

All,

ACTION REQUIRED

School Profile Review Coming Soon

We are excited to announce that the K-12 application school list is nearing completion. We expect to share school profile information by the end of this week. Please be on the lookout for this important communication, as it will be the last opportunity you will have to edit the way your school's information is presented in the application materials. Thank you to all those who have communicated updates to their school information already.

ROUND ROBIN

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. Please refer to previous enrollment communication for more information on the exemption request process.

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	9	9	30
1	1	17	5	25
2	1	14	7	25
3	1	14	6	27
4	1	12	8	21
5	1	7	5	32
6	1	10	3	30
7	1	9	11	26
8	1	11	3	26
9	1	3	5	10
10	1	2	5	12
11	1	3	5	11
12	1	4	5	6

Round Progress Tracker

The Round Robin Progress Tracker below shows when each cycle in each grade has been reset and how long the previous cycles lasted. This should give your school an idea of how quickly the round robin has moved thus far.

Grade	Cycle 1	
	Start Date	Days
K	10/2/2014	
1	10/2/2014	

2	10/2/2014	
3	10/2/2014	
4	10/2/2014	
5	10/2/2014	
6	10/2/2014	
7	10/2/2014	
8	10/2/2014	
9	10/2/2014	
10	10/2/2014	
11	10/2/2014	
12	10/2/2014	

Round Robin Exemptions

While all schools should be prepared to accept mid-year students, we understand that schools may be over-enrolled in some grades. The attached document provides information on submitting a request to be exempt from a Round Robin cycle, and details the standards used to assess those requests. All exemption requests must be submitted at least one business day in advance of the Round Robin reset. Please reach out to 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

School Resources Webpage

In an effort to provide quick access to OSE materials and resources, we've created a password-protected webpage for school enrollment staff: <http://www.enrollnola.org/school-resources>. The password is Stud3nt3nrollm3nt. Please only share page access with staff who work directly on student enrollment. The information included on these pages is for internal use only and should not be shared with families. So far we've published information and materials for the Round Robin and Hardship Transfer processes, including a detailed report on the Round Robin exemptions granted thus far. We welcome feedback on how to improve this page.

Re-Entry Policy Addendum

It has come to our attention that the re-entry policy was miscommunicated in last week's newsletter. Please note that 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 *calendar* days, not school days. For questions about any enrollment policy, please do not hesitate to email enrollment.support@rsdla.net.

Application Timeline Publicly Available

Please note that the Main Round application dates have now been posted to EnrollNOLA.org. Please ensure students and families seeking to submit an application are aware of this resource. As the launch of this year's application approaches, more information will be made available on our website to applying families. We appreciate your support in ensuring families have access to this information.

IMPORTANT REMINDERS

Post 10/1 Hardship Transfers

As of October 2, students must demonstrate a verifiable safety, medical, or childcare hardship necessitating a change in school environment in order to change schools through the remainder of the school year. As always, the parent / guardian must fill out the form and initiate the request for a transfer. Requests will not be considered without proper documentation. If you have questions or concerns about how students qualify for a Hardship Transfer, or have difficulty locating this year's forms, please email enrollment.support@rsdla.net.

A few important reminders as you submit transfer requests:

- Do not allow students to withdraw from school until you receive official approval from the Office of Student Enrollment. Transfers are evaluated on a case-by-case basis, and are often denied. In the event that a transfer is denied, the student will continue to attend your school. It is the responsibility of the sending school to ensure that students are not truant while transfer requests undergo the review process.
- Please do not submit transfer requests on outdated forms. New forms were shared in last week's newsletter, and are also now available on the School Resources webpage referenced above.
- Valid safety transfers are submitted by a family in reference to concerns for the safety of the *student*. We will not consider safety transfers allegedly recommended for the safety of faculty or staff.

Thank you for your attention to these enrollment matters.

Sincerely,
The Enrollment Team

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