

All,

Tomorrow is October 1! This week's enrollment newsletter contains important information to help you and your staff plan for enrollment procedures for the remainder of the school year. Please email [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with questions or concerns.

As a follow up to Ray's email yesterday evening, we'd like to thank schools for being vigilant with roster maintenance, and to remind everyone that it is critical that your SchoolForce roster be accurate come October 1. Per 2014-2015 enrollment policy, students who leave after 10/1 and return within the same school year will be reassigned to their last school of record. On the morning of October 2, we will flag all students currently active on the roster of a OneApp school. Students who were on 10/1 rosters will be advised that to return to their last school. Please ensure you correct invalid discharges by tomorrow, Wednesday October 1, so you are not held liable for serving absent students.

### ***IMPT: 10/1 PREPARATION***

#### Round Robin

The Round Robin process will begin on Thursday, October 2. The attached one-pager describes how the process works. The process will work very similarly to how it worked last year, with minor tweaks described in the attached documents. Overall, the process preserves family choice and distributes placements evenly across schools and grades so no school shoulders an unequal share of mid-year placements. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any high-level questions about the Round Robin process.

#### Round Robin Exemptions

All schools should be prepared to accept mid-year students as established in enrollment policies, but we understand that schools may be over-enrolled in some grades. Therefore, there is a Round Robin exemption request process. The attached document provides information on submitting exemption requests and details the standards used to assess those requests. All exemption requests submitted by noon on October 1 will be evaluated before Round Robin starts on October 2. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any question on the exemption request process. The form for submitting the exemption request is linked in the attached document and here: [Exemption Request Form](#).

#### Matching to 10/1 Seat Availability

Schools with at least 2 seats available in any grade can elect to match to their 10/1 target when Round Robin begins. This option allows schools that would still like to increase their enrollment to take more than 1 student per cycle in the round robin process. Please complete this form if you would like to match to seat availability in any grades. Schools matching to seat availability will continue as a regular Round Robin participant if they reach their 10/1 target. [You can submit a request to match to 10/1 Seat Availability here](#).

### ***UPDATES & MATERIALS***

#### Post 10/1 Hardship Transfers

In order to change schools from October 1 through the remainder of the school year, students must demonstrate a verifiable safety, medical, or childcare hardship necessitating a change in school environment. Please find attached the forms for each hardship attached here. As always, the parent / guardian must fill out the form and initiate the request for a transfer.

- All transfers MUST be submitted by school staff to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net); families should not be directed to submit a transfer request at a Family Resource Center
- ALL transfer requests must be submitted with appropriate supporting documentation – requests will not be processed unless accompanied by all required documentation
- A school staff signature does not signify agreement with the stated reason for transfer, only acknowledgment of meeting with the family
- Both pages of the transfer paperwork must be submitted. Transfer requests will not be processed without all required signatures, forms, and supporting documentation

If you have questions or concerns about how students qualify for a Hardship Transfer, please email [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net).

2014-2015 Enrollment Policies

We are pleased to present the final enrollment policies for the 2014-2015 school year. We'd like to highlight the following changes in policy from last year:

- Re-Admits: students who leave after 10/1 and return within the same school year will automatically be reassigned to their last school of record
- Re-Entry Policy: students who are re-entering the public school system from secure care are guaranteed a spot at their last school of record for up to 60 school days.
- Residency Verification: schools must verify residency of all students (including continuing students) annually
- Hardship Transfers: we will process up to one hardship transfer request per student, per semester

All school staff handling student enrollment are required to read, understand, and abide by these policies. Failure to do so will result in disciplinary action, up to or including a Notice of Breach. Please contact the Enrollment Team if you need clarification on anything included in this document.

Thank you for your attention to these enrollment matters.

Sincerely,  
The Enrollment Team

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**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](http://www.rsd.la.gov) | [www.enrollnola.org](http://www.enrollnola.org)

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