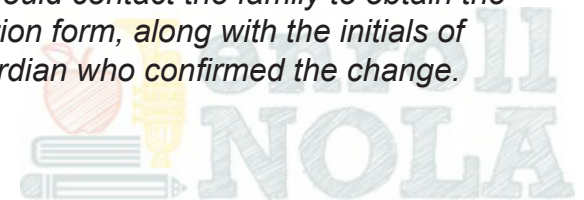
Why is this important?
If a parent submits an application and their student is assigned to one of their selections, they will lose their seat at their current school. Additionally, newly submitted applications overwrite previously submitted applications. For these reasons, we want to be certain that 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 with any questions or concerns.

Thank you,
Aimee