

All,

Happy Halloween! In the spirit of the season, and in preparation of the application launching Monday, November 3, we have attached here a spooky OneApp one-pager. We understand that the enrollment process can be confusing, and are hopeful that we can help dispel some of the myths that make OneApp intimidating for families. Please make sure this information is available for students interested in submitting a OneApp this year, and for staff who work on student enrollment.

Know that the Enrollment Team is always available to help answer questions about any aspect of the enrollment process. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with questions or concerns.

### ***ACTION REQUIRED***

#### Application Pick Up

Please find attached the schedule for OneApp distribution. Due to the late release of SPS scores and the upcoming Election Day holiday, applications will not be available for pick up until Wednesday, November 5. All distribution will take place from our Westbank Family Resource Center:

#### **Westbank Location**

FRC @ OPSB Central Office  
3520 General DeGaulle Dr., 70114, Suite 1050

It's important that schools come during their scheduled timeslot so we can ensure traffic flow remains manageable for our Center staff. If you are unable to come during your scheduled time, please email [aimee.grainer@rsdla.net](mailto:aimee.grainer@rsdla.net) to request a different pick-up time. I will work with your staff to meet your scheduling needs. We will not deliver applications to schools. Please plan accordingly.

#### SchoolForce Application Entry Training

The Office of Student Enrollment will host SchoolForce application entry trainings this week. We will focus on entering applications in the system, while also covering school application acceptance processes and general enrollment policy. Enrollment POCs who have not completed application data entry are required to attend and others are encouraged to attend. The details on the training times and location are below. Please complete **this doodle** indicating which session you will attend.

- **Thursday, October 30<sup>th</sup> 10:15 – 11:15**, ReNEW Accelerated High School: *3649 Laurel St, New Orleans, LA 70115*
- **Friday, October 31<sup>st</sup> 8:15 – 9:15**, Sci Academy: *5552 Read Blvd, New Orleans, LA 70127*

#### Roster Validations

Roster accuracy is critical for all enrollment processes, and as such schools are required to maintain their SchoolForce roster throughout the year. With the application opening Monday, November 3, it is particularly important. **Applicants currently enrolled in schools will have that information pre-populated on**

**their online applications and it should be accurate.** As such, it is extremely important that schools utilize their systems integration error reports and submit valid discharge requests as necessary.

## ***POLICY REMINDERS***

### School Application Collection

The Main Round of OneApp 2015-2016 launches Monday, November 3. 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.

### IMPT Registration Reminder

This is a reminder to all school staff that, per Federal and State law, as well as enrollment policy, **a Social Security Card or number cannot be required to complete registration.** Schools may request a social security number as part of registration, but cannot require it for the child to begin school. Students who are unable to provide a social security number must be assigned a temporary State Identification Number as outlined in the SIS User Guide. Photo identification of the child's legal guardian is required for registration, though it does not have to be a State ID. In addition, families may not be asked about their immigration status when they are registering for school.

The procedure for assigning a temporary State Identification Number for RSD students is on page 172 of the SIS User Guide and provided below for reference:

For LEAs 101 and above temporary State Identification Number guidelines:

1. The number must be nine numeric digits (the same number of digits as the SSN).
2. Reading left to right; position one and two must be 99.
3. Positions three, four and five must be the three-digit LEA code. For example, digits three, four, and five for LSU Lab School (LEA Code 318) would be 318. For additional information, see the State Identification Number Guidelines section.
4. Positions six, seven, eight, and nine represent a sequential number beginning with 0001. This allows each district 9,999 temporary numbers to be assigned. An example of a temporary State identification number for LSU Lab might be 993180001.

OPSB schools should contact Michele Walker for more information on how to assign a temporary State ID Number for OPSB students.

**UPDATES & MATERIALS**

Hardship Transfer Update

Please see the table below for an update on how post-10/1 transfers are being considered. Contact [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any questions or concerns. If you need help with transfer procedures, please do not hesitate to contact our team. We'd also like to take this opportunity to remind everybody that the transfer forms have been updated from last year. Please cease using the outdated materials immediately. If you have misplaced the new forms, please email [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net).

<b>Transfer Type</b>	<b>Approved</b>	<b>Denied</b>	<b>Pending</b>	<b>Grand Total</b>
Childcare	19	6	3	32
Principal-Principal	6			6
Safety	16	13	3	32
Medical			2	2
<b>Grand Total</b>	<b>41</b>	<b>19</b>	<b>8</b>	<b>72</b>

**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.

*Round Robin Cycles in grades 1, 10, 11, and 12 were reset this past week*

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	10	30	11
1	2	20	1	23
2	1	15	26	9
3	1	15	22	13
4	1	13	23	9
5	1	8	22	17
6	1	12	20	15
7	1	9	27	10
8	1	12	24	5
9	3	5	8	6
10	3	4	2	10
11	2	5	3	8
12	3	5	3	6

Round Robin 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		Cycle 2		Cycle 3	
	Start Date	Days	Start Date	Days	Start Date	Days
K	10/2/2014					
1	10/2/2014	26	10/28/2014			
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	11	10/13/2014	8	10/21/2014	
10	10/2/2014	18	10/20/2014	8	10/28/2014	
11	10/2/2014	20	10/22/2014			
12	10/2/2014	8	10/10/2014	13	10/23/2014	

Upcoming Family Resource Center Holidays

Please note that all Family Resource Centers will be closed November 4 (Election Day) and November 11 (Veteran’s Day). We apologize for any inconvenience this may cause, and hope everybody enjoys their time off.

Thank you for your attention to these enrollment matters.

Sincerely,  
The Enrollment Team

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**Aimee Grainer**  
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Office of Student Enrollment

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