

All,

We hope everybody is having a nice week so far. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with any questions or concerns.

Each week moving forward, we will share a quick OneApp fact from the 2014-2015 enrollment cycle, the first of which can be found below. We're hopeful this information will help schools learn more about the application results and other enrollment processes, and help answer related parent concerns.

**12/9 OneApp Fact:**

*During the 2014-2015 application process, **92% of students with the option to continue attending their current school did not submit an application elsewhere.***

This may suggest that more students are satisfied with their school and are not inclined to transfer. System stability generally creates more positive outcomes for students, schools, and the system.

If you'd like to learn more, or if you have questions, feedback, or would like to start a conversation about any of the information we share, please do not hesitate to reach out to our team at [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net).

***ACTION REQUIRED***

Application Entry by December 19<sup>th</sup>!

**All schools are required to enter any applications submitted on or before December 19<sup>th</sup> by December 19<sup>th</sup>.** This is extremely important as this is the deadline for selective school applicants. These students' applications must be entered on time so they are given an opportunity to complete any required assessments at the selective school(s) they listed. Please reach out to [enrollment.support@rsdla.net](mailto:enrollment.support@rsdla.net) with questions or concerns.

***UPDATES & MATERIALS***

FRC Holiday Schedule

The Family Resource Centers located at Crocker and First Pilgrim will be closed from 12/22/14 – 1/02/15. The FRC located at OPSB will be open on the following dates: 12/22 – 12/23 and 12/29 – 12/30, but will be closed 12/24-12/26, and 12/31-1/2. Please ensure your students and staff are aware. The Enrollment Team wishes everybody happy holidays.

Introducing Kristen Illarmo, New Associate Director of Early Childhood Enrollment

We are excited to welcome Kristen Illarmo to our team as the Associate Director of Early Childhood Enrollment. She comes to us after four years of managing the Administrative Adjudication blight removal process at the City of New Orleans. Kristen is excited to put her program management skills to work building a common enrollment system for children ages 0-5.

She's also excited to come back home to New Orleans after two years of living in Nashville. Kristen has a Masters in Urban and Regional Planning from the University of New Orleans and a Liberal Arts degree from University of South Carolina, her home state. She lives in New Orleans with her husband and their two rambunctious children.

**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 3, 8, and 10 were reset this past week*

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	10	38	9
1	3	22	15	9
2	2	14	9	23
3	2	12	1	32
4	2	14	14	15
5	1	8	33	10
6	1	12	28	5
7	2	12	26	6
8	3	15	4	19
9	7	5	7	6
10	5	4	3	10
11	3	4	7	6
12	5	5	3	7

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	Cycle 6	Cycle 7
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	Start Date	Days	Start Date	Days	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	23	11/20/2014									
2	10/2/2014	61	12/2/2014											
3	10/2/2014													
4	10/2/2014	47	11/18/2014	20	12/8/2014									
5	10/2/2014													
6	10/2/2014													
7	10/2/2014	39	11/10/2014											
8	10/2/2014	32	11/3/2014	31	12/4/2014									
9	10/2/2014	11	10/13/2014	8	10/21/2014	13	11/3/2014	9	11/12/2014	9	11/21/2014	11	12/2/2014	
10	10/2/2014	18	10/20/2014	8	10/28/2014	6	11/21/2014	31	12/4/2014					
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

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**Aimee Grainer**

Associate Director of Enrollment Communications  
Office of Student Enrollment

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