

All,

We hope everybody is looking forward to the Thanksgiving holidays. Please reach out to enrollment.support@rsdla.net with any questions or concerns.

UPDATES & MATERIALS

OneApp Demand Reports

Last Friday, we shared the first annual 2015-2016 application Demand Report. You should expect to receive a report each Friday through the end of the Main Round moving forward. If you did not receive your report, or if you have questions or concerns, please contact enrollment.support@rsdla.net.

Thanksgiving FRC Schedule

Please note that only the Westbank Family Resource Center will be open next week, Mon 11/24 – Wed 11/26, 8 AM – 4:30 PM. The First Pilgrim and Crocker Centers will be closed. Please ensure your students and families are aware.

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 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 Please cease using the outdated materials immediately.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.

Transfer Type	Approved	Denied	Pending	N/A	Grand Total
Childcare	29	14	6	8	57
Principal-Principal	17				17
Safety	22	25	8	3	58
Medical	1	3			4
Other	1			1	2
Grand Total	70	42	14	12	138

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 4 and 11 were reset this past week

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	10	37	11
1	2	21	20	6
2	1	15	30	6
3	1	16	27	9
4	2	14	0	25
5	1	8	30	11
6	1	13	27	7
7	2	13	14	17
8	2	13	15	11
9	5	5	7	6
10	3	3	10	6
11	3	4	0	11
12	4	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		Cycle 4		Cycle 5	
	Start Date	Days	Start Date	Days	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	47	11/18/2014							

5	10/2/2014								
6	10/2/2014								
7	10/2/2014								
8	10/2/2014	39	11/10/2014						
9	10/2/2014	11	10/13/2014	8	10/21/2014	13	11/3/2014	9	11/12/2014
10	10/2/2014	18	10/20/2014	8	10/28/2014	13			
11	10/2/2014	20	10/22/2014	27	11/18/2014				
12	10/2/2014	8	10/10/2014	13	10/23/2014	13	11/5/2014		

IMPORTANT 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.

Thank you for your attention to these enrollment matters.

Sincerely,
The Enrollment Team

Aimee Grainer

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