

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

Thanks to all schools who updated their promotion decisions last Friday. If you have not yet updated those decisions, please do so as soon as possible. By the end of this week, SchoolForce will be rolled-over, and students will be placed in their 14-15 grade per the information currently in SchoolForce. Failure to complete your retention decisions in a timely manner may result in inaccurate seat availability displaying in SchoolForce when open enrollment begins on July 9.

We are giving all schools the opportunity to make sure this data is accurate now in order to ensure you are only being assigned students when you have availability in a grade. If you need assistance updating your students' retention information, please reach out to enrollment.support@rsdla.net as soon as possible. We would be happy to assist in this important process.

Student Records Distribution for Select Closed RSD Schools – Summer 2014

The RSD invites your school to pick up student records for students who attended a closing RSD school this past year. This includes students who attended Benjamin Banneker Elementary, A.P. Tureaud Elementary, G.W. Carver High, Sarah Towles Reed Senior High, Walter L. Cohen High, or John McDonogh High during the 13-14 school year.

From 7/16 – 7/18 and 7/30 – 8/1, school staff may request to pick up cumulative folders, 504 records, and special education records (where available) of these students. If you would like to set up time to request student records, please email student.records@rsdla.net with your expected pick up date and time. We will use your most current OneApp roster to package the appropriate records for your school to pick up, so please ensure your rosters are up-to-date throughout the summer.

UPDATES & MATERIALS

End-of-Year SchoolForce Flip

SchoolForce will be rolled-over into the 2014-2015 academic year between this Friday, June 27 and Monday, June 30. 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 14-15 students, and have the opportunity to review their 10/1 targets and seat availability.

Reviewing 2014-2015 Seat Availability

With open enrollment quickly approaching (July 9!), schools should re-familiarize themselves with accessing seat availability in SchoolForce. This is how Family Center staff will make all placements during summer enrollment. Please find attached here an updated SchoolForce training guide explaining how to access seat availability in SchoolForce (slides 9-14). If your school is displaying seat availability in a grade in SchoolForce, the Family Center staff will place families on a first-come, first-served basis. FRC staff will **not** make placements if a grade does not show availability, even if school staff tells families there are openings. To that end, schools should be actively referring to SchoolForce grade capacities as they communicate with families during open enrollment. It is extremely important that families receive consistent information from schools and Family Centers.

Next week you will be able to review your seat availability in SchoolForce before we start making placements on July 9. If you have any questions or believe there is a discrepancy when you review this, please email enrollment.support@rsdla.net.

Systems Integration

The systems integration has been turned off and will not be turned back on until later in the summer when all schools have flipped their systems into the next academic year. Thanks to all of the schools that participated in the systems integration throughout the year. We believe that it improved enrollment operations and service to families by expediting roster reconciliation and validation. We appreciate your cooperation.

Enrollment POCs

Email enrollment.support@rsdla.net if your school will transition to a new enrollment point of contact for 2014-2015, specifying who should be notified on enrollment communications. If your SchoolForce account should be updated, please provide the email of the new SchoolForce account holder

IMPORTANT REMINDERS

Family Resource Center Summer Update

Please note that the Family Resource Center @ Osborne will close permanently June 30, 2014. Effective 7/9, the First Pilgrim School Building will replace Osborne as our third FRC location. The FRCs @ Crocker and Landry-Walker will be closed from 7/1 – 8/29 for the summer. Beginning July 9, 2014, you may visit our staff at the First Pilgrim School Building (2521 Marais St., 70117) for the summer open enrollment season. Summer hours are Monday – Friday, 7:30 AM – 5 PM. For your reference, we have attached the summer hours flier to this newsletter.

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.

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

Sincerely,
The Enrollment Team

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