

All,

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

1/27 OneApp Fact:

*During the 2014-2015 Main Round, **75% of family-linked families who listed four or more choices were matched together.***

Last year, 71% of all family-linked families were placed in school together. As you collect applications, please make sure that families whose greatest priority is keeping their kids in school together use family-link. In order for siblings to be family-linked, all school choices must be the same *and* ranked in the same order. The greater number of choices listed, the easier it is to place students at school together.

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

Upcoming Target Setting

Schools can expect to receive their enrollment target requests and projections tomorrow. This message will contain critically important information and should be read promptly and thoroughly. **The deadline for returning 10/1 and Match Targets is February 13, 2015.** Detailed instructions on how to set targets using historical and projected enrollment data will be included, as well as action steps for meeting the deadline. Our team will be available to assist with any questions or concerns. Please do not hesitate to reach out to enrollment.support@rsdla.net with questions.

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. We're pleased to announce that overall 8th grade application collection is up compared to last year. As a city we're up to a 57% completion rate, as compared to 34% this time last year.

A shout out to Nelson Elementary, who has now collected applications from 92% of their 8th graders! We'd like to thank all schools for their hard work. Beginning next week, 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, one month from today's date.

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	52	33	12	19	116
Principal-Principal	63	3		2	68
Safety	66	56	11	7	140
Medical	2	6	1		9
Other	7	1		1	9
Grand Total	190	99	24	29	342

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 Cycles in grades 2 and 12 was reset this past week

Grade	Cycle	Exemptions	Schools Chosen	Schools Remaining
K	1	8	40	8
1	5	21	16	11
2	3	12	0	32
3	3	12	3	30
4	3	15	22	8
5	1	6	36	8
6	2	8	26	13
7	3	11	22	14
8	4	14	19	6
9	11	3	7	8
10	7	3	4	10
11	4	2	7	8
12	8	3	1	9

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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