

All,

Happy Summer 2014 to all our schools and families! Please do not hesitate to reach out to enrollment.support@rsdla.net with any questions or concerns.

ACTION REQUIRED

Retentions

Schools are required to enter their final promotion decisions in SchoolForce by this **Friday, June 20th COB**. This can be updated on students' SchoolForce records in the "Current SY Promotion Decision" field or via the Student Update Wizard as described in the attached document. Completing this is critical as we will be rolling over the system to the next academic year and this information will allow us to default the students to their accurate 2014-2015 grades. Rising 5th and 9th graders whose promotion decision is dependent upon summer remediation should have "Retained Pending LEAP" entered as their promotion decision.

Registration Procedures

Thanks to schools that submitted lists of unregistered Main Round students. Please note that we may be reaching out with questions about the lists as we aggregate the data. We expect schools to reach out to, and register, new Main Round awardees throughout June before sending their final unregistered student list by **June 27th, COB**. Schools that did not submit unregistered student lists will *not* have the option of dropping unregistered students from their rosters in July.

Please remember that the registration deadline **does not apply to Round 2 awardees**. For most participating schools, the start of the school year will serve as their effective registration deadline, meaning students may be dropped after 5 days of consecutive absence. Schools should continue to reach out to Round 2 awardees, inviting them to come in and register prior to the first day of school.

Recruitment Opportunity

In an effort to assist schools in filling their open seats, we invite you to join us in representing your school at the Family Resource Center summer location at First Pilgrim School. Please use the Doodle included here to sign up for a time to meet our students and families still seeking placements for the 14-15 school year: <http://doodle.com/4hnubstsnwahesca>.

Please note the following guidelines as you sign up:

- Each school may select up to 4 timeslots for any given week.
- We ask that CMOs coordinate / share space when possible so that we can maximize access to schools.
- On any given day, please do not sign up for both the pre-lunch, and post-lunch timeslots.
- If timeslots remain after two weeks of sign-up, we may allow interested schools to pick more times.

UPDATES & MATERIALS

Dual OPSB Registration

With the assistance of OPSB, we were able to identify students with a OneApp placement who also completed registration at an OPSB Charter school. We have updated SchoolForce with this data, and you can now access this information in SchoolForce Reports ([OPSB Dual-Registered Future Students](#) for schools, and [OPSB Dual-Registered Future CMO Students](#) for CMOs). Please note that at present, these students still retain their future assignment to your school and cannot be dropped, but this information should be helpful as you plan for next year. This information is not exhaustive; not all non-participating schools have completed registration. Please contact enrollment.support@rsdla.net with any questions.

End-of-Year Flip

SchoolForce will be rolled-over into the 2014-2015 academic year between Friday, June 27th and Monday, June 30th. The system will be offline during this time; we will notify schools when the system comes back online (this should take place sometime on Monday). Following the system roll-over, schools will lose access to current students no longer assigned to them (except those marked as "Retained Pending LEAP"), gain access to their 2014-2015 students, and have the opportunity to review their 10/1 targets and seat availability. More information will be provided in next week's newsletter.

Systems Integration

Following the delivery of reports on Saturday, June 21, the Systems Integration process will be temporarily stopped. It is important that the integration is not running while different schools are on different academic years. We will turn the integration back on in July, after all schools have flipped their system. Schools may continue to send their data to the integration server, but please note that it will not execute the comparisons and data updates. Thank you to those of you who provided information on your summer system maintenance schedule.

Family Resource Centers Still Operational

We've been alerted that parents are already being directed to the First Pilgrim School Building location. Please note that this site will not be open for enrollment services until the summer enrollment session begins, July 9, 2014. Until then, please continue to direct families to the permanent FRC locations. FRC locations and hours can be found at www.enrollnola.org.

IMPORTANT REMINDERS

Parent Support

We have been receiving some parent support emails in the Enrollment Support inbox in the last several weeks. Please remember that all parent inquiries should be sent to Oneapp@rsdla.net. The Enrollment Support inbox is for school staff support **only**. Thank you for helping us best serve families—and you! As always, our Family Resource Center staff are dedicated to serving our students. Locations and hours can be found at www.enrollnola.org.

As always, thank you for your attention to these enrollment matters.

Sincerely,
The Enrollment Team

Aimee Grainer
Associate Director of Enrollment Communications
Office of Student Enrollment

504.373.6200 ext. 20080 (o)
1615 Poydras St., Suite 1400
New Orleans, LA 70112
www.rsd.la.gov | www.enrollnola.org

Follow us on Twitter! @OneApp_NOLA

