

All,

Happy Holidays! Please reach out to enrollment.support@rsdla.net with any questions or concerns.

Each week we will share a quick OneApp fact from the 2014-2015 enrollment cycle, seen 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.

12/16 OneApp Fact:

*During the 2014-2015 application process, **33% of students submitted their applications online.**
So far this year, **over 65%** of applications have been submitted online!*

We recommend all families apply online for several reasons: families receive a **receipt** for their records, can easily update their application if they choose to, and are notified of the placement results more quickly.

However, this means nearly 70% of students submitted paper applications last year. **This is a reminder that all schools must enter any applications submitted on or before Friday, December 19 by COB Friday.** It is extremely important for these families that schools adhere to this deadline.

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.

ACTION REQUIRED

Application Entry by December 19th!

All schools are required to enter any applications submitted on or before December 19th by December 19th. 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. After Friday, students will not be able to apply to attend Early Window deadline schools. Please take this time to review the note on application collection at the bottom of this week's newsletter. Reach out to enrollment.support@rsdla.net with questions or concerns.

UPDATES & MATERIALS

Scholarship Program Update

As of 12/2, St. Augustine High School is no longer participating in Louisiana Believes Scholarship Program. Please ensure families are aware of this as they submit their applications. The online application has been updated to reflect this change, and the news has been posted on EnrollNOLA.org and at Family Resource Centers. We apologize for any inconvenience or confusion this may cause for your families or team.

3	10/2/2014														
4	10/2/2014	47	11/18/2014	20	12/8/2014										
5	10/2/2014														
6	10/2/2014	69	12/10/2014												
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	8	12/10/2014
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

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.

School Application Collection

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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