All,

We hope everybody enjoyed the long weekend. Please reach out to enrollment.support@rsdla.net with any questions or concerns.

1/20 OneApp Fact:

*During this year's (2015-2016) Main Round, **89% of New Orleans public schools are participating in the OneApp process.***

Each year since the founding of OneApp, the school participation rate has increased. One of the benefits of a centralized enrollment system is that it ensures all schools play by the same rules. It is critical that 100% of New Orleans public schools participate in order to achieve fair access to every school for every student.

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.

UPDATES & MATERIALS

ULGNO Schools Expo
The Urban League of Greater New Orleans Schools Expo will take place Saturday, February 7, 10 AM – 2 PM. Each year, the Expo offers New Orleans families an unrivaled opportunity to discover their school options, meet school representatives, and engage with community organizations in one venue. Please ensure your families are aware that the Expo is free and open to the public, and that enrollment staff will be available to assist in filling out applications, or to answer OneApp questions or concerns. We will also have a computer lab set up to help families apply online. We look forward to seeing everybody there.

8th Grade Application Collection Update
As you are aware, our team has been sharing weekly progress reports on 8th grade application collection, so you can track how many of your 8th graders still need to complete a OneApp. We're hopeful these resources have been helpful to you, and we want to take this opportunity to highlight schools who have already done exceptional work in supporting their 8th graders through the high school transition process.

The following schools collected applications from more than 10% of their 8th grade student body in the past week:

School Name	% in Last Week
Esperanza Charter School	34%
Gentilly Terrace Charter School	11%
KIPP Central CIty Academy	14%
Lafayette Academy Charter School	31%
Medard H. Nelson Charter School	67%
Pierre A. Capdau Charter School	12%

A shout out to Lafayette Academy, who has now collected applications from 94% of their 8th graders! We'd like to thank all of these schools for their exemplary work. Beginning the week of February 3, we will share the application completion rate of all schools with a terminal 8th grade, so schools can get a sense of district-wide progress. If your school has a low completion rate, you can expect that our team will reach out to you. Please remember that the application deadline is February 27.

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	50	26	9	19	104
Principal-Principal	53	3		3	59
Safety	64	47	14	6	131
Medical	2	5			7
Other	6	1		1	8
Grand Total	**175**	**82**	**23**	**29**	**309**

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.

The Round Robin Cycle in grade 3 was reset this past week

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	8	40	8
1	5	23	8	16
2	2	12	30	6
3	3	14	0	30
4	3	17	17	10
5	1	7	36	7
6	2	9	25	12
7	3	12	19	14

8	4	16	16	7
9	11	4	5	8
10	7	3	2	12
11	4	3	6	8
12	7	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		Cycle 6		Cycle 7		Cycle 8	
	Start Date	Days	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	27	12/17/2014	26	1/12/2015							
2	10/2/2014	61	12/2/2014													
3	10/2/2014	67	12/8/2014	43	1/20/2015											
4	10/2/2014	47	11/18/2014	49	1/6/2015											
5	10/2/2014															
6	10/2/2014	69	12/10/2014													
7	10/2/2014	39	11/10/2014	56	1/5/2015											
8	10/2/2014	32	11/3/2014	31	12/4/2014	35	1/8/2015									
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	26
10	10/2/2014	18	10/20/2014	8	10/28/2014	6	11/21/2014	31	12/4/2014	33	1/6/2015	7	1/13/2015			
11	10/2/2014	20	10/22/2014	27	11/18/2014	49	1/6/2015									
12	10/2/2014	8	10/10/2014	13	10/23/2014	13	11/5/2014	16	11/21/2014	46	1/6/2015	6	1/12/2015			

Grade	Cycle 9		Cycle 10		Cycle 11		Cycle 12		Cycle 13		Cycle 14	
	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days	Start Date	Days
K												

1													
2													
3													
4													
5													
6													
7													
8													
9	1/5/2015	1	1/6/2015	6	1/12/2015								
10													
11													
12													

IMPORTANT REMINDERS

SchoolForce Roster Maintenance & Discharges
Maintaining an up-to-date SchoolForce roster is a critically important expectation of enrollment policy. In addition to only enrolling students who are assigned by the Office of Student Enrollment, this requires that schools discharge students who are no longer in attendance in a timely manner. Schools are expected to discharge students in SchoolForce once they meet one of the discharge conditions (e.g. the parent notifies you that they will be moving to Texas or the student has been absent for 15 consecutive school days). The systems integration error reports will help with this; error report 3 in particular highlights students who likely need to be discharged. The attached deck provides guidance on how and when to discharge students in SchoolForce.

As previously mentioned, EnrollNOLA will be working with the LDE to ensure that SchoolForce rosters align with the State reported data as the next reporting period approaches. School and CMO leadership may be contacted if there are discrepancies between the rosters. Please continue to reference the systems integration error reports to identify roster discrepancies, and if you have any questions please email enrollment.support@rsdla.net.

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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